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1. Introduction

The Ohio Certified Master Beekeeper Program is a self paced, self guided educational program with milestones at 3 levels. Students progress from the Apprentice Level to the Journeyman level and finally will enter the Master Level. Upon successful completion of the Master Level the student will be granted the title of Ohio Certified Master Beekeeper.

The primary goal of the program is to encourage students to become better beekeepers through education, practice, and outreach. It also encourages participation in local and state associations as well as assisting other beekeepers and educating the public through beekeeping related community service.

The Apprentice and Journeyman levels should be obtainable by every beekeeper given enough time and experience and obtaining these levels will help students become better beekeepers. Students should however expect that completing the Master level to be very challenging and will only be obtainable for those who demonstrate a strong understanding of all areas of beekeeping and the ability to share it with others.

2. Definitions

OSBA: Ohio State Beekeepers Association
MBP: Ohio Certified Master Beekeeper Program
Committee: The Ohio Certified Master Beekeeper Program Committee
Chair: Chairperson of The Ohio Certified Master Beekeeper Program Committee
President: The President of OSBA.
Vice-President: The Vice-President of OSBA.
Executive Board: The President, Vice-President,Secretary and Treasurer of OSBA.
Board: The OSBA executive board plus the regional directors and representatives.
Student(s): OSBA members currently enrolled in the the MBP at the Apprentice, Journeyman or Master level.
Master Beekeeper: Ohio Certified Master Beekeeper / Student who has successfully completed the Master Beekeeper level or individual who has qualified through the program to be called an Ohio Certified Master Beekeeper.

3. Contact Information

Email Address: masterbeekeeper@ohiostatebeekeepers.org
Phone: 567-703-6722
Mailing: The program Chair will change from time to time. Please contact us by phone or email for the current mailing address or see the OSBA Website.
4. Master Beekeeper Committee

The Master Beekeeper Committee shall consist of a Chairperson, at least one Executive OSBA Board member and at least 2 additional members that may consist of any OSBA members. The Chairperson shall be appointed by the President of OSBA. The additional members of the Committee may be selected by the President and/or Chairperson and may be removed at the request of the Chairperson or President of OSBA.

5. Changes to the Certified Master Beekeeper Program

The rules and procedures of the MBP may change from time to time as deemed necessary by the MBP Committee and the OSBA Board. Changes shall be announced to participants in the program via the OSBA website and email distribution list and shall also be made available at OSBA conferences and public meetings.

The criteria listed in the manual effective on the date of enrollment for each level (Apprentice, Journeyman or Master) shall remain the criteria for completing the level so long as the student completes the level in a timely fashion. When the student applies for the next level, they will be expected to follow the Manual effective on that date. Should the student not complete the level in a timely manner, at most 5 years, they will be expected to complete the level they are enrolled in according to the latest version of the Manual.

A recommended time frame is 3 years for the Apprentice level, 5 years for the Journeyman level and 5 years for the Master level.

5.1. Students enrolled before 9/1/2015 (the beginning date of this manual)

Prior to the creation of this manual, the document in effect had rules or implied criteria that differs from this manual. So as to not penalize students who enrolled under the old system, the following list of exceptions shall apply for students enrolled before 9/1/2015 so long as the level is completed in a reasonable period of time as defined above.

1. Enrollment in a given level of the MBP shall constitute proof of completing the preceding levels.
2. Classes may be taken while enrolled in any level and applied for credit towards completion of the Journeyman level.
3. Between January 1st 2012 and December 31st 2012, classes were not assigned codes. Instead students were required to keep track of classes taken on a provided form. The form included the Name of the class, date and length of the class and the instructor's name and signature. The classes must also have been either pre-approved for credit by OSBA, or must have been given by an approved Master
Beekeeper Instructor. Master Beekeeper Instructors designation has been discontinued.

4. Class category I was previously named Old World Beekeeping & New World Developments and is now named Beekeeping History & Modern Research. This is the same category. It has been renamed for clarity.

5. There is no longer a procedure to bypass the Apprentice level. All students must complete the Apprentice level.

6. Fees
The fees associated with the Certified Ohio Master Beekeeper Program (MBP) are as follows:

1. Certified Apprentice Application Fee - $15.00
2. Field testing fee for Apprentice Level - 1st Attempt - $0.00
3. Field testing fee for Apprentice Level - 2nd Attempt and after - $15.00
4. Certified Journeyman Application Fee - $20.00
5. Certified Master Beekeeper Application Fee - $20.00
6. Testing fee for Journeyman or Master Levels - 1st Attempt - $0.00
7. Testing fee for Journeyman or Master Levels - 2nd Attempt and after - $15.00

Fees are subject to change by vote of the OSBA Board. Fees do not include the costs of attending classes, purchasing suggested reading materials, OSBA membership dues, local association membership dues nor any other expense. Changes in fees are effective immediately.

7. Requirements for All Levels of the Certified Master Beekeeper Program
All levels of the Certified Ohio Master Beekeeper Program (MBP) require the following:

1. Must be a current member of the Ohio State Beekeepers Association.
2. Must have proof of current apiary registration(s). This may consist of an apiary registration certificate issued by the Ohio Department of Agriculture. Participants with apiaries located in adjacent states must show proof of registration if required by the state in which the apiaries are located.
3. Must abide by all Apiary laws in the State of Ohio or in the State where the Apiary is located.
4. Students must keep complete accurate records of all criteria completed under the program including details on classes taken.

It is the responsibility of the student to keep complete accurate records showing proof of completion of all parts of the MBP. This includes but is not limited to apiary registrations, volunteer time and attendance in classes. Students should not rely on the MBP, OSBA, the Ohio Department of
Agriculture, or any other Agency to research and provide records. Good record keeping is important to completing the MBP just as it is important to becoming a good beekeeper.

