University of Florida  
Florida Master Beekeeper Program  
Requirements and General Information (Program Manual)

The Master Beekeeper Program (MBP) is a five year beekeeper training and certification provided by the University of Florida. One must already be a beekeeper to enter the program (please see Apprentice requirements). Entry into the program is attained by meeting the Apprentice requirements and passing the Apprentice examinations on exam day. There is no age limit for entry into the program although the examination may be too difficult for children under 12 years of age. All students must enter the program at the Apprentice Beekeeper level and no students are permitted to skip levels.

The program offers four levels of training and advancement: Apprentice Beekeeper, Advanced Beekeeper, Master Beekeeper and Master Craftsman Beekeeper. All ranks take a minimum of 1 full year to complete with the exception of Master Level, which takes 2 years. Opportunities for advancement in the program occur on exam day, upon meeting all the requirements for the level of advancement desired.

Examinations are held twice a year and all dates are announced in our quarterly newsletter, the Melitto Files as well as on our website, www.UFhoneybee.com. Our spring examinations are held the Thursday before Bee College, during the University of Florida’s Spring Break (generally, this falls in the first 2 weeks of March). Our fall examinations are held the Thursday before the annual Florida State Beekeepers Association (FSBA) Meeting (generally the last two weeks of October).

The training and examination day consists of 2 parts. In the morning (8am-12pm) we hold review lectures on important beekeeping topics and in the afternoon we hold the written and practical examinations (2pm-6pm). The exam days are when Advanced, Masters and Master Craftsman submit their required documentation of public service work to the MBP Board. Please see Appendix F for examination information. Additionally, we hold award ceremonies to congratulate all those who have passed the exam at that season’s respective conference; in spring we do this at the Bee College Awards Ceremony and in the fall we do this at the FSBA’s banquet dinner. Attendance at these award ceremonies is not required, but is encouraged and do require separate registration from the MBP registration (information is always announced on www.UFhoneybee.com).

On the next two pages are lists of requirements necessary for a candidate to fulfill in order to achieve each level in the Master Beekeeper Program. It is important that candidates read the requirements closely and make certain that all requirements are met in order to advance in the program. Additional Program stipulations (program status, limitations, guidelines and re-tests) are now listed in appendix G. Master Beekeeper of the Year requirements and information are listed in Appendix H. Please refer to the summary table on the last page of this document for more information and for MBP board member information.

If at any point you wish to discontinue the program, please contact us directly. Please also be sure to keep us informed of your current mailing address, email address and phone number as we do use all methods to contact you for various reasons throughout your enrollment.
I) Apprentice Beekeeper:

A: must be a Florida registered beekeeper or a registered beekeeper in home state (name must be on registration list or the name must “umbrella” an individual – ie. “Ellis Family” on the registration list would cover husband, wife, and children). Special exceptions to this rule will be considered.

B: must own at least 1 colony of honey bees for at least 1 year. Special exceptions to this rule will be considered.

C: must score a 70% or higher on a written examination. The written test can include but is not limited to materials covered during previous UF Bee College lectures and labs, on the FDACS-DPI Apiary website (http://www.doacs.state.fl.us/pi/plantinsp/apiary/apiary.html), on the UF Honey Bee Research and Extension Laboratory website (UFhoneybee.com), and books/other literature on the Apprentice Beekeeper reading list (see Appendix E).

D: must score 70% or higher on a practical examination. The practical examination can include but is not limited to being able to describe the physical parts of a beehive (common terms, not regional nomenclature); light and properly use a smoker; recognize the various stages of brood, different castes of bees, and find or at least describe the queen; differentiate between brood, pollen, capped honey; recognize propolis and describe its functions; describe the layout of a brood nest (placement of honey, pollen, and brood), etc.

II) Advanced Beekeeper:

A: must have held the Apprentice Beekeeper rank at least 1 full calendar year and have been a practicing beekeeper for at least 2 years. Also, must be a Florida registered beekeeper or a registered beekeeper in home state. Special exceptions to this rule will be considered.

B: must show proof of passing 6 computerized honey bee training modules (must score 80% or higher on each module). These will be available at participating county extension offices throughout Florida, online (at UFhoneybee.com), or by request to the UF Honey Bee Research and Extension Laboratory. They will include modules on (1) honey bee pests/parasites/pathogens, (2) honey bee anatomy and behavior, (3) pollination biology, (4) pesticides and honey bees, (5) African honey bees, and (6) honey judging.

