



Tennessee Naturalist Program

Chapter Handbook

Rev. 9/2015

Tennessee Naturalist Program (TNP)	3
Overview of Course Structure (4-5)	
Board of Directors (6)	
Evaluating Chapter Potential -- Eight Considerations	7
Chapter Administrative Duties	9
Checklist for Organizing a TNP Chapter (13)	
Pre-course and Post-course Assessments (14)	
TNP Policies	15
Use of "Tennessee Naturalist" Title and Program Name	
Equal Opportunity and Accessibility	
Participant Age	
Course Attendance	
Cancellation and Refunds	
Out-of-state Participants	
Tennessee Naturalist Relocation	
Participation in Multiple Chapters	
Tennessee Naturalist Fiscal Contributions	
Instructor Honoraria	
TNP Code of Ethics	18
TNP Course Content and Class Materials	19
Sources for Books and Materials (21-23)	
Instructor Guidelines (24-25)	
Tennessee Naturalist Volunteers Guidelines and Expectations.....	26
Volunteer Service	
Guidelines for Acceptable Volunteer Projects	
Volunteer Hours	
Reporting Volunteer Activities	
Recognizing Volunteers	
Volunteer Problems	
Volunteer Handbook	
List of Volunteer Opportunities	
Certification and Recertification	29
Requirements and Recognition	
TNP Continuing Education.....	30
Requirements and Guidelines	
Partial List of Continuing Education Opportunities	
TN2 Courses, Advanced Instruction (32)	
TNP Course Forms	33
Course Content/Assessment and Volunteer Documents	
Chapter Contract	
Marketing Brochure and Flyer	
Liability Waiver	
Volunteer and CEU Training Logs	
Pre-course and Post-course Assessment	
Class Evaluations	
Certificates	
Administrative Database	
TNP Merchandise	

The Tennessee Naturalist Program

The Tennessee Naturalist Program (TNP) is an education course designed to introduce the natural history of Tennessee to interested adults. Graduates join a critical corps of Tennessee Naturalist volunteers providing education, outreach, and service dedicated to the appreciation, understanding, and beneficial management of natural resources and natural areas within their communities. Tennessee Naturalists have received 40 hours of instruction on various aspects of the state's natural history -- geology, flora, wildlife, watersheds -- as well as exposure to ecological concepts and conservation issues and successfully passed a content-based, post-course examination. In addition, they must complete 40 hours of volunteer service to earn certification. Through their volunteer efforts, Tennessee Naturalists help state and local government agencies monitor and maintain the quality of our native ecosystems in a variety of citizen science projects, work with nonprofit organizations in preserving and maintaining our natural heritage, and assist with public interpretive programs reaching school children and other citizens across the state.

What is the Role of a Tennessee Naturalist?

Individuals who participate in the program combine their diverse interests, skills, and experiences with the TNP instruction to contribute time, energy, and ideas toward the understanding and preservation of native ecosystems throughout the state. After the course, Tennessee Naturalists may participate in many different types of volunteer activities, such as helping a nature outreach program at a park, museum, nature center or school, assisting the collection of scientific data for a bird census, water quality assessment, or rare plant monitoring, and working with trail maintenance or habitat restoration projects.

Tennessee Naturalist Program Mission

“Inspiring the desire to learn and share Tennessee’s nature.”

The purpose of TNP is to teach Tennesseans about their natural world, inspire the desire to learn more, instill an appreciation of responsible environmental stewardship, and channel volunteer efforts toward education of the general public and conservation of Tennessee’s natural resources.

Tennessee Naturalist Program Goals

- To provide, promote, and fulfill volunteer service while recognizing and using sound natural resource research, management, enhancement, and conservation practices
- To enhance public understanding through natural resource education and outreach and assist existing educational activities at the local level
- To develop a volunteer network

Tennessee Naturalist Program

Overview of Course Structure

Each course will consist of 40 hours of instruction matched with 40 hours of volunteer service.

TNP participants will receive at least 40 hours of naturalist instruction and will in turn volunteer a minimum of 40 hours in environmental or conservation service work. Upon completion of all classes and volunteer hours, participants become certified Tennessee Naturalists.

All instructors are expected and encouraged to weave ecological concepts, native vs. non-native species, and the use of scientific keys and other ID techniques into each class.

Tennessee Naturalist Program instructors should always keep in mind that they are preparing TNP participants for volunteering as Tennessee Naturalists. The course should be organized to give the volunteers the background knowledge and skills they need to be effective in their service projects. The curriculum guide and enhanced study guides (separate documents) detail what information needs to be covered for each class. [Chapters and instructors commit to following these guides.](#)

All instructors are expected and encouraged to focus on the flora, fauna, and natural history specific to the geographic region in which the TNP course takes place.

TNP chapters occur statewide in every physiographic province and ecoregion of Tennessee. Each region of the state hosts its own unique biodiversity. While instruction may provide a quick survey of the state, participants in each chapter should concentrate on the local flora and fauna of their area.

50% of instruction will be “in the field.”

At least half of the Tennessee Naturalist instruction will consist of outdoor experiences, including hikes and nature explorations where participants will learn how to use nature study equipment such as binoculars, hand lens, dip nets, dichotomous identification keys, and field guides.

Classroom instruction should be lab oriented and as hands on as possible.

As the Chinese proverb says, “Tell me and I forget. Show me and I remember. Involve me and I understand.” TNP instructors should remember that they are not simply sharing natural history information with an interested audience. TNP participants will be learning this information to share with others as volunteers in a variety of roles and activities for numerous agencies and organizations.

Each TNP course will provide participants with a list of recommended books or field guides per class and a list of supplemental reading.

TNP has assembled a list of recommended course materials that may be ordered for participants upon request using chapter education discounts where applicable. TNP will provide electronic files on a flash drive, including the Enhanced Study Guides for each class. Instructors may have additional suggestions relating to their topics for the supplemental reading list.

Course/instruction schedule is determined by the host site.

Chapters of the TNP will have the flexibility to design the course schedule as it best fits each chapter's own program structure and participants needs. This may be 8 hours a day for 5 days (a schedule that might work well for teachers in the summer) or 4 hours per week for 10 weeks among many other possibilities.

Program Course Fee

The TNP Board of Directors has set a minimum course fee of \$200 per person, and chapters are permitted to charge more. From fees of \$200 to \$250, TNP is to be paid 40 percent, which equals \$80 on a \$200 fee per person and \$100 on a \$250 fee. Chapters may exceed \$250, depending on their budget requirements. For fees exceeding \$250 per registrant, chapters must pay TNP 40 percent (\$100) on the first \$250 and 20 percent of the fee amount exceeding \$250. This fee covers all classes in the program course.

Certified Tennessee Naturalists are encouraged to retain their certification. Requirements are outlined on page 30 of this handbook. The fee for recertification is \$20 and will be split evenly between the chapter and state TNP. The chapter will provide updated certificates from these funds and must commit all excess money to the operation of its Tennessee Naturalist Program.

Pre-course and Post-course Assessments

Participants must take a course content-based assessment before the first class starts and again at the conclusion of the course. Assessment questions will be selected by the TNP board from the review questions found at the back of each class Enhanced Study Guide, assembled into a slide presentation, and given to all chapters to administer at the first and last classes of each course.