8. OSBA Certified Apprentice Beekeeper

8.1. Requirements for completing the Apprentice Level

1. Must submit the Application for Enrollment in the Apprentice Level and application fee.
2. Must complete one (1) of the following:
   a. Completes a beginning beekeeping course offered by a local beekeeping organization of at least (6) hours. The class may be given on one day or over a period of multiple days.
   b. Belongs to a local beekeeping association and has attended meetings regularly for two (2) years. An executive officer of the local association must attest that the student attended the majority of meetings on the application for the completion of the apprentice level.
   c. Completes nine (9) hours of approved beginning beekeeping classes not sponsored by a local beekeeping organization in Ohio. The class may be given on one day or over a period of multiple days.
   d. Has practiced beekeeping for more than 2 years and have demonstrated experience and knowledge of beekeeping. Student will be required to document their experience on the Apprentice Level completion form.
3. Must have managed their own hives for at least 3 months.
4. Must pass a field beehive inspection test.

Note: While you must be a member of OSBA when you submit your application for the Apprentice level, you may count beginning beekeeping courses, general beekeeping experience and membership to your local association that occurred before becoming a member of OSBA. Submitting an OSBA membership form at the same time as your application for the Apprentice level is acceptable.

8.2. Field Beehive Inspection Testing

The field beehive inspection may be taken after completing the rest of the Requirements for Completing the Apprentice Level above. The specific testing requirements and instructions are listed in the Field Beehive Inspection Testing section. The Field Test is a one-on-one test. There will not be any other participants in the apiary during the test.

8.3. Completing the Apprentice Level

After completing all the above requirements, the student must submit the Application for Completion of the Apprentice level. The MBP Chair will review the application for
completeness and to ensure the application has completed all requirements of the Apprentice Level. Upon acceptance of the application, a certificate certifying the student is a Certified Apprentice Beekeeper shall be issued.

9. OSBA Certified Journeyman Beekeeper

9.1. Requirements for enrolling in the Journeyman Level
1. Must be a Certified Apprentice Beekeeper and
2. Must submit the Application for enrollment in the Journeyman Level and application fee.

9.2. Requirements for completing the Journeyman Level
1. Must complete a minimum of 40 credit hours of instruction in classes pre-approved by OSBA. A minimum of two (2) credit hours must be from each of the Classroom Categories. Only classes taken while an OSBA member may be counted.
2. Must prepare a lesson plan on a beekeeping topic and present a 45 minute talk to a local beekeeping association meeting or beginning beekeeping class.
3. Must complete at least five (5) credits of documented public service work. Only public service completed while an OSBA member and enrolled in the Journeyman Level will be counted. (See Public Service Requirements)
4. Must submit Application for Completion of the Journeyman Level after the above requirement for the Journeyman Level are completed.
5. Must pass a written test. The test may be scheduled after submitting and the MBP committee accepts and approves a completed Application for Completion of the Journeyman Level.

9.3. Classroom Categories
To ensure students get broad exposure to all areas of beekeeping, and to help them prepare for the Journeyman level test, classes are categorized by their primary topic into the following categories:

A. Disease, Pest & Predators: Identification and Treatment
B. Honey Bee Biology
C. Products of the Hive and Their Uses
D. Native Pollinators & Pollination
E. Bee Hive Management
F. Pollen & Honey Plants
G. Business & Ethics (Honey Standards, Labeling, Marketing and Adulteration)
H. Queen Rearing, Bee Genetics and Related Enterprises
I. Beekeeping History & Modern Research
J. IPM Pest Control Methods
K. Honey Judging and Showing Products of the Hive
The MBP Committee will assign class categories and codes to pre-approved classes.

9.4. Class Requirements
1. Only classes taken after enrollment in the Journeyman level and while the student is a current member of OSBA may be counted for credit.
2. Classes must be approved in advance and will be assigned a class code designating the number of credit hours and category the class falls in. (See the section on Class Approval for more details.)
3. Pre-Approved classes will be listed on the OSBA website. Classes will be assigned unique codes to identify each class.
4. No more than 4 credit hours may be earned in one day regardless of the number of classes taken.
5. Multiple day classes on the same subject will count as a maximum of 4 credit hours.
6. No credit will be issued for duplicate classes even when taken at different events.

9.5. Journeyman Level Test
Completion of the Journeyman level requires successful completion of a test on general beekeeping topics.
1. The Journeyman Level Test will be given at Fall OSBA conferences.
2. The test will consist of 100 multiple choice questions on all areas of beekeeping.
3. Students will have 2 hours to complete the test.
4. Test takers must sign up a minimum of 30 days in advance in order to be eligible to take the test.
5. The test may include questions in all areas of beekeeping and is not limited to information covered in the classes the participant may have attended. They can and will include questions from the material listed in the Suggested Supplemental Reading section.
6. A grade of 80% or higher is required to pass the test.
7. A test may be retaken once per year. However, a test fee is required for retakes. The student is highly encouraged to continue taking classes and continue studying the recommended reading.
8. Special accommodations for those that have a documented handicap or religious restrictions may be made on a case by case basis by the MBP Committee.
9. Students will not be allowed to keep their completed tests or any scratch paper used during the test.
10. No resource materials (books, magazines, etc.), phones, computers, calculators or other devices are allowed during the test.
11. The Committee shall retain completed tests for 60 days, after which the tests shall be destroyed.
12. The Committee Chair will appoint a proctor for the test. The MBP Committee Chair may serve as proctor.
13. The MBP Committee Chair will appoint two (2) graders for the test. Both graders must grade the entire test independently to verify the results. The MBP Committee Chair may serve as one of those graders. Results of the test will be mailed or emailed to the student within 30 days of the Fall conference.

9.6. Completing the Journeyman Level
After completing all the requirements except for the Journeyman Level test, the student must submit the Application for Completion of the Journeyman Level. The MBP Committee Chair will respond in writing (mail or email) within 30 days of receipt indicating the application has been accepted or rejected and the reason why. The Applicant may re-submit rejected applications after correcting the issues. Once the application has been accepted, the applicant may schedule the Journeyman Level test. The test must be passed to complete the journeyman level and earn the title ‘Ohio Certified Journeyman Beekeeper’

10. OSBA Certified Master Beekeeper

10.1. Requirements for enrolling in the Master Beekeeper Level
1. Must have completed the Journeyman Level
2. Must apply and have been accepted to the Master Level. Submitting an application does not indicate that it has been accepted. The applicant will be notified in writing within 30 days of receipt of the application. The application shall include:
   a. The completed application form.
   b. A biography of the applicant.
   c. A signed pledge that states the applicant will conduct themselves in a professional and ethical manner and abide by the State of Ohio apiary laws, or the laws of the applicant's home State.