C: must score a 70% or higher on a written examination. The written test can include but is not limited to materials covered during previous UF Bee College lectures and labs, on the FDACS-DPI Apiary website (http://www.doacs.state.fl.us/pi/plantinsp/apiary/apiary.html), on the UF Honey Bee Research and Extension Laboratory website (UFhoneybee.com), Melitto File Articles, and books/other literature on the Advanced Beekeeper reading list (see Appendix E). This examination will cover more information than that required at the Apprentice Beekeeper level. The testable material will closely adhere to information taught in the computerized honey bee training modules (“B” above).

D: must score 70% or higher on a practical examination. The practical examination can include but is not limited to: identifying pests, parasites and pathogens, reading pesticide labels and determining which is the safest to use around bees; identifying several beekeeping items; examining honey labels for errors; distinguishing between bees, wasps, hornets, etc.; and identifying anatomical structures of a bee, flower, etc.

E: must perform and be able to document participation in 5 public service credits (see Appendix A). The Public Service Credit Documentation Form is only a supporting document and should not be the only evidence of a completed PSC.
III) Master Beekeeper:

A: must have held the Apprentice and Advanced Beekeeper ranks 1 year each and have been a practicing beekeeper for at least 3 years. Also, must be a Florida registered beekeeper or a registered beekeeper in home state. Special exceptions to this rule will be considered.

B: must demonstrate/document 10 additional public service credits beyond that required for the Advanced Beekeeper level (see Appendix A).

C: choose and declare major (see Appendix C) and demonstrate/document expertise in 3 of 10 credits within the major. We refer to these as “major credits.”

D: must demonstrate/document expertise in 5 credits outside your major. We refer to these as “core credits.” Firstly, these core credits can be chosen from Appendix B. In addition to this, you may choose credits from other majors to fulfill your core credits.

E: must score 70% or higher on a written examination. The written examination can include but is not limited to materials covered during previous UF Bee College lectures and labs, on the FDACS-DPI Apiary website, on the UF Honey Bee Research and Extension Laboratory website, and books/other literature on the Master Beekeeper reading list.

IV) Master Craftsman Beekeeper:

A: must have held the Master Beekeeper rank at least 2 years and have been a beekeeper at least 5 years. Also, must be a Florida registered beekeeper or a registered beekeeper in home state. Special exceptions to this rule will be considered.

B: must have 15 additional public service credits beyond that required for a Master Beekeeper (see Appendix A). “Extra” public service credits obtained while certifying for the Master Beekeeper Level cannot be applied to the 15 total public service credits needed to achieve Master Craftsman Status.

C: must satisfy 5 additional new credits toward your declared major (for a total of 8 credits toward major – 3 credits were completed in the Master Beekeeper level). We refer to these as “major credits”. If student changes major, he/she must re-declare new major with the MBP board or advisors, and still satisfy 8 total credits toward new major unless previously acquired credits overlap with new major.

D: must demonstrate expertise in 8 additional new credits outside your major (for a total of 13 credits outside major – 5 credits were completed in the Master Beekeeper level). We refer to these as “core credits”. Firstly, these credits can be chosen from Appendix B. In addition to this, you may choose credits from other majors to fulfill your core credits.

E: must demonstrate communication skills (see Appendix D).

F: must pass an oral examination. Nominee is tested by at least three individuals on the review board. The candidate is tested on one specific area of his or her choice (major) as well as on general knowledge of those areas related to honey bees and beekeeping.

G: must participate substantially in a UF (or other university), FDACS-DPI, or USDA sponsored research or extension project. Project Creation guidelines coming soon.
APPENDIX A

Public Service Credit Requirements
(for the Advanced, Master, and Master Craftsman Levels)

Candidates for the Advanced Beekeeper rank or higher must document a certain number of public service credits. “Public service” is defined as volunteer service or educational activity oriented around bees and beekeeping and conducted for the benefit of the public (non-beekeeping audience). Educational activities in conjunction with commercial ventures generally do not qualify (i.e. selling honey).

One Public Service Credit (PSC) equals a single, documented event of a qualified public service. Multiple repetitions of a particular activity may count, but only if they involve separate events or invitations. For example, two presentations to fifth grade science classes may qualify as 2 PSCs but not if they are two successive class periods on the same day.