Tennessee Naturalist Program Board of Directors

Andrea (Pandy) English, Chairperson
Tennessee Wildlife Resources Agency, Instream Flow Coordinator
penglish@tnnaturalist.org

David Hill, President
Biologist, Retired
dhill@tnnaturalist.org

Cindi Smith-Walters, Treasurer
Professor and Co-Director, Center for Environmental Education
Middle Tennessee State University
csmithwalters@tnnaturalist.org

Margie Hunter, Secretary
Author *Gardening with the Native Plants of Tennessee*
blog <http://hikinginthesmokies.wordpress.com>
mhunter@tnnaturalist.org

Nancy Garden, State Coordinator
Environmental Educator
ngarden@tnnaturalist.org

Margaret Cameron, Director-at-large
Director, Owl's Hill Nature Sanctuary
TNP Chapter Host, Brentwood, TN
mcameron@tnnaturalist.org

Shawn Wolfe, Director-at-large
Certified Tennessee Naturalist
swolfe@tnnaturalist.org

Cyndi Routledge, Marketing (non-voting)
croutledge@tnnaturalist.org

Kristin Hopkins, Newsletter (non-voting)
khopkins@tnnaturalist.org

Mailing Address:
Tennessee Naturalist Program, Inc.
PO Box 682924
Franklin, TN 37068-2924

Evaluating Chapter Potential

To successfully establish a Tennessee Naturalist chapter, it is important to positively identify the following local needs and resources.

Adult population desiring naturalist instruction and willing to volunteer

Most organizations interested in becoming a TNP chapter already have a pool of members and volunteers who would likely benefit from and use TNP course instruction. Nature centers, zoos, arboretums, botanic gardens, parks' Friends supporters, conservation organizations, hiking & outdoor sporting clubs, and environmental groups provide likely settings and opportunities to approach potential participants. A survey of these and similar groups in your community will demonstrate interest.

Rewarding volunteer opportunities for trained naturalists

The volunteer component is a key element in TNP. Service opportunities that offer interesting and enriching experiences are needed to attract and retain TNP volunteers. Many of the entities listed above will likely have numerous tasks and projects where knowledgeable volunteers can contribute time and expertise to improve and expand community outreach and further organizations' missions. In addition, schools, government agencies, and other public or private enterprises will often have real needs for natural history volunteers. A solid listing of these opportunities allows participants to better appreciate the value of their instruction and pursue their interests.

Commitment to follow the program's parameters and curricula

The basic structure of TNP is strictly proscribed regarding hours of instruction, percentage of field work, curriculum content, materials to be provided, focus of volunteer service, and number of volunteer hours. Within this framework, however, chapters enjoy a great deal of flexibility to tailor the course to their individual communities. Class schedules, instructors, variety of volunteer projects, costs, etc., may differ from chapter to chapter as warranted by the community served.

Commitment to provide appropriate administration for the chapter in conjunction with the state coordinator

TNP chapters require the efforts of a staff person or volunteer committed to the program's success. There are many inherent responsibilities in launching a chapter and hosting the course on a regular basis. These duties are described in greater detail under Chapter Administrative Duties in this handbook. TNP and chapters enter into a signed agreement stating certain terms and conditions that must be met to use the Tennessee Naturalist name, materials, and logo.

Chapter coordinator

Either a paid staff member or volunteer needs to be designated coordinator for the chapter. This person will oversee all duties and responsibilities of hosting a successful TNP chapter and insure these duties are performed in a timely and professional manner. The coordinator will serve as the face of TNP for that chapter working with the host agency, course participants, program partners, and TNP state coordinator.

Potential program partners

Chapter hosts may find it helpful to join forces with other area agencies, organizations, and/or businesses for classroom space, field work locations, instructors, volunteer service projects, funding, etc. Identifying potential partners and their roles can enhance the impact of the course and broaden the chapter's reach within the community.

Suitable class location(s)

Classroom facilities and appropriate field work locations should address the needs of participants and instructors to facilitate learning for each class topic. The availability of special equipment, such as binoculars, microscopes, seine nets, magnifying glasses, and other resources, such as field guides, reference materials, collected samples (fossils, pelts, bones, nuts, etc.), are not required but are highly desirable.

Potential program instructors

Instructors for each class topic do not have to be educators, though they should demonstrate reasonable knowledge in that discipline and an ability to effectively share their knowledge. Potential instructors with sufficient expertise in a given area may be found within the community. Consider these possibilities:

- Trained staff with the chapter host or program partner
- Personnel with government agencies, such as Tennessee Wildlife Resources Agency, Tennessee State Parks, Tennessee Division of Forestry, Tennessee Division of Geology, U.S. Fish & Wildlife Service, Natural Resources Conservation Service, National Park Service, Urban Forestry
- Staff at area nature centers, zoos, botanic gardens, science museums, conservation or environmental organizations
- Local self-trained individuals active in native plant, ornithological, or herpetological societies
- Teachers and professors at area schools, colleges, and universities

Chapter Administrative Duties

Identify and establish desired partnerships within the surrounding community

Consider other organizations in your area with whom you might work cooperatively on the chapter. Entities with potential instructors, facilities, materials, or volunteer opportunities could become chapter allies. Businesses might assist with scholarships or marketing efforts.

Determine ideal class size and secure suitable classroom facility

What is the optimal number of participants per course? Facility accommodations and instructor preferences are important considerations in determining class size. Bear in mind that the variety of locations and conditions associated with field instruction can present many challenges for instructors and participants. Smaller groups, 20 or less, usually work best.

Locate and secure appropriate field instruction sites

In conjunction with instructors and any partners, relevant field locations for each class need to be identified. Depending upon the host site, the outdoor portion of one or more classes may need to be held off site. You will need to make or confirm any arrangements and secure any necessary permissions. Consider travel distance, ease of access, and terrain regarding any participant disability.

Identify and schedule class instructors

There are often numerous outlets for potential instructors in or near the community. Teachers or professors, government agency personnel, environmental educators at nature centers, zoos, or museums, and self-taught enthusiasts with natural history societies can serve as TNP instructors. Instructors need to know the basic structure of the course (4 hours minimum of total instruction with at least half in the field) and should be given a copy of their class curriculum guide to help them plan their lesson. An informational document for instructors is on pages 24-26 of this handbook. Determine their presentation and instructional requirements (A/V equipment, field supplies, etc.), and work with them to arrange as needed.

TNP is assembling a list of knowledgeable people able and willing to teach classes for the program. Chapters will have access to this list and are encouraged to suggest good instructors for this purpose. TNP board of directors and state coordinator will endeavor to help any chapter find suitable quality instructors.

Set course schedule

Scheduling the course is an individual chapter decision: when to start a course, class spacing, weekend versus weekday, day or night, classroom and field portion taught the same day or separate days. A simple poll of potential participants may help you determine an optimal arrangement. Some classes are better suited to a particular season, such as the birds class, whereas others could be taught most anytime. Instructors may have strong feelings on seasonal timing of their class.

Market the course locally

Chapters are encouraged to approach as many segments of the local population as possible through flyers, neighborhood newsletters, municipal Web sites, mailers, and local print and broadcast media. Memberships of the chapter host as well as program partners and other agencies and groups with complementary constituencies can be contacted through these organizations' newsletters, listservs, Web sites, and public posting boards. TNP's Web site will also list all courses being offered statewide.

Follow up on local course inquiries

TNP board members and state coordinator receive course inquiries from around the state. This information will be forwarded to the closest chapter for follow up. Chapters are encouraged to maintain a course waiting list if needed.

