

**APPRENTICE  
ORIENTATION  
PACKET**



**PGA**

Pacific Northwest Section

**PACIFIC NORTHWEST SECTION  
PROFESSIONAL GOLFERS' ASSOCIATION OF AMERICA**

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## ***THE PGA PROFESSIONAL GOLF MANAGEMENT PROGRAM***

This packet has been developed to assist you in entering and proceeding through The PGA Professional Golf Management Program (PGA PGM). Please read it carefully. If you need additional information, please call the section office at (800) 688-4653 or the PGA of America's Membership Information Service Center at (800) 474-2776.

Founded more than three-quarters of a century ago with 82 charter members, the Professional Golfers' Association of America today has a membership of more than 28,000 golf professionals, making it the world's largest working sports organization.

PGA professionals are not only skilled golfers, they're also organizers, administrators, and managers. They are capable business people in what has become a multi-billion dollar industry serving the more than 24 million people who play the game. The PGA Professional Golf Management Program (PGA PGM) will prepare golf professionals to effectively carry out these many roles.

The new nationally-delivered program emphasizes practical application of state-of-the-art skills and knowledge, along with sophisticated work activities, and is designed to give apprentices the ability to add value to their golf facilities. When you graduate from the PGA PGM, you'll be ready to provide exceptional service to customers, employers, fellow professionals, and the game of golf.

For the aspiring PGA golf professional, the PGA PGM will be the start of a lifelong process of learning new skills, polishing old ones, and becoming ever better at dealing with the people, the game and the business of golf. And as a result, golf itself will continue to become a better and even more popular game.

### **PGA PGM OVERVIEW:**

The PGA Professional Golf Management Program (PGA PGM) is a three-level program consisting of seminars, work experience activities, self-study courses, and testing. Self-study courses allow you to proceed at a comfortable and convenient pace and prepare for the seminar experience.

The program was redesigned for 2010 and focuses on a series of online self-directed and pre-seminar courses to prepare for the intensive one week programs at the PGA Education Center in Port St. Lucie, Florida. Each of the three levels of the program focuses on different aspects of the golf business to provide a base knowledge level for your development as a PGA professional.

You will prepare for each seminar, attend classes at the PGA Education Center and then return home and complete your testing through a regional computer-based testing agency, often located at a nearby university.

For complete information about the Professional Golf Management Program go to [www.pgalinks.com](http://www.pgalinks.com).

You will find program requirements, estimated costs, course descriptions, and time lines. In short, a complete description of the program and what it will take to complete it successfully.

# The Program

## Pre-Requisites to Registration in the January 1, 2010 PGA PGM Program

- Aspiring registrants must first clear a background check to begin the registration process. Access to this site is through [www.pgalinks.com](http://www.pgalinks.com).
- Applicants must complete three online qualifying courses: Introduction to the PGM and the Golf Profession, PGA History and Constitution, and Rules of Golf 1 and pass a knowledge test based on the three courses prior to registering as a PGA Apprentice.

## PGA PGM Level One

- Applicants who have successfully passed a PGA of America authorized Background Check, passed the qualifying courses, met the eligible employment requirement and have a qualifying PAT score may register into the PGA Apprentice Program.
- Applicants pay apprentice fees and a Level One online courses access fee. The online courses include a self-directed course and pre-seminar courses. These courses must be completed before the apprentice attends Level One classes.
- Golf Car Fleet Management is a self-directed course and pre-seminar courses are: Customer Relations, Introduction to Teaching/Club Performance, Business Planning and Tournament Operations.
- Apprentices attend five days of Level One seminars at the PGA Education Center on the following courses: Customer Relations, Intro to Teaching/Club Performance, Business Planning and Tournament Operations
- Apprentices return home and test on these courses through a computer-based testing agency.

## PGA PGM Level Two

- After passing Level One knowledge tests, the apprentice pays a Level Two online courses access fee. These courses must be completed before the Apprentice attends Level Two classes.
- Turfgrass Management is a self-directed course and the pre-seminar courses are: Golf Operations, Intermediate Teaching/Club Alteration, and Merchandising and Inventory Management
- Apprentices attend five days of Level Two seminars at the PGA Education Center. Golf Operations, Intermediate Teaching/Club Alteration, and Merchandising and Inventory Management.
- Apprentices return home and test on these courses through a computer-based testing agency.