The key to PSCs is adequate documentation of the event. Primary documentation is represented by original media: conference programs, testimonial letters from third parties, newspaper clippings, photographs, or video recordings. Secondary documentation may lack material evidence of the activity, but must at least include a written statement with the title of the event, date, place, time topic, target clientele group and number attended, description of the activity, and its outcome. In general, documentation must be material evidence, in writing; and more detail is better than less. Board Members reserve the right to accept or reject documentation during program audits. Candidates for Advanced Beekeeper must present documentation to the Master Beekeeper Program Board prior to taking the written examination. We provide a documentation form for your use at UFhoneybee.com. Click on the MBP logo, and then “Download documentation form for Public Service Credits”.

The following activities are pre-approved for satisfying PSC requirements. Other activities may be admissible, but candidates are advised to contact program officers about specific cases.

1) Presenting bee-related lecture or workshop to non-beekeeping group (youth or adult).
2) Officership in local beekeeping association.
3) Assisting members of youth organizations (4-H, Scouts, FFA), etc. with project work.
4) Mentoring a new beekeeper through at least one complete season.
5) Public demonstration on beekeeping topic at fair, festival or similar public event.
6) Providing a hive of bees to pollinate a public garden.
7) Establishing and maintaining observation hive for school or civic group.
8) Designation by local UF/IFAS County Extension office or other municipal agency as expert contact on bee-related questions or issues (see points below).
   a. MBP participant must contact their county agent and the MBP board to offer their expertise.
   b. Must have scored an average of 80 on most recent practical & written exams (you should contact the HBREL for confirmation and we will forward scores to your agent).
   c. Must be a beekeeper in the county for which extension office appoints them expert (counties may have multiple experts).
   d. Must follow BMPs for keeping European colonies (have inspector document your participation).
   e. Must provide a clear channel of communication open to the county, agent and public (e.g; hotline, email, social media, etc).
   f. Must receive positive evaluation from county extension agent stating: dates of service, value of performance to the office, approximate time dedicated to position, and any additional comments.
APPENDIX B

Core Credits

Core Credit Requirements – Advanced Beekeepers must document completion of 5 credits outside their major before they can be considered for advancement to the Master Beekeeper Level. Master Beekeepers must complete an additional 8 core credits for a grand total of 13 core credits to qualify for Master Craftsman Level. You can choose any of the following credits not in your declared major to fulfill this requirement. In addition to this, you may choose credits from other majors to fulfill your core credits.

1) Winning 1st or 2nd place in an authorized competition in: extracted honey
2) comb or cut-comb honey
3) crystallized (spun or creamed) honey, or
4) beeswax.
5) Publishing article in a beekeeping publication (excluding newsletters).
6) Publishing article in a non-beekeeping publication (with at least state-wide distribution).
7) Being recognized as a beekeeping authority in your local area by appearing on radio or TV.
8) Documenting training in life-saving treatment of persons suffering from allergic reactions to insect stings.
9) Attending at least three region (multi-state, national or international beekeeping meetings).
10) Conducting a program or workshop at a state, regional, national or international meeting or convention.
11) Demonstrating competence in small-scale queen rearing.
12) Completing a course on artificial queen insemination.
13) Acquiring private pesticide applicator’s license.
14) Documenting legally-licensed honey processing facility.
15) participating/volunteering in a beekeeping research or extension project at an approved institution.
16) Acquiring other certified bee-related training as approved by MBP board.
17) Serving two or more years as officer of a bee organization at state level or higher (need not be consecutive nor in the same organization).
18) Documenting culture/maintenance of other bee species (bumble bees, halictids, etc.).
19) Mentoring a beekeeping group in a rural/underprivileged/international community.
20) International beekeeping experience whereby clear benefits to the group and to Florida are documented.
21) Maintaining a public blog, public journal or public forum on honey bees. Must be informational, resource based in nature, easily accessible and advertised and must be able to show # of site visits during the year.
22) Volunteer with a commercial beekeeper or organized university apiary (40 hours needed)

**Other documentation will be considered but we recommend that you consult the MBP board prior to undertaking an event not on the above list.**
APPENDIX C

Majors and Credit Requirements

Major must be declared to the board before achieving Master Beekeeper status.

(Candidates MUST be able to document activities – contact MBP board if you have questions about any of the requirements). Other suggested majors/requirement will be considered.

