



PGA

Carolinas Section

**2022
PRE-ASSOCIATE /
ASSOCIATE
ORIENTATION
PACKET**



PGA
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EDUCATION COMMITTEE

The CPGA Associate Education Committee is here to help PGA Associates who are currently completing the PGA program. Our goal is to provide educational activities for Associates, as well as create a network of Class-A PGA Professionals who are willing to volunteer time to assist associates progressing through the PGA 3.0 program with gaining the needed work experience, completing the required portfolio work, getting out of suspension, etc.

CAROLINAS PGA ASSOCIATE EDUCATION COMMITTEE

CHAIR

Brock White, Certified PGA
Methodist University
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VICE-CHAIR

Briana Niemann, PGA/LPGA
Kiawah Island Club - Cassique
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PRESIDENT, ASSISTANTS' ASSOCIATION

Barry Pierce, PGA
Cedarwood Country Club
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Level 2/3 Associate

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Cape Fear Country Club
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PGM UNIVERSITY LEADER

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AT LARGE

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bweeks@pgahq.com



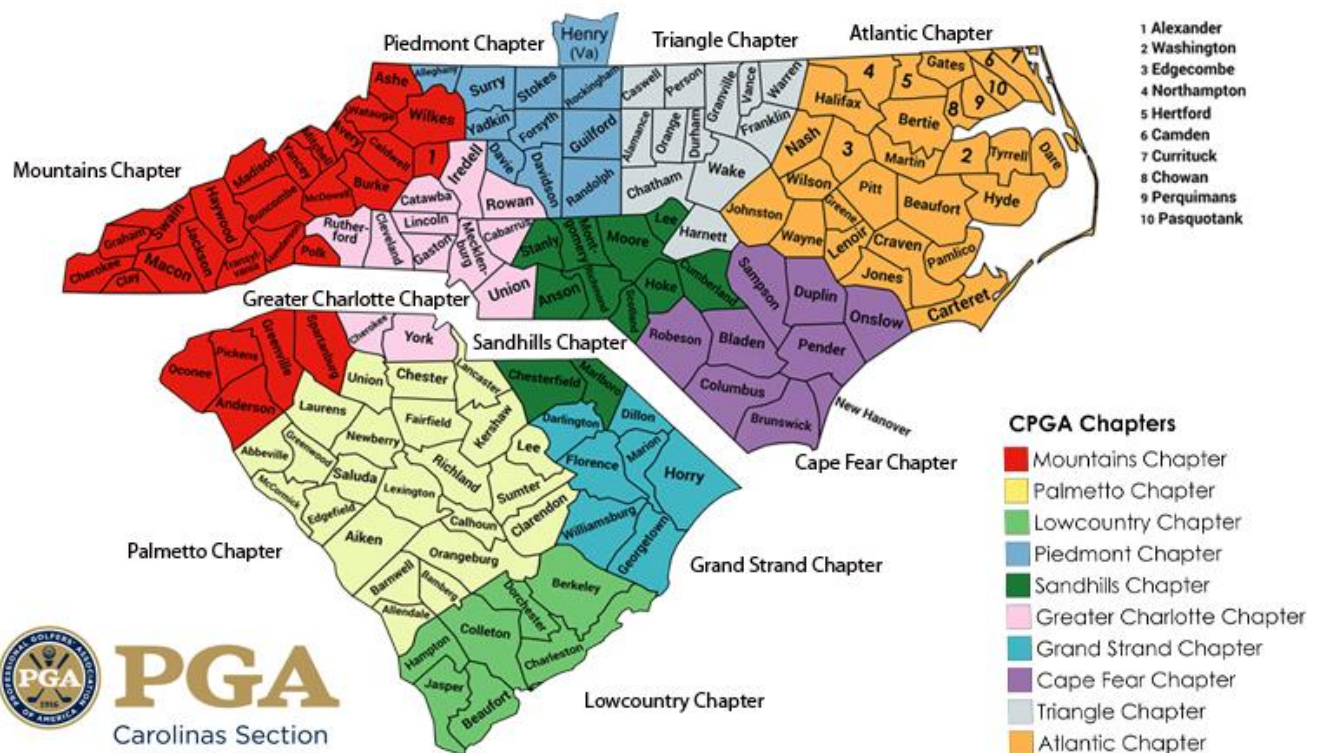
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CAROLINAS PGA ASSOCIATE MENTOR PROGRAM

The CPGA Associate Mentor Program provides PGA Associates across the Carolinas with a network of mentors available in each Area. Members of the mentor program are Class-A PGA Professionals willing to assist Associates with gaining the needed work experience, competing the required portfolio work, and guidance throughout the Associate program.

