



*TENNESSEE EXTENSION MASTER GARDENER PROGRAM  
Request for Reactivation or Reinstatement*

**Reactivation Policy**

Reactivation applies to previously certified active EMG volunteers who wish to return from Leave of Absence status. They must have turned in the Leave of Absence Form prior to cessation of active volunteer service. To be reactivated, the Reactivation form and signed EMG volunteer MOA must be submitted to the TEMG county coordinator. Then a minimum of 25 volunteer service hours and 8 continuing education hours (some groups may require more) as well as payment of local association membership dues (if required) must be completed within one year for the volunteer to regain Certified Active Extension Master Gardener status.

**Reinstatement Policy**

Reinstatement applies to previously certified active EMG volunteers who wish to return to the program but did not take a Leave of Absence. To request to be reinstated, the Reinstatement form and signed EMG volunteer MOA must be submitted to the TEMG county coordinator. The reinstatement request must be approved by the county coordinator and the local EMG association. If approved and it has been 5 or more years since the volunteer was a Certified Active EMG volunteer, then auditing the intern class will be required. Following approval and auditing (if necessary), a minimum of 25 volunteer service hours and 8 continuing education hours (some groups may require more) as well as payment of local association membership dues (if required) must be completed within one year for the volunteer to regain Certified Active Extension Master Gardener status.

I have **completed my initial certification** for the Extension Master Gardener Program and I am requesting being **reactivated** after requesting a one year leave of absence. I understand 25 hours of volunteer service, 8 hours of continuing education and a signed Volunteer Memorandum of Agreement are required annually.

I have **completed my initial certification** for the Extension Master Gardener Program and I am requesting being **reinstated** without returning from a one year leave of absence. I understand that approval by the local EMG Coordinator and the local association board as well as 25 hours of volunteer service, 8 hours of continuing education annually and a signed Volunteer Memorandum of Agreement is required to be reinstated. If inactive for longer than 5 years, I also understand that I will need to audit the local intern training class.

I **never completed my initial service requirement for certification** for the Extension Master Gardener Program and I am requesting the ability to **attain initial certification**. I understand 40 hours of volunteer service, 8 hours of continuing education (if required by county) and a signed Volunteer Memorandum of Agreement are required. If it has been longer than 5 years since I completed the 40 hours of training, I also understand that I will need to audit the local intern training class.

I understand that the TEMG badge is only to be worn in a volunteer capacity and is not to be worn at work or in any other moneymaking capacity. I will not use my TEMG status to promote any commercial activity or private business while inactive. I understand that violation of this policy may cause immediate withdrawal of all certification privileges and any possibility of active status re-instatement.

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TEMG's Signature

Date

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Local TEMG Coordinator's Signature

Date