

## Recommended Chapter Guidelines

### For Certified Level Testing

01-01-21

One goal of the Master Beekeeper Program committee is to provide a system allowing members of the NCSBA to test their knowledge in all facets of beekeeping. This requires the timely administration of tests that both challenge and inform the test taker. Test results will either serve to confirm the beekeeper's attained level of competence or inform the beekeeper of areas in which their knowledge needs to be expanded. The integrity of such a program is dependent upon providing a fair and equitable opportunity for all test takers, i.e., a level playing field. To that end, the MBP Committee has set out these recommended Guidelines. We ask that MBP Proctor/Coordinators, Chapter Officers and all those involved in the education and testing of beekeepers seeking the Certified Level certificate, make every effort to have each candidate evaluated equally, challenging each person fairly, without favoritism or prejudice.

#### Written Test:

1. Chapters offering Beginning Beekeeping Classes in the Winter and Spring are asked to request a current Certified Level written test from the MBP each year. No specific test should be given to any candidate more than once. All tests are identified with an MBP Test #. Upon request, test results can be reviewed with a candidate to aid in their understanding and knowledge.
2. Any candidate not successful at completing the written test, should be required to wait 3 months before being allowed to take any subsequent Certified Level written test at the Chapter. During this time, the candidate should be encouraged to further their education and

knowledge by attending Chapter meetings, reading the recommended texts and if possible, attending NCSBA Conferences.

3. All tests should be retained by Chapter MBP Proctor/Coordinators until the candidate has completed the Certified Level or 4 years from their initial test date, whichever comes first. If a candidate does not complete the Certified Level in 4 years, they must start the process from the beginning, unless, the candidate has taken and failed a Certified exam 5 times, then they shall be prohibited from any further participation in the program.

4. At NCSBA events, Spring Conference, Summer Conference, and Fall Testing, a different test will be offered from the one provided the Chapters for their Beginning Beekeeping Class events. If a candidate in your Chapter, wishes to become a Certified Level Beekeeper, and does not wish to take your Beginning Beekeeping Class, at your discretion, you are encouraged to offer the test when the Class testing is offered. If the candidate chooses not to take the Certified Level test at that time, they should be encouraged to take the test at an NCSBA event.

5. Chapter Certified Level testing should be restricted to no more than quarterly, provided the MBP has an available test for you to offer that has not been previously given by your Chapter. This serves to avoid a candidate seeing the same test twice and coincides with the MBP's creation of 4 tests annually. We urge you to limit your offering of the Certified Test to twice a year but will accommodate your needs if possible. Only MBP Proctor/Coordinators may contact the MBP Chairperson to receive a new test and are responsible for maintaining it securely. Tests should be removed from the MBP Proctor/Coordinator's data bases after the Chapter testing event.

## Practical Test:

1. The Certified Level practical test should only be given to a candidate who has successfully passed the Certified Level written exam.
2. A candidate should have a minimum of 4 months beekeeping experience before the practical test is administered. Verification of beekeeping experience should be offered by the candidate and further verified by the test administrator.
3. The practical test is an exam to determine the skill and knowledge of the candidate beekeeper. It is not to be conducted as a learning experience for the benefit of the candidate. The candidate should be asked to talk their way through the test explaining what they are doing, seeing, and expecting from the colony. The test administrator should only speak to clarify or pursue an understanding of the candidate's knowledge.
4. The practical test form offered on the NCSBA website, on the Certified page, should be used by the test administrator to record the candidates progress through the test. Upon conclusion of the test, the test administrator is encouraged to review the test results with the candidate, however, the practical test form should be retained by the test administrator.

The MBP committee recognizes the invaluable service that NCSBA Chapters provide to support and encourage new beekeepers. These recommended guidelines are an attempt to clarify our expectation, understanding that, the implementation is totally at your discretion. The integrity of the Master Beekeeper Program is of the utmost importance to the NCSBA. For many beekeepers, entry into this program is the direct result of the volunteer efforts of MBP Proctor/Coordinators and all those involved in education at the chapter

level. The significance of your contribution can not be overstated.  
Thank you for all you do.

DURING Covid-19, the MBP has relaxed some measures outlined above to accommodate these unprecedented times. Your cooperation and support for our efforts is much appreciated.