Carolinas PGA Chapter Map





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Please find below a list of available mentors in each CPGA Chapter:

MOUNTAINS

1. **Matt Pavia, PGA** – Director of Golf, The Cliffs Valley Course – Chapter Director
 - (864) 846-4653 mattpgolf@gmail.com

PALMETTO

1. **Steven Hartwig, PGA** - Head Golf Professional, CC of Lexington – Chapter Director
 - (803) 513-9656 steven@ccoflexington.com

LOWCOUNTRY

1. **Deron Lee, PGA** - Head Golf Professional, Kiawah Island Golf Resort/Oak Point – Chapter Director
 - (843) 266-4100 Deron_Lee@kiawahresort.com

PIEDMONT

1. **Savio Nazareth, PGA**– Head Golf Professional, Starmount Forest CC – Chapter Director
 - 336-299-0427 nazareth59@gmail.com

SANDHILLS

1. **Kyle Kirk, PGA** – Head Golf Professional, Pinewild Country Club - Chapter Director
 - (740) 975-1152 kyle@pinewildcc.com

GREATER CHARLOTTE

1. **Barry Pierce, PGA**- Assistant Golf Professional, Cedarwood Country Club – Chapter Director
 - (704) 737-5816 jimlohbauer@gmail.com

GRAND STRAND

1. **Matt Daly, PGA**- Director of Golf Operations, Founders Group – Chapter Director
 - (843) 234-8100 matt.daly@foundersgolf.com

CAPE FEAR

1. **Marshall Stott, PGA** - Head Golf Professional, River Landing Country Club – Chapter Director
 - (910) 285-6693 mstottpga@gmail.com

TRIANGLE

1. **Rob Pilewski, PGA** – Head Golf Professional, Duke University Golf Club – Chapter Director
 - (910)695-7999 rob.pilewski@duke.edu

ATLANTIC

1. **Dan O'Boyle, PGA** - Director of Golf, Sea Scape Golf Links – Chapter Director
 - (757) 335-1225 danoboylepga@gmail.com



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CAROLINAS PGA ASSISTANTS' ASSOCIATION

The Assistants' Association is a division of the Carolinas PGA Section. Our purpose is to prepare golf professionals for future success as PGA Members. The goal of our Association is to elevate the standards of CPGA Assistant Professionals through mentoring, networking, and promoting the game of golf. We will accomplish this by providing leadership, educational opportunities, tournament competitions, and building personal relationships amongst Assistant Professionals in the community.

CAROLINAS PGA ASSISTANTS' ASSOCIATION OFFICERS

PRESIDENT

Barry Pierce, PGA
Cedarwood Country Club
bp13176@yahoo.com

VICE-PRESIDENT

Nick Wilhelm, PGA
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SECRETARY

Travis DeJohn, PGA
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TOURNAMENT CHAIRMAN

Michael Harris, PGA
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mtharrispga@gmail.com

CPGA HEADQUARTERS LIASON (NON-OFFICER)

Patrick O'Reilly
CPGA Assistant Tournament Director
poreilly@pgahq.com



PLAYER ABILITY TEST (PAT)

One of the following must be completed within eight (8) years prior to registering into the PGA Professional Golf Management Program:

- Pass the 36-hole Playing Ability Test
- Attempt the PAT at least once within the eight (8) years prior to registering into the PGA PGM Program. Within that time frame, shoot one 18-hole score in a PAT that is equal to or less than the PAT target score for 18- holes, plus 5 strokes. Note: Each PAT score has a validity date of eight years.

The 36-hole PAT remains valid during the Acceptable Progress period. In order to pass the 36-hole PAT, you must achieve a 36-hole score within 15 shots of the course rating. For example, if the course rating is 72, the target score for the 36 holes would be 159 ($72 \times 2 - 144 + 15 = 159$).

36-Hole PAT Target Score	18-Hole Target Score	Target Score to Register as an Associate
Course Rating for 36 holes + 15	(36 PAT Score/2)	(36 PAT Score/2) + 5
151	75.5	80
152	76.0	81
153	76.5	81
154	77.0	82
155	77.5	82
156	78.0	83
157	78.5	83
158	79.0	84
159	79.5	84
160	80.0	85
161	80.5	85
162	81.0	86
163	81.5	86
164	82.0	87
165	82.5	87



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ENTERING THE PGA PGM PROGRAM

In order to become a PGA Member, you'll first need to become a registered Associate and go through the PGA Professional Golf Management (PGA PGM) Program.