Register participants, collect course fees, and obtain signed waivers

Chapters must conduct online, mail or in-person course registration, collect and record course fees and any other monetary transactions with participants, and distribute liability waiver forms to all registrants and collect these signed documents at the first class. In addition, chapters will maintain class rosters, track attendance, and coordinate any makeup classes for absences the following session. Forward all participant data and waivers (electronic copies are fine) to TNP.

Distribute class materials and order any recommended books requested by registrants

Each class has at least one recommended book/field guide (see list on page 19). While it is not necessary for participants to have these books for the course, many may wish to buy one or several of them. TNP encourages all chapters to solicit any such requests from participants, order the desired books, and pass along any education discount savings. Other materials, such as TNP's flash drive of electronic files or other naturalist tools, must be shared with TNP participants during the course. The curriculum guide lists these materials for each class. A source list for many of the recommended materials is on page 21 of this handbook. TNP will assist with additional materials acquisition through grants, etc., whenever possible. Local instructors may have additional resources for their classes.

Administer pre- and post-course assessments

TNP developed a comprehensive selection of review questions at the end of each class Enhanced Study Guide. Gleaned from these review questions, TNP will provide chapters a 50-question test spanning the course content to give as a pre-course assessment at the start of the first class and again as a post-course assessment at the end of the final scheduled class. These are designed to assess participant's knowledge before and after taking the course. Along with evaluation surveys, these assessments will demonstrate course effectiveness and monitor instructional quality and consistency. The assessment will be provided to chapters on a flash drive to administer as a slide presentation. Share pre- and post-course scores with TNP.

Conduct evaluative surveys

TNP has a participant survey that should be given at the conclusion of each class to evaluate the content and instructor. Results can be used to improve the course locally and statewide with valuable feedback on curriculum content, instructors, materials, and field work. Surveys for entities using TNP volunteers will measure the effectiveness of the volunteers' knowledge and contributions. All opportunities to gather feedback, suggestions, or measurable results regarding any aspect of the program can provide equally valuable insight for enhancing the program and ensuring a satisfactory experience for all parties. Share survey results with TNP.

Maintain a list of local volunteer opportunities

Through program partners and other organizations and agencies with compatible missions, appropriate volunteer service activities can be identified and gathered in a comprehensive list organized by sponsoring group or activity type. Present specific information on each task or activity, including dates, times, location, expected hours, detailed description of duties, and supervisor contact information. A statement of activity difficulty might also be needed if field work is involved.

Please read the Volunteer Service section under Policies. Any proposed project not on the chapter's pre-approved list must be reviewed per TNP guidelines and approved by the chapter before volunteer participation. Volunteer opportunities should make use of the TNP instruction and provide interesting, meaningful, and rewarding experiences for the volunteers.

Verify volunteer hours and certificate eligibility

Chapter hosts will review volunteer service logs and determine whether the hour requirement for certification has been met. This information will be relayed to the state TNP office to generate the certificates.

Distribute certificates

Chapter hosts will sign and distribute all program graduates' certificates. There are two certificates -- one for completion of the instructional component only, one for the completion of all requirements, including volunteer hours, for full certification as a Tennessee Naturalist.

Pay all expenses associated with the local course

All costs associated with the local TNP course are to be paid from course fees or other funding generated by the chapter host. TNP's share of the course fee must be paid within six weeks of the first class. When available, TNP may have funding from grants or other sources to assist chapters with scholarships, classroom equipment, photocopying, certificates, incentives, embroidered logo patches, notebooks, etc.

Course Accounting

Any profit remaining after all course expenses have been paid belongs to the chapter host. A full accounting for each course, monies received and disbursed, must be made to the state coordinator within six weeks of the final class.

Point of contact for local TNP graduate recertification

Chapter hosts are the primary point of contact for TNP graduates seeking recertification by identifying and maintaining a list of suitable continuing education opportunities locally and statewide, verifying volunteer logs, reporting information to the state TNP coordinator, and distributing appropriate certificates and/or incentives. TNP is actively developing suitable continuing education opportunities for certified Tennessee Naturalists to acquire additional knowledge or participate in targeted volunteer projects.

Report all activity to state TNP office/coordinator

All TNP chapter activity must be communicated to the state TNP coordinator, including but not limited to course schedule, participant registration information, instructors, additional course materials provided, additional funding sources, program partners, area volunteer opportunities, participant class attendance and volunteer hours, class evaluation results, pre- and post-course assessment scores, marketing efforts, and an accounting of income, expenses and profit. *TNP can use this information in the development of grant applications to benefit the program as a whole and its chapters!*

Share experiences, ideas, resources, etc.

The experiences of chapter hosts raise new issues and concerns, solve problems, and reveal creative new approaches that can be shared statewide for the betterment of the program. TNP is committed to making this program the best it can be and improving the experience for participants and chapter hosts alike and hosts an annual meeting of chapter administrators, typically in February, for this purpose.

Checklist for New* and Existing Chapters

- Evaluate local chapter potential and interest within the community*
- Contact the TNP Board of Directors for approval and sign contract*
- Define chapter's service area and designate chapter coordinator*
- Identify and contact possible partner organizations*
- Determine course structure, e.g., weekly, monthly, etc.*
- Select suitable class facilities and sites for field instruction*
- Set program schedule (dates and times of classes)
- Select instructors for classes
 - Share program curriculum and class materials such as Enhanced Study Guides, recommended field guides, etc., with instructors
- Promote and market the course locally
- Develop process for participant registration
- Acquire course handouts (most on flash drive), field journals, and hand lenses
- Order any recommended materials by request if possible
- Obtain signed liability waivers
- Administer pre- and post-course assessments and class evaluations
- Encourage participants' class attendance and volunteer service for certification
- Obtain and distribute certificates, pins, and logo patches to qualifying participants
- Report required chapter and participant data to TNP, pay course fees to TNP
- Maintain a list of local volunteer opportunities and include point-of-contact information
- Maintain a list of continuing education opportunities for chapter graduates
- Identify any community funding sources for scholarships, etc.
- Submit any photos, chapter/participant accomplishments, special events, and other newsworthy items for TNP's Web site and quarterly newsletter
- Encourage participant recertification

Pre-course and Post-course Assessment

To insure each chapter's TNP course provides adequate naturalist training to future Tennessee Naturalist volunteers, TNP developed comprehensive sets of review questions at the end of each class Enhanced Study Guide, to improve participants' course knowledge and understanding. A 50-question assessment gleaned from these review questions and assembled by TNP must be given by each chapter at the start and conclusion of each course offering. The assessment will be provided to chapters on a flash drive to administer as a slide presentation.

The assembled set of questions will be given as a pre-course assessment to gauge participants' knowledge level at the start of the first class. The identical 50-question assessment will be given at the conclusion of the course to determine knowledge gained and demonstrate a basic level of disciplinary understanding needed to adequately serve in a naturalist capacity. An answer key is provided. This assessment may be updated periodically with different questions.

Along with class evaluation surveys, these assessments help monitor the quality and consistency of TNP instruction. Data gleaned from these comparison assessments demonstrate course effectiveness and may prove useful for grant applications.

Chapters should share the assessment and all class Enhanced Study Guides with course instructors to be certain the information is presented in some form during the course.

Chapters should **lengthen the time allotted for the first and last class** to accommodate the assessments and ensure the full four-hour requirement for classroom and field instruction is met on these days. A minimum of 30 minutes is recommended.

