

CCA
POLICY & PROCEDURES
MANUAL
(Revised September 2007)

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Foreword

This manual contains the policies and procedures for the International Certified Crop Adviser's (ICCA) program as of 1 July 2004. Members of local boards will find information in this manual that they need to administer the program.

As this manual is used, please let us know if corrections or revisions are needed. The ICCA Manual is revised and updated annually. Board members should work with the most current manual found on the Internet site. Copies are printed every three years and may not be as current as the web site version.

**American Society of Agronomy
Certification Department**

Internet: www.certifiedcropadviser.org

Phone: 608/273-8085

Fax: 608/273-2081

DEFINITIONS

The following terms and their definitions are provided to assist the reader in the interpretation and use of this manual.

Policies—Standards by which the Certified Crop Adviser program operates. The International Board sets policies.

Procedures—Means by which policies are carried out and implemented.

Guidelines—Examples or aids used to illustrate policies and procedures. Guidelines may be followed at the discretion of the local board.

Local—Describes action or activities at the state, region or province level.

Mailing List—The CCA mailing list can be purchased. For educational purposes, such as to notify CCAs of a CEU event, the rate is **\$25/1,000** mailing labels. For commercial purposes, the rate is **\$95/1,000** mailing labels and will only include the names of CCAs that have agreed to have their name released.

CCA Logo—The logo can be used by CCAs and can be obtained from the ASA/ICCA office. It also can be downloaded at <https://www.agronomy.org/cca/logo/> and is also available in color. The official logo is shown below and is trademarked.

Applicant-Anyone who has initiated the procedures for becoming a Certified Crop Adviser and who has thus been issued an identification number by the Certified Crop Adviser program, but who has not yet completed all the requirements for becoming certified and been issued a certificate.

Certified Crop Adviser (CCA)-Anyone who has met all the requirements and been issued a certificate by the Certified Crop Adviser program identifying that person as being a CCA.



CHAPTER I

CCA International Program

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1.1 CERTIFIED CROP ADVISER (CCA) PROGRAM

Several thousand men and women serve our farmers, ranchers and other agricultural entities as crop advisers providing information and expertise on crop production, crop protection and natural resource management. This profession of commercial, public and independent advisers plays an important role in modern agriculture.

Crop advisers provide advice and counsel to farmers, ranchers and other agricultural entities in their decision making process. This responsibility requires a proficient understanding of crop production science, food safety, technology, economics and the environment. Crop advisers combine their knowledge in these disciplines as well as their local experience to provide sound recommendations to their clients.

Together in 1991, agribusiness leaders, government and university personnel, under the leadership of the American Society of Agronomy (ASA), began discussions that led to the creation of the Certified Crop Adviser (CCA) program. The purpose of this discussion was to develop a voluntary, professional program for crop advisers that:

1. Established standards for knowledge, experience, ethical conduct and continuing education;
2. Enhanced professionalism; and
3. Promoted dialogue among individuals involved in agriculture and natural resource management.

The CCA program is coordinated by ASA and administered by state, regional or provincial boards at the local level. Volunteers with agricultural and natural resources backgrounds staff the local boards. Board members represent universities, agribusiness and governmental agencies. The collective effort has improved communication between groups active in agriculture and natural resource management and helped improve understanding of the crop advising profession to the public.

Any public, commercial or independent adviser who counsels farmers, ranchers or other agricultural entities and meets the rigorous standards of the program is encouraged to participate in the CCA program. To become a CCA an individual must:

1. Have up to four years crop advising experience (depending on the individual's educational background);
2. Document his or her education and crop advising experience with transcripts and supporting references;
3. Pass the comprehensive international exam and the local exam, which evaluates an applicant's knowledge of nutrient management, integrated pest management, crop management and soil and water management; and
4. Sign and agree to uphold the CCA Code of Ethics.

To maintain their certified status CCAs must complete 40 hours of continuing education in each two-year certification cycle. Their local certification board monitors CCAs regarding their activities in continuing education and their ethical conduct.