To register into the PGA PGM Program, you must:

1. All individuals registering or re-registering as an Associate must complete a Background Check. *(If you have been convicted of a felony, misdemeanor or equivalent, you shall submit documentation to the PGA Membership Department to determine your eligibility for PGA Membership prior to proceeding. Per the PGA Code of Ethics, certain transgressions are cause for permanent preclusion to PGA Membership.)*
2. Access the Qualifying Level Courses on the PGA Education Portal and pass the Qualifying Test.
3. Satisfy the Playing Ability Test (PAT) requirement within eight (8) years prior to registering into the PGA PGM Program
4. An Associate registration form verifying employment must be signed and submitted by you.
5. Pay all fees.
6. Acceptable progress in the PGA PGM Program is defined by the successful completion of each Level and matriculation into the subsequent Level.
 - Level 1 must be successfully completed within three years of the Level 1 start date.
 - Level 2 must be successfully completed within three years of the Level 2 start date.
 - Level 3 and election to PGA Membership must be successfully accomplished within nine years of the Level 1 Start Date.

Associates have nine years from their Level 1 Start Date to graduate from the PGA PGM Program, meet all election requirements and become elected to PGA Membership. Failure to complete Level 1 or 2 within three years of the Level's start date will result in suspension. Failure to complete Level 1 or 2 within six years of the Level's start date will result in termination from the PGA PGM Program.

7. Have a high school diploma or be at least 18 years of age and have the equivalent of a high school education. You are eligible for educational credits toward PGA Membership with a college degree.
8. Please contact one of the following companies to submit your diploma, certificate or degree if your education was completed in a country other than the United States of America:

Josef Silny & Associates, Inc.
7101 SW 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Translation Fax: (305) 273-1984

World Education Services, Inc.
Attention: Documentation Center
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100

9. An individual must be either a U.S. Citizen, resident alien or temporary resident alien to be elected to PGA Membership.



10. A total of 28 work experience credits must be earned in addition to fulfilling the PGA PGM Program. (One credit per month while eligibly employed full time.) 12 credits are awarded for a four-year college degree and six credits for a two-year college degree.

11. Amateur Status: Work experience earned prior to participating in an amateur event will be forfeited.

*Note: All applicants are required to read and write in English to successfully complete the PGA Professional Golf Management Program. *

If you have any questions concerning this information or requirements to become a PGA Member, call PGA Membership Services at (800) 474-2776.

ELIGIBLE EMPLOYMENT REQUIREMENTS

1. Individuals shall be eligibly employed.
2. You must be full-time eligibly employed at the time of registration.
3. Participation in an amateur event will forfeit all work experience credits earned prior to the event.

*On the next two pages you will find a chart detailing the classifications of eligible employment as described by the PGA.



