



CCA CEU Application and Reviewer Information

The following information has been compiled from the CCA Policies and Procedures Manual to provide additional details on submitting CEU applications and the Review process.

INSTRUCTIONS FOR CEU APPLICATION

To apply for CEU credit, you must provide the information requested on the Certified Crop Adviser CEU Application Form, along with any related supporting materials including the attendance roster (if requesting CEU credit past the event date). Organizations seeking credit for their session or meeting may do so by submitting CEU applications, electronically, to the local boards, **no later than 30 days past the date of the event. No applications will be accepted 30 days past event date.**

To be eligible for CEUs, the meeting must be relevant to the Continuing Education Standards.

Applications must include the proposed breakdown of CEUs requested for each of the five educational areas: Nutrient Management, Soil & Water Management, Integrated Pest Management, Crop Management and Professional Development. A two to three sentence narrative is required for programs and presentations when the content is not readily identifiable from the title on the agenda. It is beneficial for sponsors to indicate the educational area being requested next to each period of time on the agenda to help the committee cross-reference the application with the agenda. If a sponsor is holding a series of meetings in several locations, they must note this on the application.

CEU Content Eligibility

Field Tours - CEUs for field tours to be granted on one of three levels:

1. Full Credit: a qualified instructor must focus the tour with a planned and structured educational program with a defined time frame for each stop.
2. 50% Credit: Tour is not tightly structured, but provides for specific stops with educational instruction by a qualified person. Each stop is assigned a unique number.
3. No Credit: Open tour with no instructor. Tour is product specific with marketing and customer service focus.

Vendors will need to be very specific and detailed in their applications for CEUs for field tour events.

Legislative and Regulatory - No credit will be given for presentations on pending or proposed legislative issues. To receive credit, the discussion must apply to existing laws and regulations applicable to the end use of a product or practice. CEUs should be requested for the time pertaining to regulations to the competency area being discussed.

Poster Sessions - Poster Session will be approved when they are structured events, defined as being proctored by professionals and having a quiz or other tool deployed to ensure CCA participation.

Livestock Nutrition Issues - Credit to be given when the presentation is focused on crop production practices and its relationship to animal nutrition; e.g. forage quality.

Product Specific Training - Approval will only be granted when the discussion is tied into an overall agronomic concept. No credit to be granted when the presentation focuses on product marketing, product positioning or its specific features; advantages and benefits over competitive products.

Vendors must supply a detailed one or two-sentence summary of the topics content when requesting CEUs for product specific sessions.

Equipment Use and Operation – Credit will be granted on topics related to tillage and application equipment as it relates to the accurate planting and/or application/placement of nutrients and crop protection products.

Supply and Demand Economics - Consider this for the Professional Development category.

Credit for Tests - No CEU credits will be allowed for pre- or post-testing.

Customer Service Training - Consider this for the Professional Development category.

Scientific Society Paper Presentations - Symposiums with a specific theme or continuity are okay for the appropriate subject matter covered, otherwise **no credit** is granted.

Keynote Speakers - Keynote Speaker and Panel Discussions will be approved when the content is appropriate and speakers are professionals or practitioners.

Video Tape and Remote Satellite Link-up - Presentations utilizing videotape presentations or remote satellite link-ups may be submitted for approval, the same as programs utilizing in-room instructors, subject to the following criteria:

1. Approval by State, Regional, Provincial or International Continuing Education Committee.
2. Session must have a facilitator/proctor/moderator.
3. Wrap up sessions.
4. Verify attendance.

New Technology - New technologies should be eligible for credit when they are used as a tool in crop production. Credit should be granted in the educational area being discussed.

Miscellaneous Issues - **No credit** will be granted for:

1. Professional publication of papers, journals or books.
2. Test question preparation.

Subject matter not eligible for CEUs are: specific product commercial crop input sales training or marketing sessions and award presentations.