Since 1992, more than 33,000 individuals have voluntarily applied to participate in the program and approximately 14,000 of these individuals have met the rigorous certification standards. CCAs play a critical role in the future of agriculture as they advise agricultural producers. Through their skills, they will keep agriculture competitive in a global economy, while aiding the process of sustaining our natural resources and protecting our environment.

1.2 RELATIONSHIP OF CCA TO ASA

The American Society of Agronomy provides professional support, financial backing, and representation in Washington, DC and liability protection to the CCA Program. The CCA program is an activity of ASA.

1.3 CCA INTERNATIONAL PROGRAM POLICY AND GUIDELINE DEVELOPMENT

In 1994, the Advisory Council was organized to advise the International Board of Directors on policy decisions affecting the CCA program. The Council is comprised of a representative nominated from each local board. In addition, the following agencies may appoint a representative.

1. United States Department of Agriculture Cooperative State Research Education & Extension Services (USDA-CSREES);
2. USDA-Natural Resources Conservation Services (USDA-NRCS);
3. USDA-Farm Services Agency (USDA-FSA);
4. United States Environmental Protection Agency Office of Policy Planning & Evaluation (USEPA-OPPE);
5. USEPA-Field Operations;
6. USEPA-Office of Pesticide & Toxic Substances (USEPA-OPTS); and,
7. An active farming organization.

1.4 INTERNATIONAL CCA BOARD OF DIRECTORS

The International CCA Board of Directors is responsible for setting policy, developing procedures and suggesting guidelines for the program. The Board consists of the following members:

1. The Chair of the International CCA Board of Directors is the immediate Past Vice-Chair and serves a one-year term. In addition, the Chair heads the CCA Executive Committee and is not considered a local representative.
2. The International CCA Board of Directors elects the Vice-Chair. Following his or her term, the Vice-Chair becomes the Chair of the International CCA Board of Directors. In addition, the Vice-Chair is a member of the Executive Committee. The Vice-Chair is not considered a local representative.
3. Ten regional representatives are elected to represent CCAs in their respective regions. There are five regions: Northeast (1), North Central (3), Southern (2), Western (2) and Canada (2). The number of representatives from each region is shown in parentheses. Each representative must be an active CCA and elected by the CCAs in that specific region. Nominations are received from the local boards and an early summer ballot is mailed to each CCA. A CCA may be self-nominated, nominated by the local board, or nominated by another CCA; it is the responsibility of the local board to select one nominee. Terms are for three years, beginning at the October ICCA Board meeting. No more than one representative can be from any one local CCA board jurisdiction at any one time. An individual can serve no more than two consecutive terms, but can serve more than two non-consecutive terms. Travel expenses for regional representatives to attend the two ICCA Board meetings are paid for by the local boards that make up the respective regions based on a prorated share according to the number of CCAs. The Representation by Region map is located at: https://www.agronomy.org/cca/images/board_structure.jpg
4. The Chair of the ICCA Board of Directors appoints Standing Committee Chairs to serve three-year terms for the Standards & Ethics Committee, the Budget & Finance Committee, the Continuing Education Committee and the Marketing Committee. Chairs of standing committees may serve no more than two consecutive terms, but can serve more than two non-consecutive terms. The ICCA chair also approves standing committee membership and their terms of membership. The ICCA Chair also appoints any ad-hoc committee chairs and its members.
5. The ASA President appoints the Exam and Procedures Committee (EPC) members. The EPC elects a chair and vice-chair to serve 3-year terms.
6. Agency Directors of the USDA and the EPA appoint Agency Representatives to one-year terms. The Agency Representatives are not subject to term limits and are ex-officios.
7. A representative of the ASA Executive Committee is appointed by the ASA president to serve a three-year term.
8. A representative to the ASA Board is elected by the ASA membership and sits on the ICCA Board.

1.5 INTERNATIONAL CCA BOARD OF DIRECTORS AND ADVISORY COUNCIL STRUCTURE

INTERNATIONAL CCA BOARD of DIRECTORS

(Current chairs and members can be found at: www.agronomy.org/committee/A092.4).