## PGA PGM Level Three

- After passing Level Two knowledge tests, the apprentice pays a Level Three online courses access fee. These courses must be completed before the apprentice attends Level Three classes.
- Food and Beverage, Human Resources and Career Enhancement are self-directed courses. The pre-seminar courses are: Advanced Teaching/Golf Club Fitting, Player Development/Teaching Business, and Supervising and Delegating.
- Apprentices return to the PGA Education Center for five days and attend seminars on Advanced Teaching/Golf Club Fitting, Player Development/Teaching Business, Supervising and Delegating and participate in the Final Experience.
- Apprentices return home and test on these courses through a computer-based testing agency.

Apprentices who have passed all tests, the Player Ability Test and have earned 36 education/work experience credits are elected to PGA Membership.

## **Time Lines**

### **Effective January, 2010**

- Pre-requisite courses and tests must be completed prior to registration into the PGA Apprentice program. Applicants who have met the eligible employment requirements and have passed the PAT or PAT qualifier will register online through the learning management portal.

### **Effective July, 2010**

- New Level One seminars conducted at the PGA Education Center.

### **Effective July 2011**

- New Level One, Two and Three seminars conducted at the PGA Education Center.

### **Transition of Apprentices already registered in the PGA PGM program PRIOR to January, 2010**

- Current Level One Testing will be conducted through June, 2011.
- If Level One apprentices do not attend a Testing by the above date, they will transfer into the new program and must pay a transfer fee to access the Qualifying Courses and the Level One pre-seminar courses. Apprentices would be required to take the qualifying test and complete the pre-seminar courses before they attend the new PGA PGM Level One seminars at the PGA Education Center.
- Current Level Two Testing will be conducted though June, 2012.
- Current Level Three Testing will be conducted through June, 2013

# ACCEPTABLE PROGRESS POLICY

## **Successful Completion of Level 1 - Two years (24 months) from Level 1 Start Date**

- Level 1 Testing must be successfully completed within two years of the Level 1 Start Date. If the Level 1 Testing is not successfully completed by the end of two years the apprentice is put on suspension until the Level 1 Testing is completed. If the Level 1 Testing is not completed within four years, the apprentice is terminated. After termination, if the Level 1 Testing is completed within six years, the former apprentice may re-register and continue in the PGA PGM Program. If not completed within six years, the former apprentice must wait until eight years past the Level 1 start date to re-register and must complete the PGA PGM Program in its entirety.

## **Successful Completion of Level 2 - Four years (48 months) from Level 1 Start Date**

- Level 2 Testing must be successfully completed within four years of the Level 1 Start Date. If the Level 2 Testing is not successfully completed by the end of four years the apprentice is put on suspension until the Level 2 Testing is completed. If the Level 2 Testing is not completed within six years, the apprentice is terminated. After termination, if the Level 2 Testing is completed within eight years, the former apprentice may re-register and continue in the PGA PGM Program, however, the PGA PGM Program and election to Membership must occur within eight years of the Level 1 start date. If not, the former apprentice must wait until eight years past the Level 1 start date to re-register and must complete the PGA PGM Program in its entirety.

## **Successful Completion of Level 3 - Six years (72 months) from Level 1 Start Date**

- Level 3 Testing must be successfully completed within six years of the Level 1 Start Date. If the Level 3 Testing is not successfully completed by the end of six years the apprentice is put on suspension until the Level 3 Testing is completed. If the Level 3 Testing is not successfully completed within 8 years the apprentice is terminated and must complete the PGA PGM program in its entirety.

## **Election to Membership - Eight years (96 months) from Level 1 Start Date**

- Apprentices have eight years from their Level 1 Start Date to be elected to PGA membership. If apprentices do not become elected in eight years, they are terminated from the program and must complete the PGA PGM Program again in its entirety, including passing the PAT.

## **Important Notes:**

1. **Time lines above are based on your initial Level 1 Start Date. Your Level 2 and 3 dates relate to your Level 1 Start Date NOT the date you complete the previous Level.**
2. **Apprentices who have not completed a Level at the end of their two-year suspension period will be terminated from the Apprentice Program.**
3. **Apprentices DO NOT earn experience credits during periods of suspension or termination and the failure to earn the required 36 credits will prevent you from gaining membership. Stay on schedule to avoid missing your eight year deadline because you were on suspension and did not earn the required experience credits.**

## Eligible Employment

Eligible employment is important to your participation in the PGA Professional Golf Management Program. You must be eligibly employed to register, to earn experience credits and to play in Section and Chapter events.

