TSFA Level 1 Floral Certification ONLY
Teacher Proctored Virtual Test
Registration Form

TESTING DATE & TIME:

Date: _____

Time: _____ **(Please insert time)**

COST: $70 per student

*(Students must have completed the **Knowledge Based Exam** prior to the Level 1 Certification Exam)*

Knowledge Based Exam COST: $30 *(Please feel out the separate **Knowledge Based Exam** registration Form)*

Please fill out this form completely along with an **Excel Spreadsheet (.CSV File)** listing the students taking the **Level 1 Certification. Scan and email** completed registration form to the TSFA office.

- TSFA WILL PROVIDE INSTRUCTION FOR TEACHERS ONE DAY PRIOR TO EXAM
- SCHOOL IS RESPONSIBLE FOR PURCHASING FLOWERS AND SUPPLIES FOR VIRTUAL TESTING. (THE SUGGESTED TIME FRAME FOR ORDERING FLOWERS AND PRODUCT IS TWO WEEKS PRIOR TO TESTING)
- STUDENTS MUST UTILIZE THEIR OWN FLORAL TOOLS FOR TESTING
- TEACHER WILL PROCTOR THE EXAM
- ALL IMAGES MUST BE TAKEN BY THE SUTDENT OR TEACHER ON A WHITE OR SOLID LIGHT-COLORED BACKGROUND (MAY USE A DRY ERASE WHITEBOARD OR TRIFOLD BOARD AS BACKGROUND)
- ONCE BOTH DESIGN SEGMENTS (BOUTONNIERE & SYMMETRICAL ARRANGEMENT) OF THE LEVEL 1 CERTIFICATION EXAM ARE PASSED, CERTIFICATES WILL BE MAILED TO TEACHER

SCHOOL NAME & ISD

| SCHOOL ADDRESS | CITY | STATE | ZIP |

TEACHER NAME   TEACHER EMAIL

TEACHER PHONE   TEACHER CELL

I would like to pay by:

____ Check ____ Credit Card (please call TSFA office to pay by this method)

____ PO # _____ (Please indicate PO number in the blank to the left and include copy of the PO for invoicing)

Make checks payable to:
Texas State Florists' Association
PO Box 859
Leander, TX 78646
P: 512.528.0806 F: 512.834.2150
caroles@tsfa.org
txsfa@sbcglobal.net

Level 1 Registration Spreadsheet EXAMPLE

In order to complete your registration, complete a student registration spreadsheet using the headers below and email it to: **caroles@tsfa.org** along with this completed registration form. The student registration spreadsheet should have three columns titled **Firstname, Lastname, Email.**

	A	B	C	D
1	Student First Name	Student Last Name	Email	
2	Joe	Smith	joesmith@gmail.com	
3	Annabelle	Claire	Aclaire@gmail.com	
4	Roscoe	Gonzalez	Rgonzalez@gmail.com	
5				
6				
7				
8				
9				

Please save your Excel Spreadsheet as a.CSV and title it with the school name listed on the registration form and Level 1 Digital Grading as seen in this example:
SCHOOLNAME_LVL1_VIRTUALTESTING