01. Chair
02. Vice Chair
03. Budget and Finance Committee Chair
04. Exam & Procedures Committee Chair
05. Continuing Education Committee Chair
06. Standards & Ethics Committee Chair
07. Communications & Promotions Committee Chair
08. One Representative, Northeast Region
09. Three Representatives, North Central Region
10. Two Representatives, Southern Region
11. Two Representatives, Western Region
12. Two Representatives, Canada Region
13. Representative, USDA-CSREES
14. Representative, USDA-NRCS
15. Representative, USDA-FSA
16. Representative, US EPA
17. ASA Board Representative
18. Past Chair Ex-officio (non-voting)
19. ASA Executive Vice President Ex-officio (non-voting)
20. ASA Executive Committee Representative Ex-officio (non-voting)
21. ASA Director Certification Programs Ex-officio (non-voting)

CCA ADVISORY COUNCIL

01. The International Board (as listed above)
02. One Representative from each Agency/Organization listed in Section 1.3 found on page 6
03. One Representative from each Local Board

CCA EXECUTIVE COMMITTEE

(Current chairs and members are listed at: www.agronomy.org/committee/A092.3).

01. Past Chair of ICCA Board
02. Current Chair of ICCA Board
03. Vice Chair of ICCA Board
04. ASA Director, Certification Programs (non-voting)

1.6 CCA STANDING COMMITTEES

(Current chairs and members can be found at: www.agronomy.org/committee/).

1.6.1 CCA Standing Committees

Executive Committee (EC): This committee is responsible for setting the agendas for the Board Meetings and addressing questions. Membership consists of the Chair, Vice-Chair and Past-Chair of the ICCA Board. The ASA Director of Certifications is a non-voting member.

Budget and Finance Committee (BF): This committee is responsible for ICCA budget preparation, oversight and investment management of any reserve funds. The ICCA Board Chair appoints the chair to a three-year term. Its membership is comprised of the chairs of the standing committees and executive committee.

CCA INVESTMENT POLICY, OPERATING FUND

PROCEDURES: The ICCA Budget and Finance Committee (BFC) manages the Operating Fund. The BFC is responsible for determining the appropriate investment medium and seeking approval from the ICCA Board of Directors.

Statement of Purpose: The Operating Fund was established to provide an operating reserve in the event of an unforeseen annual budget shortfall. The funds' source of contribution is the annual budget surplus. This fund should be highly liquid with all interest generated remaining with the fund. The amount of money to be maintained in the Operating Fund is equal to 10% of the projected annual budget total expenses. Funds in excess of the Operating Fund goal amount will be placed in a Long Term Fund.

Investment Objectives: The Operating Fund should use short term (1 year or less), highly liquid investment instruments. The risk factor should be low. (low = CPI +/- 1.0%)

Investment Guidelines: The Operating Fund should seek to utilize the best return possible with a low risk factor, short term and be highly liquid. It should feature bank CD's and when and where appropriate, low risk bonds and mutual funds. Funds should not be allocated to long-term equities or instruments that are moderate to high risk (moderate = CPI +/- 3.0%, high = CPI +/- 5.0%). Funds should be insured.

Investment Performance Review: The ICCA BFC Chairperson will evaluate the funds performance quarterly along with the ICCA Executive Director. The ICCA BFC Chairperson and ICCA Executive Director will consult with the BFC as needed and provide at least an annual report on fund activities to the BFC and Board of Directors. The BFC and ICCA Executive Committee will review and approve fund investment changes.

CCA INVESTMENT POLICY, LONG TERM FUND

PROCEDURES: The ICCA Budget and Finance Committee (BFC) manages the Long Term (LT) Fund. The BFC is responsible for determining the appropriate investment medium and seeking approval from the ICCA Board of Directors.

Statement of Purpose: The Long Term Fund was established to provide for the long-term viability of the organization. The LT Fund revenue source is the excess funds from the Operating Fund. Once the goal amount for the Operating Fund is met, then excess funds are transferred to the LT Fund. The LT Fund should be with long term, moderate risk instruments. The amount of money to be maintained in the LT Fund is equal to or greater than one times the annual operating budget of the ICCA program.