Eligible employment for Apprentices is defined as:

1). As a Head Professional (B-1, B-2 or B-7), Director of Golf (B-4) or General Manager (B-13) at a "PGA Recognized Golf Course" or "PGA Recognized Golf Range."

Only one Apprentice per facility is eligible to register and earn credits in any of these classifications: B-1, B-2, B-4, B-7, or B-13.

2). As a Teaching Professional (B-6) or Assistant Professional (B-8) under the supervision of a PGA Member Head Professional (A-1, A-2 or A-7), PGA Member Director of Golf (A-4), PGA Member General Manager (A-13), PGA Member Director of Instruction (A-14) or LPGA Class A Head Professional at a "PGA Recognized Golf Course," "PGA Recognized Golf Range," or "PGA Recognized Golf School."

3). As an Administrator (B-11) at the PGA of America National Office, PGA Section, PGA Tour or LPGA Office.

Additionally:

4). Following successful completion of Level 1, Apprentices may transfer to any of the following classifications and continue to earn experience credits:

a) B-9, B-10, B-12, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23.

b) as a B-6 at a "PGA Recognized Indoor Facility" under the supervision of a PGA Member Director of Instruction (A-14).

The following chart shows all of the PGA of America membership classifications:

<b>Member Classification</b>	<b>Apprentice Classification</b>	<b>Description</b>
<b>A-1</b>	<b>B-1</b>	Head Professional at a PGA Recognized Golf Course
<b>A-2</b>	<b>B-2</b>	Head Professional at a PGA Recognized Golf Range
<b>A-3</b>	<b>Not Applicable</b>	Exempt PGA TOUR, Champions Tour, Nationwide Tour, LPGA Tour and Futures Tour players
<b>A-4</b>	<b>B-4</b>	Director of Golf at PGA Recognized Golf Facilities
<b>A-5</b>	<b>Not Applicable</b>	Past Presidents
<b>A-6</b>	<b>B-6</b>	Golf Instructor at a PGA Recognized Facility
<b>A-7</b>	<b>B-7</b>	Head Professional at a PGA Recognized Facility Under Construction
<b>A-8</b>	<b>B-8</b>	Assistant Golf Professional at a PGA Recognized Facility
<b>A-9</b>	<b>B-9</b>	Employed in Professional Positions in Management, Development, Ownership Operation and/or Financing of Facilities
<b>A-10</b>	<b>B-10</b>	Golf Clinician
<b>A-11</b>	<b>B-11</b>	Golf Administrator
<b>A-12</b>	<b>B-12</b>	College or University Golf Coach
<b>A-13</b>	<b>B-13</b>	General Manager
<b>A-14</b>	<b>B-14</b>	Director of Instruction at a PGA Recognized Facility
<b>A-15</b>	<b>B-15</b>	Ownership or Management of a Retail Golf Facility
<b>A-16</b>	<b>B-16</b>	Golf Course Architect
<b>A-17</b>	<b>B-17</b>	Golf Course Superintendent
<b>A-18</b>	<b>B-18</b>	Golf Media
<b>A-19</b>	<b>B-19</b>	Golf Manufacturer Management
<b>A-20</b>	<b>B-20</b>	Golf Manufacturer Sales Representative
<b>A-21</b>	<b>B-21</b>	Tournament Coordinator/Director for Organizations, Businesses or Associations
<b>A-22</b>	<b>B-22</b>	Rules Official
<b>A-23</b>	<b>B-23</b>	Club Fitting/Club Repair

## SECTION INFORMATION

The following information outlines programs and responsibilities you have as an Apprentice in the Pacific Northwest Section.



# PGA

Pacific Northwest Section

# PNW Section Apprentice Education Requirements

The Pacific Northwest Section requires all Registered Apprentices to complete a minimum of twelve (12) Member Service Requirement (MSR) hours each calendar year (January – December).