Scores should be kept confidential. Participants may learn their scores if desired.

Tennessee Naturalist Program Policies

Use of Tennessee Naturalist Program Name and Tennessee Naturalist Title

- The Tennessee Naturalist Program name may only be used by TNP board approved chapters hosting the program in accordance with all conditions as specified in the chapter contract.
- Participants who have completed all requirements for certification (minimum 40 hours of program instruction and 40 hours of volunteer service) may call themselves Tennessee Naturalists. This title may only be used when Tennessee Naturalist volunteers perform unpaid volunteer work as identified and approved by TNP or in conjunction with official TNP programs or activities.
- The Tennessee Naturalist title may NOT be used for commercial publicity, private business, professional or personal gain nor in conjunction with political advocacy or a particular political viewpoint.
- Tennessee Naturalists may not participate in a commercial activity, associate with commercial products, or give implied TNP endorsements to any product or business.
- TNP board and advisory committee members, chapter coordinators, program partners, and others supporting TNP who are not certified or enrolled in the course may show or wear the logo when promoting the program but may not use the Tennessee Naturalist title.
- TNP course completion and experience may be given as qualifications when seeking employment, but credentials may not be displayed by the Tennessee Naturalist or employer.
- Violation of this policy is grounds for removing the Tennessee Naturalist's certification or voiding the chapter's contract.

Equal Opportunity and Accessibility

Each local chapter will undertake to make the Tennessee Naturalist program available to as many community members as possible regardless of race, creed, gender, disability or economic status. TNP encourages chapters to broadly market the TNP course throughout the local community and to attempt to develop funding options for scholarships including grants, corporate underwriters, and course fees. No more than two scholarships (full or partial) may be offered from TNP course fees per class of 20 participants. There is no limit on scholarships from other funding sources.

The local chapter will be responsible for compliance with all applicable laws with respect to participants with special needs. The local chapter is responsible for the safety of each course participant.

Participant Age

TNP is designed for adults, however, college students and perhaps high school seniors might express strong interest. Interested participants 16 years or older may be considered if the local chapter feels their presence will not be disruptive to the class and their parents will sign the liability waiver. Presence of a parent or other responsible adult may be required for certain field work or volunteer service.

Course Attendance

Participants are strongly encouraged to attend every class. The forty hours of course instruction are considered the minimum. Any hours missed from classroom or field work must be made up. Participants have a 12-month grace period to take up to two missed classes during a subsequent course offering without additional payment. Beginning with the third make-up class, a prorated charge per class will apply. The chapter may require that any make-up sessions be the same subject class presented during the next course or may allow a continuing education class to count where appropriate for the participant's knowledge in that subject area. If a continuing education opportunity is used as make-up, then for that individual, it cannot be counted as continuing education credits. A participant may also attend the same subject class of a neighboring chapter within the same physiographic region, given adequate prior notification and space availability of the neighboring chapter.

At chapter discretion, an alternative option is viewing recorded class video in conjunction with an appropriate, two-hour-minimum field experience. A 500-word essay summarizing pertinent information learned and describing activities performed must be submitted to the chapter administrator.

If another option is deemed absolutely necessary, it must be carefully scrutinized to insure sufficient breadth and depth of topic coverage appropriate to the participant's knowledge base, including a minimum two-hour field exposure. Participants must submit a 1000 word essay documenting the information presented, level of understanding acquired, and field work done.

The chapter may consider special circumstances, such as medical problems, family illness, accidents, etc., if a participant must miss several classes. However, this should be the exception not the rule. Until all classes are made up, a volunteer cannot become a certified Tennessee Naturalist but may continue to earn volunteer service hours.

Tennessee Naturalist certificates will only be awarded to participants who satisfactorily complete all specified hours of class and field work.

Cancellations and Refunds

Due to costly class materials that must be ordered for a course, full refunds are only possible if the cancellation is received no later than three weeks prior to the first class. Within three weeks, partial refunds (up to 50%) may be given depending on materials ordered. Once the course begins, refunds cannot be given for any reason. Materials already purchased will be given to the participant.

Out-of State Program Participants

Individuals who live outside Tennessee are welcome to participate in the Tennessee Naturalist Program. Their volunteer service, however, must be done in Tennessee to count toward certification. There may be opportunities for regional projects that cross state borders, and those must be evaluated by chapters and the TNP state coordinator on a case-by-case basis.

Tennessee Naturalist Relocation

When a TNP volunteer moves to a different part of the state or wishes to become active in an alternate chapter, a transfer can be affected between the two chapters. The previous chapter must provide a letter to the new chapter with the following information:

- Completed coursework
- Certification status
- Number of volunteer service hours
- Number of continuing education credits that have been accrued during the current year

It will be up to the new chapter to decide if the volunteer needs to complete additional training specific to that area.

Participation in Multiple Chapters

Being a Tennessee Naturalist requires a significant commitment of time to actively participate in the course and volunteer projects. For that reason, Tennessee Naturalists are encouraged to choose just one chapter for their certification. It is recognized, however, that some volunteers have the time and energy to fully commit to two or more chapters and have worthwhile reasons to participate in multiple chapters (a second residence or long association with a nearby chapter). Volunteers may take the TNP course and receive certification through additional chapters (full program fees required) if they have the approval of the TNP state coordinator and the chapters. Volunteers in this situation are expected to keep separate records for each chapter for certification requirements including volunteer hours. The same hours cannot be recorded for both chapters, but all hours will be totaled per individual for milestone recognition.

Tennessee Naturalist Fiscal Contributions

Tennessee Naturalists, functioning under the guise of their TN certification, may not charge fees for talks, slide presentations, demonstrations, etc. Any donations given to the Tennessee Naturalist Program should be sent immediately to the state coordinator through the local chapter. Donations intended for the organization or host agency serving as a TNP chapter should be given immediately to the organization's administration.

Instructor Honoraria

Chapters are encouraged to offer instructors honoraria to defray travel costs, etc. Presenters who work for local, state or federal governments may not be allowed to accept payment. Any instructors who decline payment may designate these funds to support either the local chapter or TNP.

Tennessee Naturalist Program

Code of Ethics

Each member, in striving to meet the mission, goals and objectives of the Tennessee Naturalist Program, pledges to:

1. Subscribe to the highest standards of integrity and conduct.
2. Promote and support the statewide Tennessee Naturalist Program and its local chapters.
3. Disseminate information to promote understanding of, and appreciation for, the values of our natural resources.
4. Strive to increase knowledge and skills to advance as a Tennessee Naturalist volunteer.
5. Promote competence as a Tennessee Naturalist volunteer by supporting high standards of education, service and performance.
6. Encourage the use of sound biological information in education and outreach and in management decisions.
7. Support fair and uniform standards of service and treatment of those engaged in the Tennessee Naturalist Program.
8. Know and follow established program guidelines and policies.
9. Avoid use of the Tennessee Naturalist Program title, logos and trademarks for personal endeavors and/or profit.
10. Act as trustworthy and ethical stewards of the environment.
11. Follow rules and regulations of all public lands and waters including parks, natural areas, and forests.
12. Know and follow all volunteer guidelines and policies established by any Tennessee Naturalist Program Chapter agency or organization.
13. Never inappropriately disturb or harass wildlife, never inappropriately remove anything from its natural state or area.
14. Minimize negative impacts to natural environments including resource degradation and the introduction and spread of exotic species and disease.