Investment Objectives: The Long Term Fund should use long-term (greater than one year) investment instruments. The risk factor should be moderate. (moderate = CPI +/- 3.0%).

Investment Guidelines: The Long Term Fund should seek to utilize the best return possible with a moderate risk factor and long term duration. It should feature long-term equities, bonds and mutual funds. Funds should not be allocated to short-term instruments that are low risk (low = CPI +/- 1.0%).

Investment Performance Review: The ICCA BFC Chairperson will evaluate the funds performance quarterly along with the ICCA Executive Director. The ICCA BFC Chairperson and ICCA Executive Director will consult with the BFC as needed and provide at least an annual report on fund activities to the BFC and Board of Directors. The BFC and ICCA Executive Committee will review and approve fund investment changes.

Continuing Education Committee (CE):

(Current chair and members can be found at: <https://www.agronomy.org/committee/AOQ2.14>).

This committee oversees the ICCA Continuing Education program. It is also responsible for evaluating the CEU standards and proposing revisions to the Board.

Exam and Procedures Committee (EPC):

(Current chair and members can be found at: <https://www.agronomy.org/committee/A002.6>).

This committee is responsible for the construction and administration of the international exam, including: editing the international exam, ensuring security of the international exam, revising the international performance objectives and setting the passing score for the international exam. It is also responsible for the overall quality control and standard operating procedures for all CCA exams. The ASA President appoints this committee.

Communications & Promotions Committee:

(Current chair and members can be found at: <https://www.agronomy.org/committee/A002.15>).

This committee is responsible for developing a comprehensive annual marketing plan and providing oversight to the marketing efforts of the ICCA Program.

Standards and Ethics Committee (SEC):

(Current chair and members can be found at: <https://www.agronomy.org/committee/A002.12>).

This committee provides oversight for ICCA Standards and Code of Ethics. It makes recommendations for revision of the Standards and Code of Ethics to the ICCA Board. It reviews and proposes revisions of the ICCA Program Policy and Procedures Manual to the ICCA Board.

1.6.2 Ad Hoc Committees

Editorial Advisory Committee: This committee oversees the International CCA Newsletter and provides editorial guidance for its content. Also known as ASA's Committee A308 – CCA Advantage Editorial Advisory Board, appointed by ASA President. Not a standing committee.

Nominating Committee: This committee develops the slate of candidates to fill opening Board seats and manages the election process. The immediate Past ICCA Board Chair chairs it. Not a standing committee.

1.7 CCA NOMINATION AND ELECTION PROCEDURES

PROCEDURE: It is the responsibility of the nominating committee of the CCA Advisory Council to develop an orderly process to replace ICCA Board members. The governmental agencies and Standing Chair positions are appointed by the International CCA Board. Regional Representatives are elected by the CCAs in the region via a mail ballot. Each term is three years and elected members may be re-elected once. Three elected members rotate off the Board each year, prior to the October ICCA Board meeting. Candidate selection and election for these positions are held in the summer.

Each year the Board elects a Vice-Chair from the ICCA Board members. A replacement is nominated to fill the vacated position. All positions should have at least two nominees and nominations are to be solicited from the floor. In the event that a board member cannot complete his/her term, it is at the discretion of the Board Chair to hold a special election or appoint someone to complete the existing term.

1.8 STATE, REGIONAL AND PROVINCIAL BOARDS

POLICY: *The local boards shall consist of at least seven members. Each member shall serve a three-year term and cannot serve more than two consecutive three-year terms. At-large members must be an active CCA and elected by the CCAs in the board's jurisdiction. The board chair appoints all other board positions.*

An executive committee elected by the current board members will consist of vice-chair, chair and past-chair of the board. The vice-chair will rotate to chair and the chair will rotate to past-chair. Chairs cannot serve more than a two-year term nor consecutive terms.