## Member Service Requirement

**Twelve hours must be accumulated each calendar year for all PNW Registered Apprentices.**

### Rules and Regulations for the Member Service Requirement (MSR):

- One credit per hour of service or participation as defined by the chart below.
- The Section may require that Section and Chapter activities be approved in advance.
- Based on previously approved activities, established guidelines and Section recommendations, the Section Office will approve the hours to be awarded for a specific activity.
- A participant may receive compensation for an activity, however this activity shall be voluntary and shall not be the participant's primary employment.
- Twelve (12) credits are required each calendar year.

Activity	Credits Earned
<b>#1:</b> Attending a National, Section, Chapter or National Allied Association Meeting.	2 credits per hour with maximum as listed below. 8 credits maximum for a National Meeting. 6 credits maximum for a Section Meeting. 4 credits maximum for a Chapter Meeting. 2 credits maximum for National Allied Association Meeting.
<b>#2a:</b> Participating in PGA-sanctioned educational career specific courses as an attendee. Online education must be via PGA Links.	1 credit per each hour of participation with no maximum limitations.
<b>#2b:</b> Serving as an instructor, coordinator or a speaker at a National, Section, Chapter or Allied Association education or self-improvement seminar.	1 credit per hour of service with no maximum limitations.
<b>#3:</b> Participating in Growth of the Game programs and/or service to the Chapter, Section, National PGA or community such as radio shows, TV shows, speeches, golf promotional non-playing events, golf clinics and other volunteer activities, such as non-playing tournament official.	1 credit per hour of participation with a maximum of 8 credits per day.
<b>#4:</b> Serving as a volunteer golf coach or assistant golf coach of a high school or college golf team. (See Rule 4 above.)	Maximum of 6 credits per MSR cycle year.
<b>#5:</b> Completing an MSR- designated National or Section survey. The Board of Control must approve Section surveys.	1 credit per Section survey. 2 credits per National survey. 1 credit per 6 consecutive months of Performance Trak. Maximum of 5 credits per MSR cycle year.
<b>#6:</b> Participation in sanctioned Section golf tournaments or tournaments conducted by the PGA of America National Office.	2 credits per Section event. 4 credits per National event. Maximum of 8 credits per MSR cycle year.
<b>#7:</b> Attending a National, Section or Allied Association Merchandise Show.	2 credits per show. Maximum of 4 credits per MSR cycle year.
<b>#8:</b> PGA approved news, media, and magazine articles or published book.	1 credit per article. Maximum of 6 credits per MSR cycle year.
<b>#9:</b> Serving the Section, Chapter, National PGA or Allied Association. Includes Section committees and board Mtgs.	1 credit for each hour of participation with a maximum of 4 Credits per day.
<b>#10:</b> Completion of PGA PGMP Levels I, II, and III.	4 hours per Level with a maximum of 4 credits per Calendar year.

## PLAYING PRIVILEGES

### CHAPTER PRO-AM PLAYING PRIVILEGES - APPRENTICE

To be able to compete in the pro-am activities of any Chapter of the Section, Registered Apprentices must have completed the following:

1. Must be an eligibly employed registered PGA of America Apprentice.
2. Attend Section Orientation/Interview.
3. Pass standardized Pacific Northwest Section Rules Test. (Waived for Apprentices registering after January 1, 2010.)

### SECTION AND CHAPTER PLAYING PRIVILEGES

To be able to compete in the tournament activities of any Chapter of the Section, or of the Section, Apprentices must meet eligibility requirements as defined below:

1. Must be an eligibly employed registered PGA of America Apprentice.
2. Attend Section Orientation/Interview.
3. Pass standardized Pacific Northwest Section Rules Test. (Waived for Apprentices registering after January 1, 2010.)
4. Pass the PGA of America's Player's Ability Test.

### SUSPENSION OF PLAYING PRIVILEGES

**Registered Apprentices** must also complete a minimum of twelve (12) Member Service Requirement (MSR) hours each calendar year (January - December) of his/her apprenticeship. Failure to fulfill these requirements shall result in the suspension of playing privileges. This suspension shall cease to be in effect at such time as all deficit MSR hours are brought current. Deficient MSR hours must be made current before credits can be applied to the current year's requirement. Failure to meet these requirements in successive years shall result in loss of playing privileges until all previous years' and the current year's requirements are completed. ***Apprentices without current playing privileges will not be granted such privileges until all MSR credits are made current.***

**Those wishing to obtain MSR hours for attending or participating in a national or non-section/chapter education program are responsible for reporting their attendance or participation to the Section Office.**

### PLAYERS CARD

Apprentices should return their completed Players Card agreement to the Section office.