10.2. Requirement for completing the Master Beekeeper Level
1. Must show proof of at least five (5) years of beekeeping experience. Experience before enrolling in the MBP and while not an OSBA member may be counted.
2. Must complete an additional 15 credits of public service beyond that required for completing the Journeyman Level. Only public service completed while an OSBA member and enrolled at the Master Level will be counted. See Public Service Requirements for more details.
3. Must pass a hive inspection test. The MBP Chair will assign a proctor. The inspection test is expected to be much more thorough than in the apprentice level. See Field Beehive Inspection Testing for more information.
4. Pass a general test demonstrating expertise in all areas of beekeeping topics. The test may be scheduled after submitting and the MBP approves a completed Application for Completion of the Master Level. See Master Level Test below.
5. Present a program at an OSBA conference or other venue of equal or similar standing approved by the Master Beekeeper Committee. This is in addition to the required public service and is to be completed after passing the test. See Program Presentation below for more information.

10.3. Master Level Test
Completion of the Master level requires successful completion of a test on general beekeeping topics.

1. The Master Level Test will be given at Fall OSBA conferences.
2. The test will consist of multiple choice, fill in and essay questions with varying point values totaling 100 points.
3. Students will have 4 hours to complete the test.
4. Test takers must sign up at least 30 days in advance in order to be eligible to take the test.
5. The test will include questions in all areas of beekeeping and is not limited to information covered in the classes the participant may have attended. They can and will include questions from the material listed in the Suggested Supplemental Reading section.
6. A grade of 80% or higher is required to pass the test.
7. A test may be retaken once per year. However, a test fee is required for retakes. The student is highly encouraged to continue taking classes and continue studying the recommended reading.
8. Special accommodations for those that have a documented handicap or religious restrictions may be made on a case by case basis by the Committee.
9. Students will not be allowed to keep their completed tests or any scratch paper used during the test.
10. No resource materials (books, magazines, etc.), phones, computers, calculators or other devices are allowed during the test.
11. The Committee shall retain completed tests for 60 days, after which the tests shall be destroyed.
12. The Committee Chair will appoint a proctor for the test. The Committee Chair may serve as proctor.
13. The Committee Chair will appoint two (2) graders for the test. Both graders must grade the entire test independently to verify the results. The Committee Chair may serve as one of those graders. Results of the test will be mailed or emailed to the student within 30 days of the Fall conference.

10.4. Program Presentation
Present a program at an OSBA conference or other venue of equal or similar standing approved by the MBP Chair. The request must include the topic of the presentation, a brief description of the presentation and a bio of the speaker for publication. Acceptance is not guaranteed and depends on availability of a suitable location, time in the schedule and suitability of the topic.
selected. Topics may be rejected if they are deemed too simple for a beekeeper at the Master Level (i.e., beginner level topics), or a request may be made to move the presentation to a future time due to conflicts in schedule or topics.

Requests to make a presentation at an OSBA conference shall be made to the MBP Chair at least 6 months in advance of the event and the in order to fit the presentation into the schedule. The MBP Chair shall coordinate the presentation with the OSBA Conference Chair as soon as the request is received. For other venues, the request must be received at least 2 months prior to the presentation. The student must also have approved and scheduled the class through the event organizer. OSBA cannot schedule talks run by other organizations.

The MBP Chair must coordinate the speaking engagement with the Chair of the event and must receive confirmation from the event Chair before approving the presentation time and date.

See Appendix B for the Request for Program Presentation form.

10.5. Completing the Master Level
After completing all the requirements except for the Master Level test and presentation, the student must submit the Application for Completion of the Master Level. The MBP Committee will respond in writing (mail or email) within 30 days indicating the application has been accepted or rejected and the reason why. The Applicant may re-submit rejected applications after correcting the issues. Once the application has been accepted, the applicant may schedule the Master Level test. The test must be passed and presentation completed in order to complete the master level and earn the title ‘Ohio Certified Master Beekeeper’

Upon completing all requirements of the Master Level, the student shall be issued a certificate within 30 days designating they are officially an ‘Ohio Certified Master Beekeeper’

11. Supplemental Reading Material
Students in the Journeyman or Master levels of the MBP are expected to read material in addition to the required classes. Suggested reading material includes but should not be limited to the list in Appendix A

12. Class Approval
Classes must be approved and assigned a class code prior to the class. Approval is required in order to maintain a high level of quality and to determine the appropriate credit hours/topics for the class. Approved classes will be listed on the OSBA website.
12.1. Requesting a Class be Approved

Application for class approval must be submitted prior to the class being given, at least 30 days before the class in order to allow consideration for credit. The instructor or group organizing the class may submit the application. Multiple classes held at the same event should be submitted at the same time. Classes will not automatically be approved, and shall be considered individually based on their content and the expertise of the instructor in the subject area. The Committee will approve or reject the request in a timely manner, and will post the class online.

When submitting a class for approval the following is required:

1. Location of the Class
2. Time and Date of the Class
3. Length of the Class
4. Title of the Class
5. Detailed description of the class. The description should be detailed enough to determine the topics covered and how in depth the discussion will be. A syllabus is ideal if available.
6. Copies of Handouts, if available
7. Name of the Instructor
8. Brief biography of the instructor. Be sure to include enough in order to determine the instructor's level of expertise in the topic area. Remember that all members of the MBP committee may not know the instructor personally and may only have the information in the application when determining approval.

12.2. Requesting a Class Plan be Pre-Approved

Speakers who give regular talks often will have a number of prepared classes from which to choose. They may submit their classes for pre-approval which means the committee will determine if the class would count for credit, the category of the class and the number of credit hours. The instructor may advertise their classes as being approved for the OSBA Certified Master Beekeeper Program. Application for pre-approval must be submitted at least 30 days before the class in order to allow consideration for credit.

The application for pre-approval shall contain the same information as above when requesting a class for approval, except for Location, Time and Date of the class.

The instructor must notify the Committee of the time, date and location of each class prior to giving an actual class in order to obtain a code and have it posted on the website.
12.3. Board Approved Classes
The MBP Committee may elect to proactively approve some classes that are likely to benefit a large number of students. Examples of events the MBP Committee typically will evaluate and approve without an application includes HAS and EAS conferences.