The chair appoints the standing committee chairs to three-year terms. The committee chair selects the committee members. The standing committees are: exam and procedures; continuing education; standards and ethics. The executive committee serves as the budget and finance committee or the chair can appoint a

budget and finance committee chair. The vice-chair serves as the marketing committee chair or the chair can appoint a marketing committee chair.

A nominating committee, chaired by the past-chair of the board will create a slate of candidates to fill open board positions each year.

Volunteer or paid administrative agents selected by the local board may not serve in a voting capacity nor hold officer or committee leadership positions. The administrative agent of the board should serve the board in an advisory/ex-officio position.

The structure of the local board:

One representative-Environmental Regulatory Agency, such as the State/Provincial Environmental Protection Agency or Department of Natural Resources

One representative-Extension Service

One representative-President or an officer of the State/Province Agriculture Business Association

One representative-State/Province Agricultural regulatory agency and/or Natural Resource Conservation Service.

Three representatives At-Large (minimum) – elected by the CCA membership

Others as deemed appropriate by the local board

ICCA Regional Representative(s) – ex-officio

The duties of the local boards include the following:

- 01. Administer CCA program in its jurisdiction including actively marketing and promoting the program*
- 02. Assure adequate CEU opportunities are available*
- 03. Enforce the Code of Ethics*
- 04. Rule on work experience and educational summaries*
- 05. Develop state/provincial exam*
- 06. Administer international and local board exams in its jurisdiction*
- 07. Grant certification*
- 08. Approve State Board expenses consistent with ASA bylaws.*
- 09. Local board chairs must keep ASA Headquarters staff informed of board changes.*

GUIDELINES: It is a goal of the ICCA Program that the majority of the local board members are certified and that the board members who are not appointees be elected by the certificants in the state, region or province. Individuals capable of overseeing the exam development should be a part of the board.

1.9 POLICY FOR LOCAL BOARD NON-COMPLIANCE WITH ICCA BOARD POLICIES

- 1. Every attempt will be made to communicate and explain the ICCA Board Policy decisions including three pleas to comply with the stated policy. The ICCA Executive Committee will provide oversight and the ICCA Board Chair will sign appropriate letters and communicate with the regional board representative. The local board will have 30 days post original deadline to implement the stated policy to comply and notify the ICA office.*
- 2. If #1 fails, then a letter of warning will be sent to every board member on the local board explaining the need to comply with the state policy and outlining the consequences of non-compliance. The letter will be approved by the ICCA Executive Committee and signed by the ICCA Board Chair. The local board will have 30 days to comply and notify the ICCA office.*
- 3. If #2 fails, then a letter outlining what has taken place and the consequences of non-compliance will be sent to all of the CCAs within the local board's jurisdiction. The letter will be approved by the ICCA Executive Committee and signed by the ICCA Board Chair. The local board will have 30 days to comply.*

4. *If #3 fails, then the local board funds will be frozen. This step will first be reviewed and approved by the ICCA Executive Committee with recommendation to the full ICCA Board. The ICCA Board must produce a majority vote in favor before this step is implemented. The local board will have 30 days to comply. Once the local board complies with the stated policy, the funds will be made available. The local CCA board has the right to appeal this decision to the American Society of Agronomy (ASA) Executive Committee.*
5. *If #4 fails, then the local board will be dissolved and the administrative agent dismissed. A new board will be organized from the CCA membership. This step will first be reviewed and approved by the ICCA Executive Committee with recommendation to the full ICCA Board. The ICCA Board must produce a majority vote in favor before this step is implemented. No members of the existing local board may serve on the newly formed local board for five years from the date of termination. The ICCA Board will provide services and leadership until the new local board is selected.*

1.10 LIABILITY INSURANCE COVERAGE

POLICY: *Local Board members and the ICCA Board of Directors are covered by ASA liability insurance. To assure continued eligibility for this coverage, it is imperative that all certification procedures be consistent with the bylaws of ASA and the policy and procedures of the ICCA program. The ICCA program is an ASA program. All fees charged in regard to certification (i.e.: application, exam, renewal, etc.) are payable to ASA. These conditions are necessary for ASA to accept liability for the CCA program.*

PROCEDURE: Local board members must have a signed letter of appointment on file at ASA Headquarters to be covered by the liability insurance. All boards must keep ASA Headquarters updated with any board member changes.