*Players Card can be found in this packet and in the Tournament Regulations section of the Member Handbook.*



**PACIFIC NORTHWEST SECTION**  
PGA of AMERICA



*Application for*

**PACIFIC NORTHWEST SECTION**  
**PLAYER'S CARD**

Name: \_\_\_\_\_

PGA Classification: \_\_\_\_\_

Member/Apprentice Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Club: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

By this application, I understand and agree to the terms and conditions of the Pacific Northwest Section Player's Card as outlined on the reverse of this form and in the PNW Section Tournament Regulations. I understand that if I am in violation of this agreement I will be subject to losing the preferred entry status granted to PNW Section Player's Card holders. I understand that it is my responsibility to determine the status of each event I intend to enter prior to participating.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Application is not complete until signed.*

NOTE: There is no fee associated with this application.

**\*This player card is valid as long as you remain a member of the Pacific Northwest Section PGA. Any players' card you had before this one is no longer valid.**

**PACIFIC NORTHWEST SECTION PLAYER'S CARD -  
TERMS AND CONDITIONS**

*from:* **Tournament Regulations Section 26. PLAYER'S CARD/COOPERATING DATE PROGRAM**

This section applies to participation by Pacific Northwest Section professionals (except current "TOUR" members) in any event held within the boundaries of the PNW Section.

**Summary:** The purpose of this program is to ensure the quality of section and chapter tournament programs through schedule coordination. Events involving PGA professionals, held within the boundaries of the section, will be divided into two categories - official and unrecognized. Professionals holding a "Player's Card" will be given entry priority, in section and chapter events, over non-card holders. In exchange for this priority, "Player's Card" holders agree to give official events and events priority and not participate in "unrecognized" events that are held on conflicting dates. No constraints will be placed on non-card holders, however, these professionals will have a lower entry priority in section and chapter events. The goal is to have every professional carry a Player's Card and every event be scheduled in cooperation with the official schedule.

**Events:**

A. Two categories of events will be recognized.

**1. Official events -**

- a. Section and chapter owned and operated events.
- b. Events administered by the PGA of America, PGA Tour, Champions PGA Tour, Nationwide Tour, LPGA Tour, USGA, PNGA, OGA and MSGA that are open to section professionals.

**2. Unrecognized events -**

- a. All events not included in 1 above.

**3. Conflicting dates -**

- a. An "unrecognized" event, that is held on the same date as an official event is considered to be held on a "conflicting date".

B. Official events are automatically placed in the "official" category. Chapters however, need to provide the section with their "official" calendar.

**Players:**

A. Player's Card - A Player's Card remains in effect until the professional either leaves the section or submits a written request to have his Player's Card voided. Professionals may apply for their Player's Card at any time during the year.

B. Professionals with Player's Cards are subject to the following terms and conditions:

1. Card holders will receive entry priority over non-card holders as set forth in Section 5 of these regulations. This priority is to extend in some manner to all section and chapter events.
2. Playing performance and pro-am team exemptions will only be granted to professionals with Player's Cards.
3. By the application for a Player's Card, professionals agree to the following conditions on their participation in events as a golf professional.

*Professionals applying for a Pacific Northwest Section Player's Card agree to limit their participation in golf tournaments and events to those listed as "official" on the master schedule maintained by the section. It is the professional's responsibility to accurately determine the status of each event before participating. Player's Card holders who participate in an "unrecognized" event on a "conflicting date, (within the boundaries of the Pacific Northwest Section) will lose their Player's Card for a period of 12 months from the date of violation.*

The Executive Director is responsible for enforcing this provision. Appeals go first to the Executive Director and then to the officers of the section.

4. The Executive Director may in individual cases grant releases for participation in "unrecognized" events on conflicting dates. Application for such release must be made in writing and in advance. Requests should be made 30 days prior to the event in question.

C. Professionals electing not to apply for Player's Cards are not governed by the provisions above and may participate in any event. However, such professionals will be placed in a lower entry priority category in all section and chapter events. If professionals earn playing performance or pro-am exemptions in section tournaments, they will not be able to use such exemption unless holding a current Player's Card.