TNP Course Content and Class Materials

The Tennessee Naturalist Program consists of ten subject specific classes, each lasting a minimum of four hours -- two hours of indoor classroom instruction and at least two hours of field work and/or instruction outdoors. There is an optional eleventh class centered on naturalist readings that may incorporate other activities, such as an interpretive hike. The order of these classes can vary. However, TNP recommends “So You Want to Be a Naturalist,” which serves as an introduction to the course, and “Geology and Ecology,” which provides important foundational and contextual information for the course, be offered at or near the beginning.

The TNP Curriculum Guide, a separate document, describes each of the classes listed below including a detailed outline of the information and concepts that should be covered. Each class features its companion Enhanced Study Guide, a fully articulated summary of the class content, including review questions and suggestions for further study. Each study guide is available as an electronic file assembled with additional class materials on a flash drive.

The list of class materials below are recommended but not required for the course. This list should be made available to all students prior the start of the course. Chapters are encouraged to help students acquire any recommended materials they may wish to purchase by placing a one-time order. Please use educator discounts and pass these savings to the students whenever possible. Participants must indicate which materials they want by a set date and pay in advance. A source list for ordering these items follows. Books with an ISBN listed may be ordered from Amazon or Common Ground. Other sources are noted by the item.

A full list of “Recommended Materials” for each class is included in the TNP Curriculum Guide. Several of these items, such as electronic files and documents including the study guides, will be provided by TNP on the flash drive to all chapters for distribution and are noted in the curriculum guide as a “TNP Handout.” Course instructors should be given access to the Curriculum Guide, class Enhanced Study Guides, and assessment questions in preparation for their classes. Instructors for individual chapters may have excellent materials as well. Chapters are encouraged to share with TNP any quality material resources that could be used by other chapters across the state. Any changes to the established curriculum must be approved by TNP Board.

So You Want to Be a Naturalist: Scope, Skills, and Service

D-ring binder (500 sheet capacity) optional

10X hand lens (see eNasco)

“Rite in the Rain” all-weather spiral field notebook (see Common Ground) or other journal

Geology and Ecology: Foundation and Context

The Geologic History of Tennessee, Robert A. Miller, Bulletin 74 *

(see Tennessee State Government, Division of Geology)

* This bulletin has been provided as an electronic file on the flash drive. Some participants may wish to have a hard copy.

Tennessee's Living Waters: Aquatic Systems

Pond Life (Golden Guide), George Reid, St. Martin's Press, 2001 (ISBN 1-58238-130-5)

A Guide to Common Freshwater Invertebrates of North America, J. Reese Voshell, Jr., McDonald & Woodward Publishing Co., 2002 (ISBN 978-0-030023-87-8)

QuickGuide to Major Groups of Freshwater Invertebrates, J. Reese Voshell, Jr. McDonald & Woodward Publishing Co., 2009 (ISBN 0-939923-01-7)

Guide to Aquatic Insects & Crustaceans, Izaak Walton League of America, Stackpole Books, 2006

Tennessee Forests: Seeing the Forest and the Trees

Eastern Trees (Peterson Field Guides), George A. Petrides & Janet Wehr, Houghton Mifflin, 1988 (ISBN 0-395-90455-2)

Forbs, Ferns, Fungi and More: Herbaceous Plants and Fungi of Tennessee

Fern Finder, Anne C. Hallowell & Barbara G. Hallowell, Nature Study Guild Publishers (ISBN 0-912550-24-4)

Wildflowers of Tennessee, the Ohio Valley, and the Southern Appalachians, Dennis Horn and Tavia Cathcart, Lone Pine, 2005 (ISBN 1-55105-428-0)

A Field Guide for the Identification of Invasive Plants in Southern Forests, James H. Miller, Erwin B. Chambliss, and Nancy J. Loewenstein (see U.S. Forest Service Free Publication GTR-SRS-119) *

* This guide has been provided as an electronic file on the flash drive. Some participants may wish to have a hard copy.

The World of Invertebrates: Pollinators, Predators, Pests, and Parasitoids

Insects, America North of Mexico (Peterson Field Guides), Donald J. Borror and Richard E. White, Houghton Mifflin, 1998 (ISBN 978-0-395-91170-9)

Birds of Tennessee: Feathered Fauna

Birds of Eastern and Central North America, Sixth Edition (Peterson Field Guides), Roger Tory Peterson, Houghton Mifflin Harcourt, 2010 (ISBN 978-0-547-15246-2)

Tennessee Mammals: Creatures of Habitat

Mammals of North America, Fourth Edition (Peterson Field Guides), Fiona Reid, Houghton Mifflin Harcourt, 2006 (ISBN-13: 978-0395935965)

Tennessee Reptiles and Amphibians: Scutes, Scales, and Skin

Reptiles and Amphibians Eastern/Central North America, Third Edition Expanded (Peterson Field Guides), Roger Conant and Joseph T. Collins, Houghton Mifflin, 1998 (ISBN 978-0-395-90452-7)

"Vocalizations of Tennessee Frogs & Toads," free Compact Disc (see TAMP)

Nocturnal Naturalist: Tennessee at Night

Stars and Planets, Fourth Edition (Peterson Field Guides), Jay M. Pasachoff, Houghton Mifflin, 2006 (ISBN 978-0-395-93431-9)

Book Discussion (Optional Class)

Choose a natural history book for class reading and discussion (see TNP Curriculum Guide for details and book suggestions)

Sources for Books and Materials

Amazon. com

<http://www.amazon.com/>

Amazon is an online retailer carrying a vast array of products, especially books. Field guides, and other materials may be more expensive per item than Common Ground, but Amazon's free shipping often tips the balance in their favor.

Common Ground Distributors

<http://www.comground.com/>

P.O. Box 25249

Asheville, NC 28813-1249

1-800-654-0626 or 828-274-5575

Common Ground is a wholesale distributor of books and other materials related to nature. They carry many of the field guides recommended for TNP classes, all-weather field notebooks, and other items chapters may wish to purchase. An account must be established with Common Ground to order.

eNasco

<http://www.enasco.com/science/> (click Microscopes)

eNasco is a supplier of education science supplies. They carry hand and pocket loupes at good prices. The 10X foldout doublet magnifier with metal holder for \$6.00 has a place to hook a lanyard. (Product #SA09134M) They also have microscopes.

Tennessee State Government

Division of Geology -- <http://www.tn.gov/environment/tdg/maps/>

The Geologic History of Tennessee, Robert A. Miller, Bulletin #74

Click on "Catalog of Publications." Go to page vi Discounts. List price is \$3.75 for quantities over 12, but you can request them at \$3.00 cost. Cite TNP.

US Forest Service

<http://www.srs.fs.usda.gov/pubs/35292>

Register at “Publication Order Site” link to request print copies, or send participants the above link to directly download the publication.

A Field Guide for the Identification of Invasive Plants in Southern Forests (2010)

James, H. Miller, Erwin B. Chambliss, and Nancy J. Loewenstein (U.S. Forest Service Publication GTR-SRS-119)

A companion publication on control methods may be ordered or downloaded at this link

<http://www.srs.fs.usda.gov/pubs/36915>

A Management Guide for Invasive Plants in Southern Forests (2010)

James H. Miller, Steven T. Manning, Stephen F. Enloe
(U.S. Forest Service Publication GTR-SRS-131)

Tennessee Amphibian Monitoring Program (TAMP)

<http://www.tn.gov/twra/tamp/tamp.html>

“Vocalizations of Tennessee Frogs and Toads” CD. Request free copies through this Web site.