Classification	Description
Member: A-1 Associate: B-1	Head Professional at a PGA Recognized Golf Course The term “Head Golf Professional” shall refer to an individual whose primary employment is: the ownership and operation of a golf shop at a PGA Recognized Golf Facility; or the supervision and direction of the golf shop and supervision of teaching at a “PGA Recognized Golf Facility.”
Member: A-2 Associate: B-2	Head Professional at a PGA Recognized Golf Range The term “Head Golf Professional” shall refer to an individual whose primary employment is: the ownership and operation of a golf shop at a PGA Recognized Golf Facility; or the supervision and direction of the golf shop and supervision of teaching at a “PGA Recognized Golf Facility.”
Member: A-4 Associate: B-4	Director of Golf at PGA Recognized Golf Facilities The term “Director of Golf” shall refer to an individual who directs the total golf operation of a PGA Recognized Golf Facility, including the golf shop, golf range, golf car operations (if applicable) and supervision of the Head Golf Professional.
Member: A-6 Associate: B-6	Golf Instructor at a PGA Recognized Facility Individuals employed at PGA Recognized Golf Facilities, PGA Recognized Golf Schools, PGA Recognized Indoor Facilities as either golf instructors, supervisors of golf instructors or individuals who instruct PGA Professionals How to Teach.
Member: A-7 Associate: B-7	Head Professional at a PGA Recognized Facility Under Construction Individuals employed as Directors of Golf or Head Golf Professionals at PGA Recognized Golf Facilities under construction.
Member: A-8 Associate: B-8	Assistant Golf Professional at a PGA Recognized Facility The term “Assistant Golf Professional” shall refer to an individual who is primarily employed at a PGA Recognized Golf Facility and spends at least 50% of the time working on club repair, merchandising, handicapping records, inventory control, bookkeeping and tournament.
Member: A-9 Associate: B-9	Employed in Professional Positions in Management, Development, Ownership Operation and/or Financing of Facilities Individuals who are employed in professional positions in management, development, ownership, operation and/or financing of facilities. (Employment at more than two facilities: Individuals who are involved in the management of more than two facilities, regardless of positions, titles or responsibilities shall be classified A-9 or B-9.)
Member: A-10 Associate: B-10	Golf Clinician The term “Golf Clinician” shall refer to an individual whose main source of income is golf shows or clinics.
Member: A-11 Associate: B-11	Golf Administrator Individuals who are employed by the Association, a Section or the PGA Tour in an administrative capacity and individuals who are employed full-time as employees of golf associations recognized by the Board of Directors.
Member: A-12 Associate: B-12	College or University Golf Coach Individuals who are employed as golf coaches at accredited colleges, universities and junior college
Member: A-13 Associate: B-13	General Manager Individuals who are employed as General Managers/Directors of Club Operations who have successfully completed the requirements set forth by the PGA Board of Directors. (General Managers/Directors of Club Operations shall manage the entire golf facility including golf operations, golf course maintenance, club house administration, food and beverage operation and other recreational activities at the facility.)



Member: A-14	Director of Instruction at a PGA Recognized Facility
Associate: B-14	The term “Director of Instruction” shall refer to an individual who is managing, supervising and directing the total teaching program at a PGA Recognized Golf School or PGA Recognized Facility.
Member: A-15	Ownership or Management of a Retail Golf Facility
Associate: B-15	Individuals whose primary employment is ownership or management of golf products or services at a “PGA Recognized Retail Facility” provided such employment specifically excludes primary employment as a clerk.
Member: A-16	Golf Course Architect
Associate: B-16	Individuals who are primarily employed in the design of golf courses as architects or individuals who are primarily employed in an ownership or management capacity as golf course builders.
Member: A-17	Golf Course Superintendent
Associate: B-17	Individuals primarily employed in the management of all activities in relation to maintenance, operation and management of a golf course. Individuals in this classification are required to satisfy the criteria of either a Golf Course Superintendent or Assistant Golf Course Superintendent as defined by the Golf Course Superintendent’s Association of America.
Member: A-18	Golf Media
Associate: B-18	Individuals primarily employed in the reporting, editing, writing or publishing of golf-related publications in any form of media (inclusive of, but not necessarily limited to, newspapers, magazines, the Internet) or in the broadcasting or commentating about golf events on network television, cable networks, the Internet or any other form of related media.
Member: A-19	Golf Manufacturer Management
Associate: B-19	Individuals primarily employed in an executive, administrative or supervisory position with a golf industry manufacturer or golf industry distributor.
Member: A-20	Golf Manufacturer Sales Representative
Associate: B-20	Individuals primarily employed by one or more golf manufacturing or distributing companies involved in the wholesale sales and distribution of golf merchandise or golf-related supplies to golf facilities, retail stores or any other golf outlets.
Member: A-21	Tournament Coordinator/Director for Organizations, Businesses or Associations
Associate: B-21	Individuals primarily employed in the coordination, planning and implementation of golf events for organizations, businesses, or associations.
Member: A-22	Rules Official
Associate: B-22	Individuals primarily employed in the provision of services as a rules official for recognized golf associations, recognized golf tours or recognized golf events.
Member: A-23	Club Fitting/Club Repair
Associate: B-23	Individuals primarily employed in the business of club fitting must use a recognized fitting system or a comparable system, must have all the necessary equipment normally associated with club fitting and must have access to a PGA Recognized Golf Range or a range at a PGA Recognized Golf Course to monitor ball flight. Individuals primarily employed in club repair must have an established place of business with all necessary equipment normally associated with club repair, or must service one or more golf tours or series of golf events.

PGA PGM 3.0 OVERVIEW

Those following the PGA Associate pathway will need to satisfy all requirements to register as a PGA Associate, including the PGA Playing Ability Test requirements, the PGM Qualifying Test, the background check and eligible employment at a PGA-Recognized Golf Facility.