Certified Crop Advisers (CCAs) will receive CEUs for attending your meeting by signing a sign-in sheet provided at the meeting or electronically scanning their CCA card. The completed attendance sheet must be sent to ICCA within 30 days of the meeting date. Sponsors should keep a copy of the sign-in sheet for their records for a minimum of two years. If the event instructor presents the same meeting at various locations, the instructor may receive the equivalent CEUs that a participant would receive **one time only**. **Please allow between 30 and 60 days for credential processing.**

CEUs are awarded in increments of 0.5 using the following formula:

CEU Conversion Table

Meeting Time	CEUs	Meeting Time	CEUs
30 to 45 minutes	0.5	256 to 285 minutes	4.5
46 to 75 minutes	1.0	286 to 315 minutes	5.0
76 to 105 minutes	1.5	316 to 345 minutes	5.5
106 to 135 minutes	2.0	346 to 375 minutes	6.0
136 to 165 minutes	2.5	376 to 405 minutes	6.5
166 to 195 minutes	3.0	406 to 435 minutes	7.0
196 to 225 minutes	3.5	436 to 465 minutes	7.5
226 to 255 minutes	4.0	466 to 495 minutes	8.0

Note: The International Continuing Education Committee and local boards reserve the right to request more information before awarding CEUs.

Review Process Information

The local CEU review committees are responsible for reviewing and approving CEU applications for meetings, submitted by vendors or certifiants, that are being held within their state or province. They will use the guidelines set forth by the Continuing Education Committee to evaluate the submitted applications. Additionally, the local CEU committee will assign a CEU tracking number and notify the sponsors and the ICCA office. Alternatively, the local CEU committees may designate that the ICCA office in Madison assign course numbers and contact program sponsors.

CEU Tracking Numbers

Each ICCA CEU Board approved event will carry a seven character tracking number. The first two characters are the two-letter state or province abbreviation for the local board that reviews the CEU event application. This also corresponds to the state, region or province where the event is held. For internationally approved events, the first two characters will be "NA". The following five characters are sequentially assigned numbers.

This is the only approved ICCA/CEU numbering system. The number can be assigned by the local board or by the ICCA office staff. It is the responsibility of the local board contact to coordinate this process with the ICCA staff person assigned to the local board.

Example: IL 00125 is an ICCA event number that identifies an Illinois event, which has been assigned number 125.

Once credit is assigned, a copy of the electronic form with the tracking number is recorded electronically at the ICCA office.

CEU SELF-STUDY POLICIES AND PROCEDURES

CEUs granted for self-study materials must be pre-approved. Materials must be submitted to the appropriate Local Board Continuing Education Committee for CEU assignment, following the same online CEU application process as that detailed for meetings. Local boards and ICCA must develop and maintain a pool of qualified personnel throughout the U.S. and Canada to serve as technical reviewers and assign CEUs to self-study materials. A copy of approved self-study materials will be forwarded to ICCA.

Approved self-study materials shall expire three years from the date of publication or first distribution. These materials may be renewed by the vendor, but must undergo a review and approval process before they expire. ICCA will send out renewal notices. If the vendor does not wish to renew, ICCA will have the option to serve as the vendor, subject to vendor permission. ICCA will maintain a list of approved self-study materials and their date of expiration for renewal notice. Credit for specific self-study material will be granted only once to a CCA.

Vendors must identify the geographic area of applicability for materials that are not international in scope.

Product specific materials will be granted CEUs when fair and credible performance comparisons are presented. No credit shall be allowed when emphasis is on product sales. No advertising shall be allowed in self-study materials, but sponsor recognition and acknowledgment is permitted.

Self-study materials must include field application information (i.e. How does a CCA use this information with farmers?). A descriptive title, summary of content, introduction and performance objective(s) covered, must be included in or accompany the self-study material. Self-study materials must refer to additional information available on the subject and an appropriate listing of cited references, if applicable.

(See page 15 Section 4.8 of the Addendum for a complete list of the Self-Study Specific Material Standards)

CEU REVIEW GUIDELINES
(page 15, Section 4.8, Addendum of ICCA Policy and Procedures Manual)

Submission Timelines:

Vendor needs to submit the CEU Application to respective board(s) no later than 30 days after session, inclusive of course material and attendance (effective September 1, 2002).

Concurrent Sessions:

Identify and grant the appropriate number of CEUs for each concurrent session by speaker. Realizing a person cannot attend more than one session at a time, there needs to be a defined procedure to verify the specific session attended. *Vendors of meetings need to verify attendance by assigning a number unique to each session.*

Qualification of Speakers:

Program sponsors must ensure that speakers/instructors chosen to make program presentations are qualified by education and experience to provide training and instruction in the relevant subject matter.

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Miscellaneous Issues:

No credit allowed for:

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4. Test question preparation.

SELF STUDY CEUs**A. Audio/Visual Material Standards:**

Audio/Visual materials must be granted CEUs based on twice the run time. A minimum of 0.5 CEU is required per educational area.