Tennessee Naturalist Program

TNP will provide all electronic documents to chapters for distribution on a flash drive.

Soils of Tennessee, M. E. Springer and J. A. Elder, 1980, Bulletin 596 (NRCS) -- This bulletin has been provided as an electronic file on the flash drive for each student. There are a limited number of hard copies available. One copy will be given to each chapter.

Field Checklist of Tennessee Birds, wildlife posters, butterfly checklists, etc., are also available from various agencies, such as TWRA. TNP can assist finding these materials and will make many of them available at annual chapter meetings.

Additional Materials and Sources

Tennessee Exotic Pest Plant Council (TN-EPPC)

<http://www.tneppc.org>

The following informational brochures may be downloaded online or hardcopies may be requested.

“Tennessee’s Native Plant Alternatives to Exotic Invasives: A Landscape and Garden Guide”

“Landscaping with Native Plants, Tennessee”

“Invasive Exotic Pest Plants in Tennessee, 2009”

Tennessee Wildlife Resources Agency

<http://www.tn.gov/twra/>

TWRA has four regional offices in the state, and their staff are valuable resources for TNP chapters. A wealth of posters, brochures, and handouts on various topics are often available, and each office has access to a "Bone Box" that would be beneficial during the Mammals class. The "Bone Box" contains pelts of native Tennessee wildlife, wildlife skulls, scats, and foot prints.

The Information & Education staff person can help chapters contact county Wildlife officers. Wildlife Management Areas are some of the best habitat in the state and are often very accessible through the managers of each site. The Hunting Guide lists each WMA manager's phone number. Regional TWRA offices can be used to host events.

Region 1 Jackson -- 731-423-5725 or 1-800-372-3928

Region 2 Nashville -- Doug Markham (I & E) 615-781-6622 or 1-800-624-7406

Doug.Markham@tn.gov

Region 3 Crossville -- (931) 484-9571 or 1-800-262-6704

Region 4 Morristown -- Scott Dykes (Wildlife Conservation) (423) 587-7037, or toll free (800) 332-0900 Scott.Dykes@tn.gov Also Pete Wyatt.

Tennessee Batworking Group

www.tnbwg.com

Bat Education Boxes are available at four locations in the state. http://www.tnbwg.org/TNBWG_resources.html. Box includes activity books from Bat Conservation International, book on bat anatomy, books by bat expert Merlin Tuttle, instructions to make a bat house, and a bat skull. The Bat Box housed at Middle Tennessee State University also includes a bat specimen, videos, CDs, bat silhouettes, and much more.

The Forest History Society

<http://www.foresthistory.org/publications/Issues/amforests.html>

American Forests: A History of Resiliency and Recovery, Douglas W. MacCleery, Forest History Society, 1996. [\$9.95 plus shipping. With orders of 10 or more, call for a 40% discount 919-682-9319]

TNP Instructors

Creating Significant Learning Experiences

The request to serve as a Tennessee Naturalist Program (TNP) instructor is an honor and a privilege. It implies expertise in the subject matter and taps the instructor's abilities and knowledge. It also carries the expectation of innovative, quality instruction. Here are a few ideas and observations to assist inspiring teachers.

Participants

Tennessee Naturalist participants are adults who want to learn more about nature and the natural world. As part of the program, they must volunteer in various capacities supporting environmental education or conservation efforts. During their volunteer work, TNP participants will be expected to use what they have learned and share it with others. Instructors are asked to help them attain a level of confidence and skill to effectively utilize and convey their knowledge.

TNP Curriculum

The curriculum guide for TNP classes is comprehensive in scope. At first glance, each topic resembles a semester course more than a four-hour introductory lecture/field class. This dichotomy is intentional. One of the primary goals of TNP is to provide an enticing entrance into natural history subjects and inspire participants to learn more. To that end, TNP classes offer a critical avenue to continue personal exploration. Exposure to a reasonable understanding of a discipline's scope without bogging down in excessive detail should be the class objective. However, some detail will be necessary to help participants engage the topic on a deeper and more meaningful level later. This combination of broad-based survey with enough detail to facilitate continued learning will give participants numerous points of entry to explore successfully on an individual basis.

Instructors have the flexibility to choose topic areas for more detailed examination that will provide the greatest insight into the discipline or organism and most readily assist participants in self-directed learning. Striking this overview-to-detail balance uniformly for all participants may prove elusive. There may always be someone who wants much more or is overwhelmed. The local chapter can advise instructors in the development of a presentation introducing core topics as outlined in the curriculum guide that will interest participants, acquaint them with local natural history, and motivate them to learn more on their own.

Each class must be a minimum of four hours in length with the field component comprising at least 50% of that time. Tennessee's biodiversity can vary by region, participants should focus on the geology, flora, and wildlife most relevant in their area. Instructors are expected and encouraged to weave ecological concepts, native versus non-native species, and the use of scientific keys and other ID techniques into each class.

Suggestions for Instruction

Effective Tennessee Naturalist Program instruction typically employs a mix of lecture, participant discussion, interactive activities, and field experiences.

1. PowerPoint presentations should be concise, use quality graphics illustrating the topic, and provide a mix of detail and broad overview. Shorter presentations interspersed with other activities is preferable to one long, comprehensive presentation.
2. Question and answer sessions are important but should be brief. Unless everyone is engaged, participants will soon become bored. Answers to questions should be as direct and concise as possible.
3. Intervals of interaction with participants are extremely important, especially if they include activities that reinforce the concepts being taught. Ideally, these activities can be used later by the participants to convey what they have learned to others. In developing interactive activities, instructors are encouraged to draw on their own experience as naturalists. Note, however, that a routine activity for the instructor may present difficult challenges to participants.
4. Participants, especially in the "-ology" presentations, should be exposed to organisms in a meaningful way on a local level. An abstract lecture on insects, for example, will leave little lasting impression with most participants. Allowing them to attempt identifications or other activities -- observe, hold, draw, photograph, describe in writing -- will engage them more readily. It is more important to give participants a way into a topic rather than an all-knowledge type of lecture they cannot possibly retain.
5. In the field, impromptu lectures should be avoided due to the possibilities of discomfort standing and difficulty hearing. Participants are ready to *do* something outdoors. Keep demonstrations short and have an activity plan for what will be accomplished in the field. Doing is always better than watching.
6. Try to engage everyone in class or field activities. The formation of working groups may help people interact with the topic and each other. Participants might present their results to the group; this skill will be needed in their volunteer work as Tennessee Naturalists.

Remember, a Tennessee Naturalist...

...appreciates, understands, and respects the natural world, nourishing a sense of belonging by
learning more about nature whenever possible,
communing with nature in meaningful ways,
conserving and restoring biological communities,
modifying behaviors to lighten his/her personal footprint,
sharing personal knowledge and experiences with others.

Tennessee Naturalist Volunteers

Guidelines and Expectations

Volunteer Service

All course participants seeking certification as a Tennessee Naturalist must complete 40 hours of volunteer service in one or more approved environmental education or conservation activities. Service may involve a series of short, unrelated volunteer experiences, a long-term commitment to a single project or resource, or anything in between. Volunteers may work independently or as part of a team. They may pursue existing volunteer opportunities or design their own project to fill a need. All volunteer projects must be pre-approved by the local chapter and/or TNP state coordinator. When working with another organization, Tennessee Naturalist volunteers are expected to follow the guidelines of that organization. Volunteer service projects will likely fall within three main categories.