12.4. Class Requirements
1. Class presentation must be at least 45 minutes long excluding question and answer sessions.
2. No class will be approved for less than 1 credit or more than 4 credits for a one day class. Multiple day classes may be approved for at most 4 credits per day.
3. The class must fit in one of the Classroom Categories A - O.
4. The level of material presented in the class is expected to be above that of a first year beekeeper.
5. The instructor should demonstrate an expertise in the topic area.
6. Past history of the instructor may be considered.
7. Incomplete submissions will not be considered for approval by the MBP Committee.
8. Some of the criteria above is subjective, however the MBP Committee has final say in approving classes.

12.5. Web Based Class Requirements
Web based classes have essentially the same requirements as traditional classes, with a few significant exceptions to insure students attended the class and were able to interact with the instructor:
1. A question and answer period must be available at the conclusion of the class. This may be via email, online chat or by phone.
2. Web based classes must include a test following the class. The test must be at least 20 questions covering the topic of the class and the student must pass with at least grade of 75%. The instructor is responsible for preparing, administering and grading the test. Upon successful completion of the class and test, the instructor shall present the student with a certificate of completion. The certificate shall of the Name of the class, instructor's name, date, student’s name, class code and statement that the aforenamed student attended the class and successfully completed the test.
3. No more than 5 credits per year from web-based classes will count toward the MBP credit.

13. Field Beehive Inspection Testing
Both the Apprentice level and Master level require a beehive inspection test. The tests are essentially the same, however it is expected that a beekeeper at the Master level will perform a more thorough
inspection without any prompting from the instructor. The beekeeper at the Master level will also complete field tests for pests and disease.

13.1. Student Instructions
1. The student must provide their own tools including, but not limited to, a hive tool, smoker and protective wear.
2. The test is a one-on-one with the proctor and no other observers will be allowed to be present during the test.
3. If the student is not inspecting their own hive, they may be requested to use a hive tool provided and to work without gloves, with provided gloves or disposable gloves as appropriate to prevent the spread of disease. Washing with an appropriate agent is recommended to help prevent the spread of American Foulbrood.
4. If the student normally works without a smoker or veil, they are still expected to have them available and demonstrate their use.
5. The hive inspection should be done without aid or interruption except by the proctor.
6. If the student is not inspecting their own hive, they must ask permission before doing anything to permanently alter the hive such as killing the queen, removing burr comb, etc. It would be best to also ask before rotating boxes, altering frame locations etc. If in doubt, leave the hive in the condition you found it.
7. The format of the test is not question and answer, but rather the student should demonstrate their ability to inspect the hive.
8. For apprentice level only:
   a. The checklist used by the proctor will be available to the student prior to but not during the test.
   b. Student should point out everything they can while inspecting the hive as if they were instructing a completely new beekeeper.
9. For Master Level:
   a. A checklist will not be available to the student. A Master level student should be familiar with all aspects of the beehive and it’s health.
   b. In addition to pointing out everything as with the Apprentice level, at the Master level the student is expected to point out and explain details of any diseases, pests and demonstrate appropriate tests.
   c. The student may be required to inspect more than one hive so that a variety of hive problems may be encountered.

13.2. Proctor Instructions

Field test proctors must:
1. Be a current member of OSBA
2. Be approved by the MBP Committee. Note that separate approval is required for proctoring tests at a the Master level.
3. Have 5 years minimum beekeeping experience and be familiar with all aspects of hive inspection and all the items on the field test grading sheet/checklist.
4. Contact information for approved proctors will be made available to students in the MBP.
5. Proctors are expected to read, understand and enforce the student instructions for taking the field test.

14. Public Service Requirements

The following are the categories of public service credits that may be credited toward the Journeyman and Master Beekeeper Levels.

A. Programs on beekeeping and related topics given to non-beekeeping groups (2 hours = 1 service credit)
B. Programs on beekeeping and related topics given to school groups (2 hours = 1 service credit)
C. Presentations given to a beekeepers group (1 hour = 1 service credit)
D. Publication of bee related articles in journals, newsletters, etc. (each article = 1 service credit)
E. Actively serve as an officer or director or newsletter editor of a county, local or other state association (holding office for entire term = 2 service credits)
F. Actively serve as a board member of the Ohio State Beekeepers Association (holding office for entire term = 2 service credits)
G. Construction of an exhibit open to the public (1 event = 1 service credit)
H. Working at a beekeeping exhibit open to the public (4 hours = 1 service credit)
I. Serve as a mentor to new beekeepers (4 hours = 1 service credit) Mentoring involves helping and guiding an individual beekeeper through a season.
J. Serve as a County Apiary Inspector and inspect a reasonable number of the registered apiaries per State records (1 season = 1 service credit, 50 or over apiaries inspected in one season = 2 service credits)
K. Develop educational material for use by OSBA (number of credits to be determined by the MBP Committee on a case by case basis)
L. Other work completed (4 hours = 1 service credit) (Must be approved by the MBP Committee.)

Journeymen can earn not more than 1 service credit per category, with the exception of serving as an Officer or county inspector.

Master Level students can earn not more than 4 credits per category and must cover at least 5 categories.
Public Service credits DO NOT include preparation and travel time.

Only public service completed while an OSBA member and enrolled in the appropriate level of the MBP will be counted.

All public service is subject to approval by the MBP Committee. The student shall keep documentation and proof of their public service.

15. Student Record Keeping
Students are expected to maintain complete, legible and organized records tracking classes they have taken and documenting all other requirements of the program. The student should not rely on the MBP or other 3rd parties to find the information for them after the fact. This should include, but is not limited to:

1. A copy of all forms and submissions to the MBP
2. Apiary registration
3. Apiary inspection reports
4. Membership receipts to OSBA and local associations.
5. Receipts and programs from attended classes.
6. Copy of the program or class announcement for any presentations or program given by the student.
7. Copy of any articles published (from the published source).
8. Pictures of any exhibit constructed and open to the public.
9. Apiary summary report (available on the ODA website) if the student served as a county inspector.
10. Documentation and proof of public service.