1.11 ELIGIBILITY FOR CERTIFICATION

POLICY: *Applicants for ICCA certification must submit credentials that describe their work experience and educational background and they must pass both the international and local exams.*

Applicants must satisfy one of the following eligibility requirements to qualify for ICCA certification:

1. A BS degree in Agriculture with two years of crop advising experience;
2. An Associate degree in Agriculture with three years of crop advising experience; or
3. Non-degree or non-related degree with four years of crop advising experience.

Additionally, applicants for certifications must submit a Work/Education Summary Package and sign a Code of Ethics.

GUIDELINES: Students enrolled in a degree program, who have participated in an internship or supervised summer crop production work experience may apply this experience to the CCA work experience eligibility requirement. Applicants may submit farming work experience. Regardless of the applicant's duration of farming, the local board may only grant up to one year for farming experience.

1.11.1 Required Submissions for Certification

1. Agricultural work summary form detailing work experience in crop production advising.
2. Education summary and official transcripts.
3. Two completed reference forms (One from a current employer and one from a client or individual who is familiar with your work experience in crop production). *Self-employed applicants may substitute a letter of recommendation from a colleague (not a subordinate) or a second client for employer's letter.*
4. Signed Code of Ethics.

1.11.2 Deadline For Credential Submission

POLICY: *Applicants must submit all required credentials directly to the ASA/CCA Office in Madison, Wisconsin within six months of successfully taking both the international and local examinations.*

PROCEDURE: Scores will be invalidated, requiring the applicant to retest, if the applicant's credentials are not received in the prescribed six-month time period that begins when the applicant has successfully taken both the international and local exams. Applicants may appeal to the appropriate local board for an extension.

1.11.3 Annual Maintenance Fee

POLICY: *A non-refundable maintenance fee (in US Dollars) is required annually to maintain certification. Local boards may also charge maintenance fees.*

1.12 EXAM POLICIES AND PROCEDURES

POLICY: *The ICCA program requires successful completion of both the international and local exams for all applicants.*

PROCEDURES: The international exam is divided into four modules: Nutrient Management; Soil and Water Management; Integrated Pest Management and Crop Management. Under the oversight of the ICCA Exam and Procedures Committee, an independent testing service is contracted to design, construct and manage the international exam. An independent psychometrician scores, scales and validates the exam.

The ASA President appoints the Exam and Procedures Committee. The committee is responsible for oversight of the International Exam. The local exam is developed under the direction of the local board.

1.12.1 CCA Exam Procedures

01. The international and local exam is offered each year on the first Friday in February. In addition, local boards may opt to offer the international and local exams on the first Friday in August.
02. The international and local exams are offered on the same day. The international exam is typically given in the morning and the local exam in the afternoon.
03. The international and local exams are scored separately and have separate cut scores.
04. The international and local exams are all scored by ASA.
05. International and local exams must be taken and passed independently.
06. Local boards must provide an exam with a minimum of 75 questions using a multiple-choice format with three distracters and a correct answer.
07. A local board may choose to use another board's exam with their consent.
08. Local boards identify the passing score for their exam.
09. Each board must send a copy of their exam to the International Exam and Procedures Committee (EPC) prior to its administration.
10. Local exams are equated in the same manner as the international exam.
11. The four sections of each exam are rolled into one total score. The passing score for each exam is based on the total score.
12. Local boards control the content of the local exam. Local exams emphasize local nutrient management, weeds, insects, diseases, IPM system, regulatory requirements, crop management and physiology, etc.
13. Local boards may additionally require applicants to pass applicable licensing exams to become certified.
14. Local boards may choose to use state licensing exam in lieu of a portion or the entire CCA local exam. However, local boards must request a waiver from the EPC to use a part or all of a licensing exam in this way.
15. Local boards may give applicants the option of passing either the state/province licensing exams or passing an exam prepared by the local board. Such waivers require the consent of the EPC.
16. Even if a CCA local board accepts a licensing exam in lieu of the CCA local exam, the licensing agency may opt not to accept the CCA local exam in lieu of their licensing exam.