1) Diagnosis and treatment of honey bee pests, parasites, and pathogens
   a) pass (with 70% or higher) a tutorial on diseases of the honey bee
   b) pass (with 70% or higher) a tutorial on pests/parasites of the honey bee
   c) present lecture on pests/diseases at state beekeepers meeting or higher
   d) switch to and document use of IPM (integrated pest management) in personal beekeeping operation
   e) serve as “local expert” and assist other beekeepers in proper disease/pest diagnosis in their colonies.
   f) acquire a pesticide applicator license
   g) create reference collection (sterile) of bee pests and diseases
   h) research and review 1 pest or disease of honey bees. The review will be published on the HBREL’s website. The written review must be accompanied by a power point presentation.
   i) pass (70% or higher) a practical (hand’s on) examination of bee pests/diseases
   j) attend 3 training workshops on bee pests/diseases (must be able to document)

2) Pollination ecology and bee botany
   a) provide pollination services for gardener (not self) or commercial fruit/nut/vegetable grower (must be able to document)
   b) plant bee-friendly garden in public area (such as library, town square, etc.)
   c) present lecture on pollination ecology or bee botany at state beekeepers meeting or higher
   d) produce handout of local honey plants and when they bloom for local (county or region) clientele
   e) pass (70% or higher) practical examination on bee plants
   f) research and review 1 plant that is a major honey production plant in Florida. The review will be published on the Honey Bee Research and Extension Laboratory’s website. The written review must be accompanied by a power point presentation.
   g) become a certified Florida Master Gardener
   h) be trained in identifying pollen present in honey samples
   i) document work with pollinator education to the general public
   j) create museum-quality plant collection of regional honey plants

3) Honey judging
   a) judge state level or higher honey shows
   b) become a certified UF Bee College Honey Judge
   c) win 1st or 2nd place in any category of state or higher level honey show
   d) document ability to produce mead
   e) pass (70% or higher) practical examination on honey judging
   f) research and review 1 type of honey important to the Florida beekeeping industry. The review will be published on the Honey Bee Research and Extension Laboratory’s website. The written review must be accompanied by a power point presentation.
   g) educate public about hive products and their uses at a fair booth or other such event
   h) show evidence that you maintain a Florida licensed honey house
   i) be trained in identifying pollen present in honey samples
4) Beekeeping for rural development
   a) document knowledge (either through written examination, creation of extension bulletins, etc.) of alternative methods of queen rearing
   b) pass (70% or higher) a practical (hands-on) examination of bee pests/diseases, including non-chemical control of these disorders
   c) document knowledge (either through written examination, creating of extension bulletins, etc.) of honey production/processing and other products of the hive, including value adding theory
   d) document proficiency in hive equipment assembly
   e) be proficient in a foreign language
   f) volunteer for Winrock, Partners of America, or other similar organization
   g) be a certified Florida Master Gardener
   h) pass (70% or higher) written examination on beekeeping for rural development
   i) win 1st or 2nd place in any category of state or higher level honey show
   j) document knowledge (either through written examination, creation of UF/IFAS Extension bulletins, etc.) of pollination ecology, general honey bee biology, and colony management for honey production

5) Queen production
   a) document that you are rearing queens according to FDACS-DPI best management practices (BMP’s)
   b) attend instrumental insemination course
   c) pass (70% or higher) examination of mating biology and bee genetics
   d) research and review alternative queen rearing methods industry. The review will be published on the Honey Bee Research and Extension Laboratory’s website. The written review must be accompanied by a power point presentation.
   e) volunteer with professional queen breeder (40 hours needed)
   f) research and review 1 race of honey bee. The review will be published on the Honey Bee Research and Extension Laboratory’s website. The written review must be accompanied by a power point presentation.
   g) serve as “local expert” and assist other beekeepers queen production. Must be able to document.
   h) pass (with 70% or higher) a tutorial on Africanized honey bees
   i) must document that you have mentored/trained others in the dynamics of queen rearing
   j) must document that you are selecting for resistance traits in own queen rearing operation