16. Removal from the Program
The MBP expects all students to be honest and act in an ethical and professional manner. Should any student be found cheating on a test or falsifying information on their application, the student will be removed from the MBP. Furthermore, they will be barred from re-entering or completing the MBP and all titles earned shall be revoked.

17. Privacy Policy
The privacy of MBP students is important to us. Your contact information and status within the program will not be disclosed or shared with third parties. We will use your information internally within OSBA to keep you up to date about the MBP, OSBA and news and events of interest to Ohio beekeepers.
The names of Master Beekeepers (those who have completed the Master level) will be listed on the OSBA website. Contact information for Master Beekeepers will only be listed if permission is granted.

18. Dispute Resolution
While OSBA and the Committee is committed to following the rules of this document and interpreting them in a fair and consistent manner. Disputes may arise. Disputes can be addressed as follows:

18.1. Disputing a Test Question
Students may dispute specific questions on the test by addressing them in writing to the Committee Chair within 10 days of taking the test. Proof of the question’s answer from an authoritative source will be required. The Committee has 30 days to respond to the dispute and rule in favor or against the dispute. The Committee has final say in all test disputes.

18.2. Disputing a Test Grade
Test grades cannot be disputed. Written tests are graded by two individuals to reduce the chance of an incorrect result. Hive inspection tests are typically graded by one individual and it would be impossible to review the test after the fact. Individual questions may be disputed as above.

18.3. All other Disputes
If any student has a dispute with the MBP the following procedure must be followed by both the student and the MBP in sequence. Failure to follow the procedure will result in dismissal of the dispute.

1. The student must file the complaint in writing to the MBP Chair.
2. The MBP committee has 30 days to respond in writing to the dispute, for or against, and state the reasons for the decision.
3. Should the student wish to continue the dispute, they may issue a request to present their case at a MBP Committee meeting. The student will be given a minimum of a 30 day notice of the next meeting. It is the student’s responsibility to attend the meeting regardless of location and time. The MBP Committee will have 30 days after the meeting to issue a final decision.
4. All decisions by the MBP committee are final.
5. If the MBP Chair or Committee fails to respond within 30 days the student may then send the complaint and proof of when the complaint was submitted to the OSBA President to investigate if or why the MBP failed to respond. The OSBA President will not decide the dispute themselves.

19. Reciprocity
OSBA will recognize individuals living in Ohio whom are certified Master Beekeepers in other programs or whom have earned a PhD in a field related to beekeeping as a Certified Ohio Master Beekeeper on a case by case basis, to be determined by the MBP Committee.
To be recognized as a Certified OSBA Master Beekeeper the individual must submit a request to the MBP Committee showing proof of their credentials. See the Master Beekeeper Reciprocity form.

20. Use of the title “OSBA Certified Master Beekeeper”
An OSBA Certified Master Beekeeper may not use the title to imply endorsement by the OSBA and is expected to act in a professional and ethical manner at all times.

21. Conflicts of Interest
Should any current or past member of the MBP Committee wish to participate in the OSBA Master Beekeeper Program, it may be a conflict of interest as the individual may have had access to testing materials prior to the test. It’s not the intent to prohibit volunteers from participating in the program, however, to insure the integrity of the program those individuals will need to take additional steps:

1. The individual taking a test will also be required to complete additional material as agreed upon by the majority of the MBP Committee.
2. Applications will be reviewed and approved by the majority of the MBP Committee.

22. Available Forms
See Appendix B for all forms. Individual forms may also be downloaded from the OSBA Website or may be requested by email or mail.

23. Duties of the Master Beekeeper Program Committee
The MBP Chair is responsible for performing or ensuring that all duties outlined below are completed in a timely fashion according to this manual. This list is intended to be a guideline and is not intended to be all inclusive.

1. Ensure that all portions of this manual are implemented in a professional and timely manner.
2. Maintain a file for each student in the program containing all submitted applications and correspondence with the student including records of all payments.
3. Maintain an enrollment list available to all MBP Committee members with student’s current status.
4. Maintain an email mailing list for all students to facilitate communication.
5. Send at least a quarterly update to all students via the email list.
6. Proactively approve classes at major conferences well in advance of the conference.
7. Ensure that the website is up to date with the current program information.
8. Report the status of the program to the OSBA board on a quarterly basis.
24. Revision History

9/1/2015: Original Version
25. Appendix A - Suggested Reading Material

Basic Resource Books


Reference Books


Beekeeping Journals and Newsletters

- *Bee Culture*. A. I. Root Company. [www.beeculture.com](http://www.beeculture.com)
- *From the U. C. Apiaries*. Eric C. Mussen. Free subscription: entomology.ucdavis.edu/Faculty/Eric_C_Mussen/Apiculture_Newsletter

Anatomy


Basic Beekeeping


Bee Biology and Behavior

Beeswax

Dance Language

Diseases and Pests

Because of rapidly increasing research findings on diseases and pests of honey bees, the following books cannot be considered current. Little on viruses, CCD or PMS. Numerous scientific names are now incorrect.

General Reading
**Honey**
- *A Handbook for Honey Judges and Beekeeping Exhibiting Hive Products* - This handbook written by James R. Thompson as a training manual for judges and as a guide for those who show exhibits a honey show.

**Plants**
Information on plants for honey bees and other pollinators can be obtained from state and local Cooperative Extension Service offices, state and local beekeeping associations and also on the Internet by searching plants and honey bees.

**Pesticides**
- *How to Reduce Bee Poisoning from Pesticides.* PNW 591. 2013 revision. L. Hooven, R. Sagili, E. Johansen. Available only Online: [www.extension.oregonstate.edu/catalog](http://www.extension.oregonstate.edu/catalog) then enter PNW 591-E (exactly) in Search Entire Catalog box. The most up-to-date and comprehensive publication on pesticides.
  
  See also *Managing Alternative Pollinators* in section on Pollination.

**Pollination**
- Comprehensive coverage of all pollinators but little on honey bees. Contains information on pesticides.