D. Tournament entry priority will be assigned according to the status of a professional at the time of entry receipt. If a non-card holder enters a tournament and subsequently were to apply for a Player's Card, his status would be updated as if the entry were received the day his status changed. Priority changes will be made after the close of entries.

## BAD CHECK AND PAST DUE ACCOUNTS POLICY - REGULATION

### WORTHLESS CHECKS

**First offense** - \$25.00 fine, check will be redeposited in five business days.

**Procedure:** telephone contact and letter written prior to redeposit. 20 days no response - reminder letter with Past Due Accounts wording.

**Second offense** - \$50.00 fine, check redeposited in five business days. No check writing privileges for rest of calendar year.

**Procedure:** telephone contact and certified letter written prior to redeposit. 20 days no response - reminder letter with Past Due Accounts wording.

**Third offense** - (includes NSF #2 that may have come back a second time) - *Immediate* suspension of playing privileges. Suspension will continue six (6) months from date amount due is received at the appropriate office. Check writing privileges are suspended for the following calendar year. Suspension of playing privileges will be altered to reflect seasonal schedules.

A person writing a check during the time where their check writing privileges are suspended will be fined \$50.00 per occurrence.

If a check is received and cannot be redeposited for any reason ( i.e. account closed), the person's entry into that activity will be rejected.

**Appeals** - Fine appeals will be heard by the appropriate Executive Director. In the case where there is no Executive Director, the Chapter Board will appoint a person to hear appeals from their board, excluding officers. Appeals must be received in writing and include total amount due within 14 days of notification. This appeal will be responded to within 14 days.

The decision of the Executive Director or Board Appointee can be appealed in writing to the appropriate officers committee, whose decision shall be final, within 14 days of receipt of the original appeal decision.

### PAST DUE ACCOUNTS

30 days past due-Immediate suspension of playing privileges. Playing privileges will be reinstated when the total amount due is received at the appropriate office. (Procedure allows chapters to apply this suspension of playing privileges)

60 days + past due - Playing privileges are suspended for six months from the date the total amount due is received at the appropriate office. (Procedure calls for Section Executive Director to apply this suspension)

90 days past due - Code of Ethics proceedings will begin.

## SUSPENSIONS

You can be suspended and lose your playing privileges for various reasons. The following list includes some of those reasons:

1. Non-Payment of dues (Section, National and Chapter)
2. Failure to complete Pacific Northwest Section continuing education and/or service points requirement
3. Code of Ethic violation
4. Several NSF checks written to the chapter and/or section
5. Unruly behavior at a tournament
6. Cheating

## FREQUENTLY ASKED QUESTIONS

**Question:** When will I be an “Apprentice”?

**Answer:**

You will be an officially registered PGA of America Apprentice when you have cleared the background check, completed and passed the Qualifying Courses, passed the PAT (at least provisionally), completed the Apprentice registration process, paid all dues and fees and had your application approved by the PGA of America.

**Question:** As an Apprentice, may I use the PGA logo?

**Answer:**

Only PGA Members may use the PGA logo.

**Question:** When do I get to play in events?

**Answer:**

As an Apprentice you will be able to compete in the pro-am activities of any Chapter of the Section, provided you have completed the following:

1. Must be an eligibly employed registered PGA of America Apprentice.
2. Attend Section Orientation/Interview.
3. Pass standardized Pacific Northwest Section Rules Test. (Waived for Apprentices registering after January 1, 2010.)

If / when you have completely passed the Playing Ability Test you will also be eligible to compete in Section tournaments.

**Question:** What will cause me to lose my playing privileges?

**Answer:**

Apprentice playing privileges may be revoked for a number of reasons. The most common are:

1. Fail to maintain eligible employment.
2. Fail to earn the Section Education Requirement of 12 MSR credits per calendar year.
3. Fall outside the PGA of America Acceptable Progress Policy in your PGM Program.
4. Forget to pay your Section/National dues prior to July 1 or your chapter dues prior to their deadline.

**Question:** When am I required to notify the section and/or National office that my employment has changed?

**Answer:**

According to the PGA of America’s Constitution/By-Laws Members and Apprentices will be fined for failure to notify the Association or Section of leaving or accepting a position within ten (10) business days.

*(Note: To avoid being fined you MUST notify the section when you leave a position even if you have not accepted another position.)*