Qualifying Level

- Register for Qualifying Level
- Complete Qualifying Level Courses:
 - Introduction to the PGA PGM
 - History of the PGA
 - The PGA Constitution
 - The Rules of Golf A
 - Career Enhancement A
- Pass Qualifying Test
- Document qualifying Playing Ability Test score
- Document eligible employment

Level 1

- Applicants pay associate fees and Level 1 online courses fees. Pre-seminar activities must be completed prior to attending Level 1 seminars.
- **Teaching and Coaching 1:** Core content on learning, teaching, elements of the game, club performance, and player development with emphasis on beginning players
- **Facility Management 1:** Core content about business, customer service, and key operations at golf facilities
- **Pre-Seminar Activities:** PGA Associates are required to complete and document pre-seminar activities before attending the seminars. These activities are designed to facilitate discussions during seminar learning activities.
- **Seminars:**
 - **Teaching and Coaching 1:** Group discussions and instruction-related simulations and experiences
 - **Facility Management 1:** Discussion and group projects centering on PGA models and core operations Business Planning, Customer Relations, Introduction to Teaching/Club
 - **Performance and Tournament Operations:** Golf Car Fleet Management is a self-study course.
- **Work Experience Portfolio:** The work experience portfolio emphasizes activities linked to on-the-job application and performance. These activities include a combination of subject-specific tasks and integrated projects that PGA Associates complete at each level.
- **Knowledge Tests:** PGA Associates must pass a knowledge test at each level before moving on to the next level. The test will be comprised of multiple-choice and true/false items linked to each of the content domains listed above.

Level 2

- **Teaching and Coaching 2:** Application of content linked to learning, teaching, elements of the game, club performance, with an emphasis on intermediate players
- **Facility Management 2:** Application of The PGA business and customer relations models in the context of multiple operations
- **Pre-Seminar Activities:** PGA Associates are required to complete and document pre-seminar activities before attending the seminars. These activities are designed to facilitate discussions during seminar learning activities.
- **Seminars:**
 - **Teaching and Coaching 2:** Application of instruction-related practices at golf facilities through group projects and simulations
 - **Facility Management 2:** Application of business, customer relations, and operations concepts through projects and simulations
- **Work Experience Portfolio:** The work experience portfolio emphasizes activities linked to on-the-job application and performance. These activities include a combination of subject-specific tasks and integrated projects that PGA Associates complete at each level.
- **Knowledge Tests:** PGA Associates must pass a knowledge test at each level before moving on to the next level. The test will be comprised of multiple-choice and true/false items linked to each of the content domains listed above.

Level 3

- **Teaching and Coaching 3:** Integrated perspective of business aspects, learning, teaching, elements of the game, club fitting and physical performance with emphasis on advanced players
- **Facility Management 3:** Integration of critical business, customer relations, supervision, and operational functions from a management perspective
- **Pre-Seminar Activities:** PGA Associates are required to complete and document pre-seminar activities before attending the seminars. These activities are designed to facilitate discussions during seminar learning activities.
- **Seminars:**
 - **Teaching and Coaching 3:** Integration of teaching, player development, and business practices through group projects and simulations
 - **Facility Management 3:** A team focused management simulation consisting of integrating operations and management functions
- **Work Experience Portfolio:** The work experience portfolio emphasizes activities linked to on-the-job application and performance. These activities include a combination of subject-specific tasks and integrated projects that PGA Associates complete at each level.
- **Knowledge Tests:** PGA Associates must pass a knowledge test at each level before moving on to the next level. The test will be comprised of multiple-choice and true/false items linked to each of the content domains listed above.



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PGA PGM 3.0 ASSOCIATED COSTS

QUALIFYING LEVEL

PORTAL ACCESS TO ONLINE COURSES

\$200.00

(Valid for 9 months. If the Qualifying Test is not passed within 9 months of the purchase date, a renewal fee of \$200.00 will be required.)

QUALIFYING LEVEL TEST FEE AT TEST CENTERS

\$15.00

(A passing score is valid for 12 months. Failure to register as an Apprentice with that time period will invalidate the test and require re-purchase of the online access and re-test.)