- Education - Activities or programs to educate the public include interpretive walks or other programs at parks or nature centers and presentations to community groups or schools. Time spent planning, implementing, and evaluating these programs may also count at the discretion of the TNP state coordinator.
- Citizen Science - Projects involving data collection, monitoring, biological inventories, or other research-oriented activities. Examples include bird censuses, stream monitoring, or invasive species mapping. The activities may be statewide or local in conjunction with a governmental agency or other partner, such as the Tennessee Amphibian Monitoring Program.
- Stewardship - Hands-on activities to improve habitat for native species or the ability of the public to access natural resources. This may include exotic pest plant removal, habitat restoration, or trail building.

A fourth category is TNP administrative efforts such as assisting any chapter work in support of the program and serving on the TNP board of directors. These hours are limited to no more than 25% of the minimum needed for certification or recertification during the year.

General TNP Guidelines for Acceptable Volunteer Service Projects

- Project must be dedicated to the beneficial management of the natural resources and natural areas within the community.
- Project must be for public benefit, not personal gain.
- Private not-for-profit organizations must have natural resource or environmental education missions.
- Any project on private lands must have clear public benefit that outweighs personal gain by the landowner.
- Explore ways to tie stewardship projects to education.
- Projects should feature interesting and meaningful tasks that provide an enriching experience for the volunteer.

Private Organizations or Landowners

Not all projects must be done on public lands or with public organizations. Projects with private not-for-profit organizations that have natural resource or environmental education missions are acceptable. Examples include 4H Centers, land conservancies, and nature centers.

Projects on other private lands (such as individual landowners' properties) may be approved, but must have a clear public benefit, such as direct benefit to natural resources in the broader locality, that outweighs any financial gain to the landowner. Private land work awarded state or federal grant money typically demonstrates this broader benefit. Chapters should evaluate proposed projects to ensure they are not simply performing free landscape work on private lands.

Volunteer Hours

Participants may begin earning volunteer service hours for certification immediately following the first class. No volunteer work prior to the start of the course may be counted for this purpose. Participants are strongly urged to complete their volunteer hours within one calendar year of the first class. Volunteer projects must be approved in advance by the chapter host if they are not already recognized as acceptable. Participants keep track of their own hours on a log sheet and acquire the initials of the volunteer project supervisor to verify their work. Chapter hosts monitor the log sheets and determine when volunteer criteria for certification has been satisfied. Only direct contact hours spent on TNP approved projects may be counted toward certification. Preparation time for specific projects, particularly those educational in nature, may count as determined by the local chapter and TNP state coordinator.

Chapters and other organizations benefiting from TNP volunteers may want to keep track of the hours as an in-kind match for grant funding. Logged service hours are the most visible demonstration of the value of TNP for our sponsoring organizations. These cumulative hours highlight the success of TNP in serving the local community and celebrate the positive impact each chapter has on local natural resources.

Travel Time

Travel time typically does not count towards the certification requirements but should be tracked and reported as this information can be helpful to the chapters and TNP. Projects for which travel time may count are those in which the main activity is travel (e.g. Tennessee Amphibian Monitoring Program, locating and measuring Tennessee's big trees, and other car-based surveys). Tennessee Naturalists may want to track their mileage on all projects for tax purposes.

Training Time

Time spent in training or other settings that qualifies as continuing education should not be counted as volunteer time. Instances where the Tennessee Naturalist is the recipient of information or training rather than the presenter of information may count as continuing education credits for recertification.

Reporting Volunteer Activities

On the hours log sheet, volunteers must record the date (month/day/year) and specific description of each activity and, where applicable, are encouraged to note the number of people served during the activity and general group demographic information. Activity supervisor should sign the log sheet. A printed name next to the signature may be helpful.

Recognizing Tennessee Naturalist Volunteers

Upon completion of the program requirements (minimum 40 hours of active class instruction and 40 hours of volunteer service), individuals receive their certification and may use the official title. These certifications are renewed annually after recertification requirements (minimum 8 hours continuing education credits and 40 hours volunteer service) have been met.

The Tennessee Naturalist Program also recognizes milestone achievements of volunteers. These milestones are cumulative and honor those volunteers who have given 250, 500, 1000, 2500, and 5000 hours of service. A volunteer may reach these milestones within one year or over the course of several years and may be acquired through any TNP chapter. While the state coordinator monitors hours, it is recommended that volunteers keep their own records and inform their chapter when a milestone has been reached. Volunteers who reach these milestones will be given special recognition.

Volunteer Problems

While it is unlikely any problems will arise with a volunteer, chapters should be prepared to intervene if needed. Many organizations have protocols for such situations, and chapters may use their own guidelines. If a chapter needs advice, TNP will assist whenever possible.

Volunteer Handbook

TNP has developed a handbook for all participants enrolled in the Tennessee Naturalist Program. This handbook outlines the program, TNP policies and guidelines, volunteer duties and responsibilities, code of ethics, helpful tips, and a volunteer log sheet. Many components duplicate sections in this chapter packet. There are a few differences, however. Chapters should become familiar with the volunteer handbook to help participants with any questions. Any suggested improvements to this or any other TNP document are welcome and should be directed to the TNP state coordinator.

List of Volunteer Opportunities

TNP has assembled a growing list (TNP Suggested Volunteer Opportunities) of organizations statewide, including TNP chapters, who would welcome the volunteer service of trained Tennessee Naturalists and provide meaningful and rewarding experiences. If there is a suitable organization who could benefit from trained naturalist volunteers in your area and should be added to this list, please give their information to the TNP state coordinator.

Certification and Recertification as a Tennessee Naturalist

Certification Requirements

To become certified Tennessee Naturalists, participants must complete a minimum of 40 hours of active class and field instruction following the TNP curriculum and provide a minimum of 40 hours of service in one or more approved volunteer opportunities. These requirements should be met within one calendar year of the start of class. More time may be granted by the chapter under special circumstances. Participants are to keep track of their own hours, acquire the signature or initials of their volunteer project supervisor per activity to verify their work, and present this recorded log to the chapter for review and approval.

Recognition: Any program participant who successfully completes the course and volunteer work will be certified as a “Tennessee Naturalist” and may use this title when volunteering within the capacity of TNP certification. Upon completion of all requirements, the Tennessee Naturalist volunteer is awarded a state certificate and recognized by the state TNP as a Certified Tennessee Naturalist.

Program participants who do not wish to perform the volunteer component but have met the class and field instruction may receive a completion certificate for the course.

Recertification Requirements

Certified Tennessee Naturalists may seek recertification annually. They must receive a minimum of eight (8) hours of continuing education and provide a minimum of 40 hours of approved volunteer service. These requirements should be met within one calendar year to retain certification. If this time frame cannot be met due to extenuating circumstances, the Tennessee Naturalist may receive recertification once the requirements are fulfilled. Participants are to keep track of their own hours, acquire the signature or initials of their volunteer project supervisor per activity to verify their work, and present this recorded log to the chapter for review and approval. A \$20 recertification fee will be assessed to cover certificate and any milestone recognition award costs.

Recognition: Upon completion of the recertification requirements, Tennessee Naturalists will receive a new certificate.