6) African honey bees
   a) document proficiency in FABIS or USDAID bee identification methods
   b) generate African bee extension information (presentations, UF EDIS documents, etc.) for a specific target audience (PCOs, Master Gardeners, etc.)
   c) pass (with 70% or higher) a tutorial on Africanized honey bees
   d) pass (70% or higher) examination of mating biology and bee genetics
   e) acquire a pesticide applicator license
   f) document knowledge and participation in colony bait hive service
   g) document trip to another area having African bees. Must be able to document work with the Africanized bees while in the area.
   h) serve as “local expert” and assist other beekeepers with African bee related issues
   i) must keep personal bee colonies according to FDACS-DPI best management practices (BMP’s)
   j) present lecture on African honey bees at state beekeepers meeting or higher
7) **Advanced bee husbandry**
   a) switch to and document use of IPM (integrated pest management) in personal beekeeping operation
   b) pass (70% or higher) a practical (hand’s on) examination of bee pests/diseases
   c) provide pollination services for gardener (not self) or commercial fruit/nut/vegetable grower (must be able to document)
   d) plant bee-friendly garden in public area (such as library, town square, etc.)
   e) become a certified Florida Master Gardener
   f) document knowledge (either through written examination, creating of extension bulletins, etc.) of honey production/processing and other products of the hive, including value adding theory
   g) document that you are rearing queens according to FDACS-DPI best management practices (BMP’s)
   h) attend instrumental insemination course
   i) document proficiency in FABIS or USDAID
   j) pass (70% or higher) examination of mating biology and bee genetics

8) **Native bee apiculture**
   a) build a native bee nest habitat for community garden or commercial fruit/nut/vegetable grower
   b) build a native bee nest habitat in a public area (such as library, town square, school, etc.)
   c) present a lecture on (1) native bee diversity or (2) how to create native bee habitats at a state, regional (multi-state), national or international beekeepers meeting
   d) produce an educational color pamphlet or brochure of local native bees for local (county or region) clientele. (all photos used must be cited and permissions granted by the photographer or copyright holder; a reference list is required)
   e) pass (70% or higher) a practical examination on bee and wasp identification
   f) research and produce a review of one species of native Florida bee. The review will be published on the HBREL’s website. The written review must be accompanied by a power point presentation.
   g) participate in a university study about native bees and show documentation
   h) conduct a survey using native bee monitoring techniques and report on the local native bees present in your area with a digital photograph collection of regional bees and wasps complete with an index that provides date/location/identification information for each photo or a museum-quality insect collection of regional bees and wasps complete with collector and species identification labels
   i) document involvement with providing native bee education to the general public
   j) write an article centered around a specific native bee or around native bees in general to be published in a popular journal or magazine or for a website (i.e. EDIS document).

9) **Apiculture education**
   a) develop an original bee related educational PowerPoint presentation (check with board for topic) for a 45-minute lecture, accompanied by a script and a cover page identifying the following: target audience, accompanying resources, further reading list (all photos used must be cited and permissions granted by the photographer or copyright holder; a reference list is required)
   b) develop educational pamphlet detailing an aspect of beekeeping (extracting honey, building equipment, etc.) for distribution among beekeepers (all photos used must be cited and permissions granted by the photographer or copyright holder; a reference list is required)
   c) develop original educational pamphlet explaining a bee related issue that may be important for the general public (or a specific target audience) for distribution (all photos used must be cited and permissions granted by the photographer or copyright holder; a reference list is required)
d) write an article about one of the following topics: education using bees, safety and beekeeping, bee related laws and regulations, bee anatomy and biology, beekeeping IPM, or other approved topic for a popular journal, magazine or newsletter (i.e. Melitto Files)
e) pass (70% or higher) a module on apiculture education basics
f) attend 5 state or higher level beekeeping seminars (such as the Florida State Beekeepers Association Annual Meeting, the Annual Meeting of the American Beekeeping Federation, etc) – you must be able to document attendance
g) develop a bee related teaching module (for beekeepers) accompanied by an evaluation tool (something with which you can judge the success of your teaching module)
h) provide documentation of successful beekeeping mentorship (ie, the individual you are mentoring is showing clear progress due to your instruction) via self-created pre and post tests, evaluations, documented growth and progress
i) attend educational seminars – not on bee education but on how to be an effective educator – these occur in many places; contact the program board for ideas
j) provide documentation of participation in peer review of extension presentations by other beekeepers, accompanied by a feedback evaluation form signed by the reviewer, presenter and outreach contact.

APPENDIX D

Communication Skills
Applicable for Master Level Only.

- Nominee must present program at state beekeeper conference. Program may be in the form of a general presentation, workshop, or similar activity.