ASSOCIATE FEES

PLAYING ABILITY TEST ENTRY FEE

\$100.00

(Per Attempt Plus Additional Fees Required by the Section/Facility)

ASSOCIATION DUES AND FEES

Refer to Fees Calculator on PGA.org

BACKGROUND CHECK FEE

\$60.00

LEVEL 1

PORTAL ACCESS TO ONLINE LEVEL 1 COURSES

\$560.00

SEMINAR SESSION

\$750.00

LEVEL 1 GOPS ASSOCIATE FACILITY MANAGEMENT TEST/RETAKE

\$21.00

LEVEL 1 GOPS ASSOCIATE TEACHING & COACHING TEST/RETAKE

\$15.00

LEVEL 2

PORTAL ACCESS TO ONLINE LEVEL 2 COURSES

\$350.00

SEMINAR

\$750.00

LEVEL 2 TEST/RETAKE – ASSOCIATE GOLF OPERATIONS

\$21.00

LEVEL 2 TEST/RETAKE – ASSOCIATE TEACHING & COACHING

\$15.00

LEVEL 2 TEST/RETAKE – EXECUTIVE MANAGEMENT

\$21.00

LEVEL 3

PORTAL ACCESS TO ONLINE LEVEL 3 COURSES

\$350.00

SEMINAR SESSION

\$750.00

LEVEL 3 TEST/RETAKE – ASSOCIATE GOLF OPERATIONS

\$15.00

LEVEL 3 TEST/RETAKE – ASSOCIATE TEACHING & COACHING

\$15.00

LEVEL 3 TEST/RETAKE – EXECUTIVE MANAGEMENT

\$15.00

SEMINAR TRANSFER OR CANCELLATION FEE

\$300.00

TOTAL EXPECTED COSTS

ASSOCIATE 3.0 PROGRAM

\$3957.00

(Average time to Membership is approximately 4 years.)

Note: Retakes for PAT and Associate Exams are additional. PGA Dues, travel fees and lodging not included. Associate responsible for all travel costs.

*Test fees are paid directly to Examity (the PGA's testing provider) and are based on current seat time rates. Fees are subject to change.



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PGA PGM ACCEPTABLE PROGRESS

Are you on the right path?

Acceptable Progress in the PGA PGM Program is defined by the successful completion of each Level and matriculation into the subsequent Level. Please read the Acceptable Progress Policy before testing the progress of any apprentice.

- Level 1 must be successfully completed within three years of the Level 1 Start Date
- Level 2 must be successfully completed within three years of the Level 2 Start Date
- Level 3 and election to PGA Membership must be successfully accomplished within nine years of the Level 1 Start Date

Individuals who have not successfully completed the Level at the end of their two-year suspension will be terminated from the PGA PGM Program. Associates have nine years from their Level 1 Start Date to graduate from the PGA PGM Program, meet all election requirements and become elected to PGA Membership.



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CAROLINAS PGA CAREER CONSULTANT



Mike Mueller, PGA

Carolinas PGA Career Consultant

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(816) 585-7407

Career Consultant Mike Mueller, PGA Is Your Career Connection!

"The opportunity to serve the members of the Carolinas PGA as your Career Consultant is a dream come true. I look forward to working with my fellow Professionals every day and helping you achieve your career goals."

Mueller is a nearly 20-year veteran of the golf industry. He began his career in the Carolinas at Bryan Park Golf Course, after earning a Bachelor's of Education from the University of Wisconsin-Oshkosh and a Master's of Science in Counseling and Educational Development from the University of North Carolina at Greensboro. He was also an Assistant Professional at Atlanta Country Club in Marietta, Georgia, where he won the Acushnet Apprentice Scholarship. Later, he became General Manager and Head Professional at Kirkville (Missouri) Country Club.

He also concurrently served as Director of Instruction at The National Golf Club of Kansas City (Missouri); Head Coach for the Women's Golf Team at Park University; and as the Owner of an indoor golf instruction and practice facility. During that time, he coached an NAIA All-American, was named a U.S. Kids Golf Honorable Mention Instructor, and was nominated for the Midwest PGA Junior Golf Leader Award.

Mueller then returned to North Carolina and was most recently the Head Golf Professional at The Club at 12 Oaks in Holly Springs, where he helped the club achieve significant membership growth during his four-year tenure. He was previously nominated for the Carolinas PGA Merchandiser of the Year and Horton Smith Awards. Mueller serves as a member of the Carolinas PGA Board of Directors, representing Area IX, and on the Apprentice Education and Employment Committees for the CPGA.

Mueller lives in Fuquay Varina, North Carolina, with his wife, Stephanie, and children, Jonah and Ansley.