Top Bar Hive


Collections & Databases


Plants Database. USDA Natural Resources conservation Service Plants Database http://plants.usda.gov/java

Listserve/Blogs/Websites

Beesource Online Community: www.beesource.com

Honey Bee Suite—A Better Way to Bee: www.honeybeesuite.com

Hive Talk with David and Jon. David Burns and Jon Zawislak, EAS Master Beekeepers. www.talkshoe.com/tc/129777

OSBA Website: www.ohiostatebeekeepers.org
26. Appendix B - Forms

- Application for Enrollment in the Apprentice Level
- Application for Completion of the Apprentice Level
- Application for Enrollment in the Journeyman Level
- Application for Completion of the Journeyman Level
  - Class Summary Form
  - Public Service Summary Form
  - Presentation Confirmation Form
- Application for Enrollment in the Master Level
- Application for Completion of the Master Level
- Request to Present Program
- Request for Class Approval
- Request for Class Pre-Approval
- Request for Pre-Approved Class Code
- Hive Inspection Test Evaluation Form (Apprentice Level)
- Master Beekeeper Reciprocity.
Application for Enrollment in the Apprentice Level

(Please Print Clearly)

Name: ________________________________________________________________

Address: __________________________________________________________________

City: ________________________ State: ________ Zip Code: ___________

Phone Number: __________________________________________________________________

Email Address: __________________________________________________________________

Apprentice Level Application Fee $15

See the OSBA Master Beekeeping Program - Rules and Procedures manual for requirements for becoming an OSBA Certified Apprentice.

Must be a member of OSBA; an OSBA membership application and fee can be sent with this application if not currently a member of OSBA. Make checks payable to: Ohio State Beekeepers Association.

Send Application to:

Contact us by phone or email for the current mailing address or see the OSBA Website.

Email Address: masterbeekeeper@ohiostatebeekeepers.org

Phone: 567-703-6722

To be complete by the MBP Chair/Committee:

Approved by: ________________ Date: ____________ Fee Paid: ______

ID Assigned: ____________

Page 25
Master Beekeeper Program
Application for Completion of the Apprentice Level
(Please Print Clearly)

Name: ___________________________ Master Beekeeping Program ID: _________

Address: _________________________________________________________________

City: ___________________________ State: _________ Zip Code: _____________

Phone Number: _______________________________ Email Address: _____________________________

Complete (1) one of the following:

A. Beginning beekeeping class by a local association in Ohio: Date Taken: _____________
   Name of local association: ___________________________ Class Hours: __________

B. Student has been a member of the local association:
   “I, the undersigned attests that the student listed above has been a member of our association
   ___________________________ for at least (2) two years.
   Name of association officer and their position: _____________________________
   Signature: ___________________________ Date: _____________

C. Beginning beekeeping class by a local association outside of Ohio: Date Taken: _____________
   Name of local association: ___________________________ Class Hours: __________

D. Attach documentation outlining your beekeeping experience over a period of more than 2 years.
Additional requirements:

- Attach evidence the student has managed their own hives for at least 3 months. (Apiary registration forms and/or inspection reports are suggested)
- Attach field test grading sheet signed by an approved proctor. If you have trouble locating an approved proctor, please contact the MBP.

Membership to OSBA is required.

Send Application to:
   Contact us by phone or email for the current mailing address or see the OSBA Website.
   Email Address: masterbeekeeper@ohiostatebeekeepers.org
   Phone: 567-703-6722

To be complete by the MBP Chair/Committee:
Approved / Rejected by: ___________________________ Date: __________
Reason for rejection: ____________________________________________
_________________________________________________________________
Master Beekeeper Program
Application for Enrollment in the Journeyman Level

(Please Print Clearly)

Name: ___________________________ Master Beekeeping Program ID: ________

Address: ________________________________________________________________

City: ___________________________ State: _________ Zip Code: _________

Phone Number: ________________________________

Email Address: ________________________________

Application MUST have completed the Apprentice level before applying for enrollment in the Journeyman Level.

Journeyman Level Application Fee $20

See the OSBA Master Beekeeping Program - Rules and Procedures manual for requirements for becoming an OSBA Certified Journeyman.

Must be a member of OSBA. Make checks payable to: Ohio State Beekeepers Association.

Send Application to:
Contact us by phone or email for the current mailing address or see the OSBA Website.
Email Address: masterbeekeeper@ohiostatebeekeepers.org
Phone: 567-703-6722

To be complete by the MBP Chair/Committee:
Approved/Rejected by: _________________________ Date: _____________ Fee Paid: ______
Reason for Rejection: ___________________________________________________________
Master Beekeeper Program
Application for Completion of the Journeyman Level
(Please Print Clearly)

Name: ___________________________ Master Beekeeping Program ID: _______
Address: ________________________________________________________________
City: ___________________________ State: _________ Zip Code: _________
Phone Number: ___________________________ Email Address: __________________

ALL of the following must be attached:

- Class Summary Form
- Public Service Summary Form
- Presentation Confirmation Form

Must be a member of OSBA. Only classes taken and public service while a member will be counted.

Your written test may be scheduled after this application has been checked to verify it fulfills the requirements of the Journeyman Level and has been approved.

Send Application to:
Contact us by phone or email for the current mailing address or see the OSBA Website.
Email Address: masterbeekeeper@ohiostatebeekeepers.org
Phone: 567-703-6722

To be complete by the MBP Chair/Committee:
Approved/Rejected by: ___________________ Date: ____________
Reason Rejected: ______________________________________________________________________________________
Test Scheduled Date: ___________________
Master Beekeeper Program
Class Summary Form

Name: ___________________________ Master Beekeeping Program ID: ______

A. Disease, Pest & Predators: Identification and Treatment

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B. Honey Bee Biology

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C. Products of the Hive and Their Uses

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D. Native Pollinators & Pollination

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E. Bee Hive Management

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F. Pollen & Honey Plants

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G. Business & Ethics (Honey Standards, Labeling, Marketing and Adulteration)

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### O. Other

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Master Beekeeper Program
Public Service Summary Form

Name: ________________________________ Master Beekeeping Program ID: ______
(use additional forms as necessary)

Description of Public service: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Public Service Category: ______ (A-L, See Manual) Hours: _______ Credits: _________

Attach proof of service. (Proof may consist of copy of publication, pictures of exhibit, copy of handouts or powerpoint used for presentation, inspection summary, copy of developed education material, etc.)