- Nominee must complete two of the following activities:

1) Prepare and publish article in beekeeping journal.
2) Prepare and publish article on bees or beekeeping in non-beekeeping publication.
3) Be interviewed on radio or TV program regarding honey bees and/or beekeeping.
4) Be featured in a newspaper article regarding honey bees and/or beekeeping.

APPENDIX E

Reading Lists

Suggested Reading List for Apprentice Level Examinations

Books
5) Honey Bee Biology and Beekeeping – Dewey Caron (2013)

Periodicals
1) American Bee Journal
Suggested Reading List for Advanced Level Examinations
(in addition to those listed for the Apprentice Level Examination)

Books
1) The Hive and the Honey Bee – Dadant and Sons, Inc. (1992)
2) ABC & XYZ of Bee Culture – A.I. Root, (2007)
5) Bee Pollination in Agricultural Ecosystems – Rosalind James and Theresa L. Pitts-Singer (2008)

Websites
1) All “honey bee” entries (search for “honey bee”) at: http://edis.ifas.ufl.edu/
2) Honey Bee Research and Extension Laboratory website: www.UFhoneybee.com
3) Florida Department of Agriculture and Consumer Services – Division of Plan Industry, Apiary Section Website: http://www.doacs.state.fl.us/pi/plantinsp/apiary/apiary.html
4) The University of Florida AFBEE website: www.AFBEE.com

APPENDIX F

Examinations

To become Apprentice and Advanced beekeepers, participants must take a written and practical examination (two hours per exam). Candidates for Master Beekeepers only take a written exam. The written tests may consist of multiple choice, true/false, short answer, and matching. The practical tests contain multiple choice, true/false, and matching questions, but also include identification of hive parts, tools, and diseases/pests of honey bees. Candidates must receive a 70% or higher on BOTH the practical and written examinations to achieve the next level in the program. Passing candidates will receive their certificate of accomplishment at the respective awards ceremony (fall or spring) or by mail. Generally, the Apprentice test will cover the following subject areas: general beekeeping, honey bee biology, basic bee anatomy, honey production and products, pests and diseases (common names, causes and treatments), beekeeping equipment use and terminology, and important historical facts (especially people who contributed to the development of beekeeping). Advanced level testing will include all of the apprentice level subjects with the addition of scientific names of pests/diseases and honey bee species, pollination, native bee information and identification, pesticides and Africanized bees. Be sure to review the materials in the Reading List provided.

APPENDIX G

Program Status, Limitations, Presentation and Documentation Guidelines and Re-tests
Program Status

1) **Active Status** – Any Master Beekeeper Program participant who is actively pursuing the next level in the program with no more than 2 years lapsing before testing to obtain the next level (special exceptions: no more than 3 years between the Master and Master Craftsman Levels). Furthermore, it is necessary to complete a yearly activity report to maintain an Active Beekeeper status. Active beekeepers will receive invitations to MBP-only training events, socials, receive emails regarding PSC credits, and are eligible to receive Master Beekeeper of the Year Award.

2) **Inactive Status** - Any Master Beekeeper Program participant who takes longer than 2 year to test for the next level in the program (3 years if testing for the Master Craftsman level). Participants failing to submit a yearly activity report will lose their active status. Active beekeepers will receive invitations to MBP only training events, socials, receive emails regarding PSC credits, and are eligible to receive Master Beekeeper of the Year Award.

3) **Activity Report** - Master Beekeeper Program participants will now be required to submit a yearly activity report. This report will be used, in part, to determine the Master Beekeeper of the Year Award. An activity report should consist of a list of credit-worthy activities completed during the calendar year. Please include the name and short description of activity, date, type of audience and # of people reached. Participants are encouraged to use the “Cover sheets” to assist in organizing this information. These reports will be accepted yearly, until January 31st.

Limitations

1) The UF Master Beekeeper Program represents a University of Florida Cooperative Extension Service public education program. One should avoid having association with commercial products or implying University of Florida/IFAS Cooperative Extension Service endorsements of any product or place of business.

Presentation (of PSC’s) Guidelines

1) Be punctual, trustworthy and reliable. Follow through on your commitments and responsibilities. Call if you will be delayed or cannot attend the event. Make a reasonable effort to find a replacement speaker if you are going to miss a commitment.

2) Maintain a friendly, warm, and courteous attitude toward the public.

3) Communicate effectively with clients, staff and fellow Master Beekeeper Program Students.