B. Written Material Standards:

One CEU shall be granted for approved written materials 2500-3000 words in length plus appropriate charts and graphs. Written materials varying from this standard must be pro-rated accordingly. A minimum of 0.5 CEU is required per competency area.

C. Electronic Materials:

(CD-ROM, Internet, etc.) CEUs granted shall be based on vendors estimate of the time needed to review all materials one time based on a test group of competent individuals or other valid methods. Vendor shall submit standard CEU application noted as a self study CEU and copy of the program materials or the Internet address of the materials to the local board. The exam component shall be part of the electronic materials and should be coordinated with ICCA.

VENDOR STANDARDS**A. Vendor Qualifications:**

Persons developing the technical content must be qualified by education or have a minimum five years professional crop advising experience, with demonstrated ability, training and experience in the competency area.

Persons producing self-study materials must possess the demonstrated ability to communicate effectively with professional colleagues, as well as an understanding of the principles and methods of adult education and the production of self-study materials.

B. Vendor Responsibilities:

Prepare self-study material relevant to educational areas. Complete and submit self-study material and CEU application form to State, Region, Province or International Continuing Education Committee. Submit designated fee for material review and CEU assignment. Prepare an exam and key according to exam format and preparation standards.

C. Conflict of Interest:

Vendors and program reviewers of self-study materials must take specific steps to protect against and/or disclose a conflict of interest regarding products or services discussed.

FEE STANDARDS

A. Payments:

Registrant Fee Processing Distribution:

- 40% must be paid to the Vendor.
- 20% must be paid to the organization responsible for self-study review.
- 40% must be paid to ICCA for processing, exam grading, administrative oversight, bank account management and fee distribution.

EXAM STANDARDS

A. Examination Options:

1. Exams can be paper based, requiring grading by vendor or ICCA.
2. Exam can be computer based, either developed by vendor or through the ICCA on-line quizzing system.
3. In both cases, if vendor manages quiz grading, then vendor can submit CEU awards to ICCA without charge to vendor or CCA. If vendor is managing the quiz, ICCA reserves the right to audit vendor services to ensure proper procedures are being followed in scoring and awarding CEUs (similar to attending a live session to verify quality thereof). Thus, it is recommended for vendors to keep exam records for 2 years for potential auditing purposes.
4. In both cases, if ICCA provides either exam grading services for the paper quiz or on-line quiz development and grading services then the CCA will be charged self-study exam fees based on the number of CEUs .

B. Exam Format and Preparation:

Each exam must contain a minimum of 10 questions per CEU. Format Standards:

1. Questions must have a clear answer.
2. Questions must relate to the application of the presented information in crop advising situations.
3. It is recommended that some questions require application of the presented information to determine the answer; i.e. problem solving, solution to a stated set of conditions, develop a recommendation, etc.
4. Question type must be multiple choices with three distracters in a pool of four selections.
5. Purpose of the exam is to document participation in the activity more than understanding of material studied.
6. A copy of the exam and key for approved self-study materials must be forwarded to the ICCA office. Exams must include the statement "Please allow 30 days for processing."
7. Exams must contain a signature line to read as follows:
Signature of Registrant as it appears on Code of Ethics. I certify that I alone completed this self-study exam. I recognize an ethics violation may revoke my CCA status.

8. Exams must include a space for recording the registrant's CCA Certification Number and date submitted.
9. Exams must include a self-study material evaluation form to be completed by the registrant. The evaluation form must contain a minimum of five questions.

C. Exam Distribution and Collection:

Exams may be distributed in the following ways:

1. Included with the article.
2. Faxed-on-demand.
3. Local boards may collect and distribute on demand.
4. Vendors may distribute with audio/visual presentations.
5. Internet download.

CCA registrant must forward the completed exam and evaluation form to the ICCA office or to vendor who developed exam as specified in exam instructions.

D. Exam Processing:

1. If vendor administers exam, vendor must notify CCA within 30 days of exam results and report CEUs awarded to the ICCA office 30 days of exam submission as it would for live sessions.
2. If ICCA office staff administers the exam, staff will notify CCA registrant of results within 30 days (or best effort at years end) as above for vendors.

E. ASA/CCA Responsibilities:

1. Self-Study submissions to the International Continuing Education Committee will be reviewed like other live sessions.
2. Evaluation Surveys: ASA/CCA Headquarters staff will compile and forward to the approving continuing education committee and vendor, a summary of registrant's evaluations on an annual basis and a final summary 30 days after the material expiration date.