Description of Public Service: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Public Service Category: ______ (A-L, See Manual) Hours: _______ Credits: _________

Attach proof of service. (Proof may consist of copy of publication, pictures of exhibit, copy of handouts or powerpoint used for presentation, inspection summary, copy of developed education material, etc.)

Description of Public Service: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Public Service Category: ______ (A-L, See Manual) Hours: _______ Credits: _________

Attach proof of service. (Proof may consist of copy of publication, pictures of exhibit, copy of handouts or powerpoint used for presentation, inspection summary, copy of developed education material, etc.)
Master Beekeeper Program
Presentation Confirmation Form

Name: _______________________________ Master Beekeeping Program ID: ________

Presentation Topic: ______________________________________________________________________________________________________

Description of Presentation: ____________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Location presentation given: _________________________________________________

Date of Presentation: _________________________________

Length of Presentation: _________________________________

Number in Attendance: ____________

Attach copy of handouts and/or power point presentation.

Witness statement:

I attest that _______________ (name of student) gave the presentation above on _____________
(date) at ________________________________ (location).

_________________________________ (printed name)

_________________________________ (position of officer/organizer)

_________________________________ (signature) ____________________________ (date)
Master Beekeeper Program

Application for Enrollment in the Master Level

(Please Print Clearly)

Name: ___________________________ Master Beekeeping Program ID: ________

Address: ________________________________________________________________

City: ___________________________ State: ___________ Zip Code: ___________

Phone Number: __________________________________________________________

Email Address: __________________________________________________________

Pledge:

As a Master Beekeeper student and future OSBA Certified Master Beekeeper, I
_________________________ (name) pledge to conduct myself in a professional and ethical
manner and abide by all the apiary in my state.

______________________________  ________________
Name                                             Date
You MUST attach your biography.

Application MUST have completed the Journeyman level before applying for enrollment in the Master Level.

Master Level Application Fee $20

See the OSBA Master Beekeeping Program - Rules and Procedures manual for requirements for becoming an OSBA Certified Journeyman.

Must be a member of OSBA. Make checks payable to: Ohio State Beekeepers Association.

Send Application to:
Contact us by phone or email for the current mailing address or see the OSBA Website.
Email Address: masterbeekeeper@ohiostatebeekeepers.org
   Phone: 567-703-6722

To be complete by the MBP Chair/Committee:
Approved/Rejected by: ___________________________ Date: ___________ Fee Paid: _______
Reason for Rejection: ____________________________________________________________________________________
Master Beekeeper Program

Application for Completion of the Master Level

(Please Print Clearly)

Name: _______________________________ Master Beekeeping Program ID: ________

Address: ______________________________

City: __________________ State: ________ Zip Code: ________

Phone Number: ______________________________

Email Address: ______________________________

You MUST attach the following:

● Proof of 5 years of beekeeping experience after enrolling in the program (apiary registration, inspection reports, apiary notes/records.)
● Public Service Summary Form. (You may not count experience completed in the Journeyman Level)
● Master Level hive inspection test results.

Must be a member of OSBA. Only Public Service and beekeeping experience while a member will be counted.

Your written test and final presentation may be scheduled after this application has been checked to verify it fulfills the requirements of the Master Level and has been approved.

To be complete by the MBP Chair/Committee:

Approved/Rejected by: __________________ Date: __________

Reason Rejected: ____________________________

Test Scheduled Date: __________________
Master Beekeeper Program
Request to Present Program
(Please Print Clearly)

Name: ___________________________ Master Beekeeping Program ID: _________

Address: _________________________________________________________________

City: ___________________________ State: __________ Zip Code: __________

Phone Number: __________________________________________________________

Email Address: __________________________________________________________

Event requested: ___________________________ Date: ___________________

Topic: ___________________________________________________________________

Description of presentation: _____________________________________________

_________________________________________________________________________

_________________________________________________________________________

Attach handouts or copy of power point presentation.

To be complete by the MBP Chair/Committee:

Approved/Rejected by: _____________________ Date: __________

Reason Rejected: ______________________________________________________________________

Presentation Scheduled Date: ____________________
Master Beekeeper Program
Request for Class Approval
(Please Print Clearly)

Name of the Individual Making the request: ____________________________

Organization the individual represents (if appropriate): ____________________________

Phone Number: _____________ Email Address: ____________________________

Class Details
(repeat this section for each class. Information may be attached to this form. Please insure that it is complete.)

Class Title: ________________________________________________________________

Length of Class: _____________ Length of Question and Answer Time: _____________

Name of Instructor: __________________________________________________________

Location of the class: _________________________________________________________

Time and Date of the Class: _________________________________________________

Description of the class: _____________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Biography of the instructor: ___________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Is this a web based Class? Yes / No (See the MBP manual for additional requirements for web based classes)

Attach syllabus and copies of any handouts and slide presentations if possible.

To be complete by the MBP Chair/Committee:
Approved/Rejected by: _______________ Date: ___________ Code Assigned: ___________
Reason for Rejection: __________________________________________________________

Page 40
Master Beekeeper Program
Request for Class Pre-Approval
(Please Print Clearly)

Name of the Individual Making the request: __________________________________________

Organization the individual represents (if appropriate): __________________________________

Phone Number: __________________ Email Address: _______________________________

Class Details
(repeat this section for each class. Information may be attached to this form. Please insure that it is complete.)

Class Title: ________________________________________________________________

Length of Class: _______________  Length of Question and Answer Time: _______________

Name of Instructor: ___________________________________________________________

Description of the class:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Biography of the instructor: _____________________________________________________

____________________________________________________________________________
____________________________________________________________________________

Is this a web based Class?  Yes / No  (See the MBP manual for additional requirements for web based classes)

Attach syllabus and copies of any handouts and slide presentations if possible.

You MUST make a request for a class code for each instance the class is given.

To be complete by the MBP Chair/Committee:
Approved/Rejected by: __________________ Date: ________ Category & Credits: __________
Reason for Rejection: ____________________________________________________________
Master Beekeeper Program
Request for Pre-Approved Class Code
(Please Print Clearly)

Name of the Individual Making the request: ____________________________________________

Organization the individual represents (if appropriate): __________________________________

Phone Number: ___________ Email Address: ____________________________________________

Class Details

Class must have been previously Pre-Approved and must not have changed substantially from the original request.

