**Master Gardener Youth Certification Process** In addition to your requirements to become a UMaine Extension Master Gardener Volunteer, the following three steps need to be completed if you are going to be working with youth as part of an approved Master Gardener program or project:

**Step 1.**  **Background Check** [Supplemental Volunteer Application Form](http://umaine.edu/4h/files/2012/05/SBI-Form.pdf)\* [PDF] (If you need a printed copy of this form, please contact your local county office.) For prospective volunteers who are employed by a Maine school system, you are already required by the Maine Department of Education to have a background check that includes fingerprinting. In lieu of an additional background check through the University of Maine’s Office of Human Resources, potential volunteers can provide a copy of the certificate validating the background check and fingerprinting has been performed in the last five years.

**2. Online training:** UMaine Extension wants to meet the needs of today’s volunteer. Master Gardener Youth Certified Volunteers are required to complete the first two *e-Learning for 4-H Volunteers* modules entitled ***About 4-H*** and ***Positive Youth Development***. Each module takes approximately 20 minutes to complete, and you can work at your own pace whenever it’s convenient for you. As you finish each module, complete the quiz. Continue through the summary to the certificate page. Type in MASTER GARDENER in the comment section, your county, print off your certificate (or save it to your computer, see tip below), **and be sure to hit “submit”**. By hitting submit, Extension staff will be notified that you have completed each module. Click on the link below to register and receive your password for the online training. [Register Here](http://www.umext.maine.edu/4HVolunteer/Default.htm) for *e-Learning for 4-H Volunteers*

TIP — When you get to the certificate page for each module you complete, remember to hit the SUBMIT button. If you do not hit SUBMIT, the Extension office will not have a record that you completed the module(s). Then decide if you want to “print” or skip printing the certificate. (HINT: You can press “print” and save as a .pdf to your computer instead of actually printing it to have a record of completion.)

**Step 3: Risk Management Training:** Once you have completed your two e-Learning modules, your Extension staff liaison will email you a link so you can watch the risk management module OR your Extension staff liaison will show it to you during an in-person training.