



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 fill 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 no later than **November 6, 2020**. If received after **November 6, 2020** the registration will **NOT** be accepted.

- 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 STUDENT 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:

Birdville_LVL1_VIRTUALTESTING