4) Dress appropriately for the volunteer activity in which you are involved.

5) Follow UF/IFAS Extension affirmative action policies which forbid discrimination against anyone because of their race, color, gender, nation of origin, religion, age or disability.

Documentation Guidelines

Advanced level and higher are required to complete public service credits throughout the year and turn in documentation. All documentation is due by noon on exam day. It is now required to present every credit with a “Documentation of Public Service Credits Form” AND at least one additional piece of evidence for that credit. Each level is now required to use the appropriate “Cover Sheet” to organize and summarize their credits (see website for downloadable forms). The key to presenting all credits, public, major and core; is adequate documentation of the event/activity. Primary documentation is represented by original media: conference programs, testimonial letters from third parties, newspaper clippings, photographs, or video recordings. *We request that you present these materials neatly, professionally, and well organized.* Board members reserve the right to accept or reject documentation during program audits.
Re-tests
1) All participants are welcome to re-take any test on which they failed to achieve a passing score. This must be done within eight weeks of the original exam date and will be certified as passing on the original exam date. This test may be proctored at the participant’s local county extension office. The participant must contact the MBP Coordinator to request a re-test. Re-tests are offered at no charge.

2) Students wishing to re-test after 8 weeks, but within one year of the original exam date, and achieve a passing score, will be certified at the next exam date. This stipulation maintains the prior caveat that each participant must hold each rank for at least one year before being allow to test to advance in the program.

Appendix H

Program Awards

Categories:

1) Apprentice Beekeeper of the Year Award
   (will be awarded to an Apprentice that has worked most diligently towards achieving Advanced Level)

2) Advanced Beekeeper of the Year Award

2) Master Beekeeper of the Year Award

Eligibility:

1) Time frame eligible: January 1 – Dec 31 of the current year.
2) Applications/nominations due by January 31 following award year.
3) Must have held respective rank during majority of that calendar year.
   For example:
   a) If you tested and advanced to the Advanced Beekeeper level in March, then you would apply for “Advanced Beekeeper of the Year”.
   b) If you tested and advanced for the Master Beekeeper level in October, then you would apply for “Advanced Beekeeper of the Year” because you held the advanced level for the majority of the year.

Awards will be based on the following criteria:

1) Combined average scores on the written and practical examinations taken at respective level
   - Once your application is submitted to HBREL, we will report your scores to the MBP Board
2) Number of Public Service Credits(PSCs) completed (more is better)
3) Exceeded necessary requirements to achieve ones respective level
4) The total number of people reached through PSCs and other required activities (such as Major and Core Credits, Research Project, and/or Extension Project)
5) Quality and impact of PSCs and other required activities (such as Major and Core Credits, Research Project, and/or Extension Project)
   - Emphasis on publications, reproducible materials, program development, etc. that can be used beyond their use for advancement in the UF Master Beekeeper Program.
To be considered:

1) Submit your own name with activity report (see appendix G) to MBP Board.
2) Nominate a fellow Master Beekeeper Program Participant
   a. Nominee will then be contacted at which point they can accept or decline the nomination.
   b. Nominee will be requested to submit an activity report

Summary of requirements needed to achieve each level in the UF Master Beekeeper Program.

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<tr>
<th>Level</th>
<th>Registered Beekeeper</th>
<th>Written Exam</th>
<th>Practical Exam</th>
<th>Oral Exam</th>
<th>Modules</th>
<th>Public Service Credits</th>
<th>Core Credits</th>
<th>Major Credits</th>
<th>Research/Extension Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Advanced</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>-</td>
<td>x (6)</td>
<td>5</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Master</td>
<td>x</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10</td>
<td>5</td>
<td>3</td>
<td>x (project approval)</td>
</tr>
<tr>
<td>Master Craftsman</td>
<td>x</td>
<td>-</td>
<td>-</td>
<td>x</td>
<td>-</td>
<td>15</td>
<td>8</td>
<td>5</td>
<td>x</td>
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<tr>
<td>Credit totals</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>30 (minimum)</td>
<td>13**</td>
<td>8**</td>
<td>-</td>
</tr>
</tbody>
</table>

*It is necessary for those holding the Advanced Level to declare their major to the MBP Board, as they begin earning major credits to be counted toward the Master Level.

** Core and major credits cannot be repeated. If a credit is completed for the Master level, it cannot be used again for the Master Craftsman Level.

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