Class Title: _______________________________________________________________________

Length of Class: ___________ Length of Question and Answer Time: ___________

Name of Instructor: ________________________________________________________________

To be complete by the MBP Chair/Committee:

Approved/Rejected by: ________________ Date: _______ Class Code: __________

Reason for Rejection: ______________________________________________________________________________________
Master Beekeeper Program
Hive Inspection Test Evaluation - Apprentice Level

Name_______________________________________   Date ____________

Field test participants must wear a veil, and come equipped with a clean hive tool, smoker, smoker fuel, and matches or lighter.

SCORING. 2 points each for a maximum total of 110 points. 90 is passing. Points in each section are listed.

I. LIGHTING SMOKER (6 POINTS) SCORE____
   ____1. Lit smoker fuel and packed smoker with sufficient fuel to create smoke rather than flames.
   ____2. Used appropriate fuel (no synthetics or chemically treated materials).
   ____3. Smoke Quality (cool, white, thick) Green grass may be used to cool smoke and filter sparks.

II. OBSERVATIONS BEFORE OPENING A HIVE (4 POINTS) SCORE____
   ____4. Assessed evidence of bee activity at all openings before opening the hive.
   ____5. Determined if there is evidence of animals or disease around the hive before opening it.
      (chalkbrood mummies, fecal stains, dead bees, odor, scratch marks/mud smears)

III. MECHANICS OF HIVE MANIPULATION (18 POINTS) SCORE____
   ____6. Began with a clean hive tool.
   ____7. Smoked bees at entrance(s) and under outer cover.
   ____8. Worked the hive from the side to avoid blocking bee flight path.
   ____9. Stacked equipment on over turned lid to catch dripping honey (prevent robbing and spread of disease).
  ____10. Removed outside frame first to avoid rolling bees and to provide space to work.
  ____11. Parted brood nest between frames 5 & 6 to examine brood nest for disease and queen presence.
  ____12. Placed removed frame(s) in extra box, on frame hanger, or leaned them in out of the way location.
  ____13. Used sufficient amount of smoke to control bees but not drive them out of the hive.
  ____14. Took reasonable amount of care to avoid smashing or rolling bees.

IV. IDENTIFICATION (Able to identify at least 15 of the following:) (30 POINTS MAX) SCORE____
   ____15. Worker   ____21. Capped Brood   ____27. Queen Cups   ____33. Disease
   ____17. Queen    ____23. Pollen       ____29. Bees Fanning    ____35. Type Foundation
   ____20. Pupae    ____26. Queen Cells  ____32. Small Hive Beetle ____38. Other__________
V. ORAL EXPLANATIONS (14 POINTS MAX) SCORE____

39. Assess the general condition of the colony and what is needed if anything.

40. Explain what to look for to identify the presence of brood diseases. (dead larvae)

Explain methods to check a hive for Varroa mites and determine its level of infestation.

41. Ether Roll/alcohol wash/sugar shake
42. 24 Hour Natural Drop
43. Lab Sample
44. Uncap Drone Cells
44. Adult Bees (deformed wings, visible on bees)

VI. CLOSING THE HIVE (12 POINTS) SCORE____

46. Placed frames in original position. Reason not placing in original position:
   ___ Consolidate brood
   ___ Rotate frame to draw foundation
   ___ Provide open comb space for queen.
   ___ Remove damaged frame
   ___ Insert new foundation
   ___ Cull out burr or drone comb

47. Spaced frames properly

48. Boxes replaced in proper sequence. Reason for not replacing in previous sequence:
   ___ Bottom supering
   ___ Top supering
   ___ Reversing brood boxes

49. Used appropriate care to avoid smashing bees.

50. Replaced the inner cover correctly for the season.

51. Knew to close the hive within 15 minutes for the average hive inspection.

VII. PERSONAL COMPOSURE (4 POINTS) SCORE____

52. Was calm and well composed.

53. If/when stung smoked the spot to mask the odor, scraped out the stinger and continued working the bees or closed the hive.

VIII. APIARY LOCATION ASSESSMENT (18 POINTS MAX) SCORE____

54. Explained the pros and cons of this apiary location.

List at least 8 qualities of a good location:

55. Accessibility
56. Heat of the day shade
57. Nectar potential
58. Landowner commitment
59. Few nearby apiaries
60. Reliable water source
61. Pollen availability
62. Wind break

63. Air movement
64. Morning sun
65. Pesticide potential
66. Travel distance

IX. ASSESSMENT OF THE PHYSICAL CONDITION OF THE INSPECTED HIVE (4 POINTS) SCORE____

67. Properly identified the following needs:
   ___ Needs painted
   ___ Needs equipment replaced
   ___ Needs repaired
   ___ Frames need scraped
   ___ Needs requeened
   ___ Needs supered
   ___ Needs medicated
   ___ Needs honey removed
   ___ Needs destroyed
   ___ Needs swarm prevention
   ___ Weak hive
   ___ Nothing needed
   ___ Weak hive
   ___ Needs removed
   ___ Needs destroyed

68. Kept the smoker going during the entire field test.

Section Summary:  I.____  V.____  IX.____  II.____
                 VI.____  III.____  VII.____  IV.____
                 VIII.____

OSBA Approved Tester____________________________________  TOTAL SCORE_______ Pass/Fail
Master Beekeeper Program

Master Beekeeper Reciprocity Request

(Please Print Clearly)

Name: ________________________________ Master Beekeeping Program ID: ________

Address: ________________________________________________________________

City: ___________________ State: _______ Zip Code: _________

Phone Number: ___________________________________________________________

Email Address: ___________________________________________________________

Master Beekeeping Program Completed: ______________________________________

Organization sponsoring the program: _________________________________________

Date program completed: __________________________________________________

You must attach proof of program completion.

In order for the MBP committee to compare the requirements of your completed program to that of the OSBA Certified Master Beekeeper Program you must provide a copy of the requirements. A link to the requirements is acceptable if a complete set of requirements is available online.

To be complete by the MBP Chair/Committee:

Approved/Rejected by: ___________________ Date: ________

Reason for Rejection: ________________________________________________________