TN Continuing Education

Requirements and Guidelines

Certified Tennessee Naturalists must complete a minimum of eight (8) hours of active instruction in one or more approved continuing education opportunities annually and perform a minimum of 40 hours of approved volunteer service per calendar year to retain their certification. It would be wise for Tennessee Naturalists to check with their chapter and/or TNP state coordinator to ensure an activity or event qualifies for continuing education credits.

Continuing education promotes lifelong learning and development, provides a chance to focus interest on a specific topic(s), and expands volunteer capabilities and options. TNP may provide some continuing education opportunities, and other suitable opportunities may be found through chapters, chapter partners, area and state organizations, agencies, nature centers, and universities. Examples include short courses and workshops on specialized topics such as winter tree ID, forest management, interpretation; training specific to a planned service project such as invasive plant ID or wildlife mapping; public lectures on natural history topics provided they meet the education objectives and pertain to local natural resources; and college courses in natural resource or environmental sciences.

Some continuing education events could also serve as make-up for a missed TNP course class or as a volunteer opportunity. However, no single event may serve more than one purpose at a time. Participating in a butterfly count for continuing education, for example, cannot also be counted as volunteer hours. Hours of credit earned must equal hours of active instruction. Breaks, lunch, drive time, etc., cannot be included.

Continuing education opportunities must meet the following criteria for approval

- promote continued learning and development of naturalist skills
- relate directly to core TNP course topics
- enhance, expand, or supplement course curriculum outline
- provide knowledge and skills for application in volunteer efforts
- include field work or hands-on activities
- feature an acknowledged expert or well-prepared instructor

Partial List of Current Continuing Education Opportunities

Tennessee Environmental Education Association Regional and Annual Meetings; Tennessee Outdoor Classroom Symposium - TEEA schedules three regional (east, middle, west) meetings on various Saturdays each spring in addition to a mid-September annual conference. The annual meeting location rotates among regions. In addition, the Tennessee Outdoor Classroom Symposium (TOCS) is co-sponsored each year. Regional, state and TOCS meetings all feature concurrent sessions, field trips, keynote speakers, and more, all aimed at improving content knowledge and/or teaching and interpretation skills of formal and non-formal educators. TEEA and TOCS information can be found at www.eeintennessee.org under the TEEA and TOCS links.

Tennessee Native Plant Society Hikes and Annual Meeting - TNPS schedules a series of Saturday plant hikes around the state March to October at state parks, natural areas, and private lands to observe various native plant communities often highlighting state-listed rare plants. They also host an annual membership meeting featuring two evening lectures and day hikes one weekend in mid-September. Their schedule is posted at <http://www.tnps.org>.

Warner Park Winter Twig ID Class - Warner Park Nature Center (Nashville) teaches a one day workshop on identifying trees in winter. Participants learn the anatomy of a twig and use a winter twig dichotomous key to determine the identity of various tree species found in the park. <http://www.nashville.gov/parks/nature/wpnc/>

Warner Park Skull ID Class

Tennessee Ornithological Society Bird Walks - TOS groups in various cities may host morning bird walks at a local park or natural area one day a week during peak birding times. These walks reinforce bird identification by sight and song and expand knowledge of species habitat and behavior. <http://www.tnbirds.org/>

Tennessee Exotic Pest Plant Council Workshops - Periodically TN-EPPC will host training seminars and workshops on the identification of invasive plant species and appropriate management regimens including reporting and mapping infestations around the state through EDDMapS (Early Detection and Distribution Mapping System) online. <http://www.tneppc.org>

Tennessee Amphibian Monitoring Program (TAMP) - The Tennessee Amphibian Monitoring Program sponsored by MTSU, TWRA, and Leaps trains volunteers how to identify the 21 species of frogs and toads in Tennessee by sight and sound. This is typically an eight hour workshop with four hours of indoor instruction focusing on sight and sound identification followed by a field trip where participants can practice identifying frogs and toads in their natural settings. The purpose of TAMP is to recruit steadfast volunteers across the state to monitor one of the 48 TAMP road routes to determine the relative abundance of the frog and toad species of Tennessee. Adopted road routes are monitored four times per year each year. Workshops cannot be offered specifically for TNP volunteers, but certified TN Naturalists are welcome to attend training workshops already scheduled. <http://www.tn.gov/twra/tamp/tamp.html>

North American Butterfly Association, Butterfly Counts - Tennessee butterfly counts are conducted three or four times per year at several locations. Use field guides and binoculars to identify butterfly species and note associated habitats and nectar and larval plants. http://naba.org/counts/us_mx_map.html.

TN2

TNP is currently developing several courses of advanced instruction, collectively called TN2, that expand upon the basic TNP course curriculum, delving into individual topics more thoroughly and, where possible, merging this instruction with skill development related to more specific volunteer opportunities. These in-depth TN2 courses are being designed as 20 or 30 hours of concentrated instruction for certified Tennessee Naturalists to gain better understanding and greater command of particular aspects of Tennessee's natural history.

TN2 topics under consideration include

- Interpretation
- Field Botany (two parts, 20 hours each, part one prerequisite for part two)
- Reptiles and Amphibians (30 hours)
- Reptiles (20 hours)
- Amphibians (20 hours)
- Cedar Glades (20 hours)
- Stream Ecology
- Geology Tour (drive across state over several days)
- Forest Ecology
- Stewardship and Land Ethics
- Birds (includes banding)

Chapters and participants are encouraged to suggest topics for TN2. As courses develop, instructors are asked to design a detailed syllabus that may be used as a template for teaching the course at other locations with a different instructor. This will allow courses to move around the state and better serve TNP graduates.

Suggested TN2 course fees are \$150 for a 20-hour course and \$225 for 30 hours. As with the regular TNP course, 40 percent of the fee from a TN2 course sponsored by a chapter goes to TNP. Tennessee Naturalist graduates have priority in registration, but people who have not gone through the regular TNP course may register for any spots that remain open. Non-TNP participants will be charged an additional \$50 which goes to TNP.

Course Documents and Forms

Course Content/Assessment and Volunteer Documents

All TNP participants receive a flash drive containing the TNP Volunteer Handbook, TNP Suggested Volunteer Opportunities, TNP Enhanced Study Guides for each class topic, and all electronically available course materials. Chapters also receive the TNP Curriculum Guide in outline form as well as the assessment powerpoint, answer sheet and key.

Chapter Contract

TNP Board of Directors and chapters sign a contract formalizing the agreement to host the Tennessee Naturalist Program.

Marketing Brochure and Flyer

A color trifold brochure and a one-page informational flyer are available to promote the program in local communities.

Liability Waiver

All participants must sign a liability waiver at the start of any course.

Volunteer and CEU Training Logs

Tennessee Naturalist Volunteers use these forms to track service hours and continuing educational training.

Class Evaluations

A one-page class form should be given to participants following each class to evaluate the instructor, course materials, and curriculum. The results of these evaluations are useful to fine tune the chapter's experience as well as the program overall and may be helpful in future grant applications.

Certificates

TNP provides two certificates -- course completion (no volunteer work) and certified Tennessee Naturalist (all requirements satisfied). The certificates are designed to accommodate the chapter's logo.

Administrative Database

A standardized electronic database will be in place soon for TNP chapter use statewide, accessible with a password, to post required information.

TNP Merchandise and Order Information

All participants receive an embroidered patch of the Tennessee Naturalist logo and a pin. Shirts, mugs, bumper stickers, and other products, are available at <http://tnnaturalist.org/sales.html>.