1.13 CODE OF ETHICS

All individuals certified under the ICCA program must subscribe to the ICCA Code of Ethics. The ICCA Standards & Ethics Committee periodically reviews the current Code of Ethics.

CODE OF ETHICS

Article 1. Preamble

1. The privilege of professional practice imposes obligations of responsibility as well as professional knowledge. The ICCA program certifies the credentials of individuals through state/provincial certification boards.
2. The ICCA program will award the title of Certified to individuals who meet the experience, testing requirements and the continuing education requirements of the International Certified Crop Adviser (ICCA) program. The ICCA program does not require college level education. A college education will substitute for part of the ICCA work experience requirement as provided for in the ICCA guidelines.
3. Registrants, at the request of a client or employer, must disclose the information used to gain certification. Registrants who knowingly misrepresent their credentials will face disciplinary action.

Article II. Relation of Professional to the Public

1. An Applicant shall avoid and discourage sensational, exaggerated, or unwarranted statements that might induce participation in unsound enterprises.
2. An Applicant shall not give professional opinion, or make a recommendation, without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion or recommendation is desired; and the degree of completeness of information upon which it is based should be clear.
3. An Applicant shall not issue a false statement or false information even if directed to do so by employer or client.

Article III. Relation of professional to Employer and Client

1. An Applicant shall protect, to the fullest extent possible, the interest of the employer or client insofar as such interest is consistent with the law and professional obligations and ethics.
2. An Applicant who finds that obligations to the employer or client conflict with their professional obligation or ethics should work to have such objectionable conditions corrected.
3. An Applicant shall not use, directly or indirectly, employer or client's information in any way that would violate their confidentiality.
4. An Applicant shall not divulge information given in confidence.
5. An Applicant retained by one client shall not accept without the client's written consent, an engagement by another if the interests of the two are in any manner conflicting.
6. An Applicant who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
7. An Applicant shall engage, or advise employer or client to engage and cooperate with, other experts and specialists as appropriate.
8. An Applicant protects the interest of a client by recommending only products and services that are in the best interest of the client and public.
9. An Applicant protects his/her credibility by disclosing to clients how he/she will be compensated for providing recommendations to the client.

Article IV. Relation of Professionals to Each Other

1. An Applicant shall not falsely or maliciously attempt to injure the reputation of another.
2. An Applicant shall freely give credit for work done by others, to whom the credit is due, and shall refrain from plagiarism of oral and written communications and shall not knowingly accept credit rightfully due another person.
3. An Applicant shall not use the advantage of public employment (e.g. university, government) to compete unfairly with other certified professions.
4. An Applicant shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

Article V. Duty to the Profession

1. An Applicant shall aid in exclusion from certification, those who have not followed this Code of Ethics or who do not have the required education and experience.
2. An Applicant shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. An Applicant having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the Registrant's local Board.

Approved by
International CCA Board of Directors/ASA
07/97

I have read the Certified Crop Adviser Code of Ethics and agree to adhere to this code.

Print Name: _____

Signature: _____ Date: _____

1.14 SUSPENSION AND REVOCATION OF CERTIFICATION

POLICY: *Certification may be revoked or suspended if a registrant.*

- A. *Provides false information to the local board,*
- B. *Violates the Code of Ethics;*
- C. *Does not maintain the required CEUs; and/or*
- D. *Does not pay the annual maintenance fee.*

PROCEDURE:

1. Complaints for ethics violations are filed with the local board and are delegated to local board's SEC. Anyone may file a complaint. A complaint must be written and signed to be considered.
 - a. The SEC must notify the local board chair of the complaint. The local board chair will be an ex-officio member of the SEC and will participate in all the activities related to the complaint investigation.
 - b. The local board chair will notify the appropriate ASA staff person.
 - c. The ICCA Executive Director will notify, by registered mail, the person who filed the complaint (complainant) and inform him or her that it has been received. The ICCA Executive Director will also notify the ICCA Standards and Ethics committee chair that a complaint has been filed.
2. The local SEC must decide within fourteen days if the filed complaint has merit and warrants an investigation.
 - a. If yes, the SEC must establish the grounds for an investigation. It must decide under which section of the code of ethics or other reason they will investigate.
 - b. If no, the SEC must notify complainant it found insufficient grounds to investigate. The ICCA Executive Director and the ICCA Standards and Ethics Chair must also be notified.
3. Once the grounds are established for an investigation, the defendant, complainant and ASA and the ICCA Standards and Ethics committee chair shall be notified by registered mail. *Note: All correspondence to the defendant and complainant will be handled through the office of the ICCA Executive Director.*
4. The Defendant will be provided a copy of the written complaint and be given 21 days to respond to the complaint and to provide rebuttal information in writing. During this period, the local SEC will conduct an audit of the defendant's certification maintenance program.
5. Upon review of the rebuttal information and the audit of the defendant's CEU maintenance program the local SEC must, within 30 days:
 - a. Exonerate the defendant;
 - b. Write a letter of warning;
 - c. Suspend the defendant;
 - d. Revoke certification; or
 - e. Extend the investigation.
6. If anything other than "a" is found, the defendant may request a hearing (personal appearance) with the full local board. To overrule the local SEC requires a two-third-majority vote of the total local board.
7. If category "e" is the situation, the committee may involve other local board members to assist the investigation. Extensions occur in 30-day increments. The local board may authorize funds to assist the investigation. If no funds are available, funds may be requested from ASA to assist the investigation. Upon the completion of the investigation a decision must be reached from among 5a-d.

1.15 CONTINUING EDUCATION AND RECERTIFICATION

POLICY: *CCAs must participate in continuing education to maintain their certification. Continuing education progress for recertification will be measured by continuing education units (CEUs).*

PROCEDURES: The local boards, following guidelines set up by the ICCA Board of Directors, set the amount of credit issued for workshops, meetings and other material.

1.15.1 Certification Renewal

PROCEDURE: CCAs may renew their certification annually by payment of the appropriate fees. At the end of the certification continuing education cycle, renewal requires evidence of completion of the 40 hours of CEUs and the payment of the appropriate fees. Renewal is due annually on 1 January and is considered delinquent if not paid within 30 days after the annual date. The CCAs name is dropped from the active registry if the fee is not paid before 1 February.

POLICY: *A CCA who leaves the program in good standing will have up to two years after leaving the program to be reinstated without having to retest as long as they make up any required CEUs (within the next two-year cycle) and renewal fees. After two year's time and the inability or unwillingness to make up CEUs and pay renewal fees, will require the individual to reapply including retesting.*

1.15.2 Continuing Education Procedures for Maintenance of Certification

To maintain certification, CCAs must adhere to the Code of Ethics and participate in continuing education. Failure to comply with these requirements will result in suspension or revocation of certification. The primary purpose for continuing education is to further enhance the skills of a CCA and routinely update their knowledge as new information and technologies become available. To ensure that the primary purpose of continuing education is achieved, specific requirements have been adopted that must be followed by a CCA to receive credit for continuing education activities.

Continuing education activities are measured in CEUs, which are defined as the equivalent of one hour of quality contact time in training or other qualifying activity on such topics as contained in or related to the CCA Educational Areas Document.

Two-year CEU cycles begin on 1 January of each year. The continuing education requirements for maintaining certification are:

1. A minimum of 40 CEUs every two years with a minimum of five CEUs in each of the four competency areas. ***Please note: The fifth category—Professional Development—is NOT a required category.***
2. A minimum of 20 CEUs must be pre- or post-Board approved in each two-year cycle.
3. Applicants may begin accumulating CEUs on the day their CCA certificate is dated. CEUs obtained on or after the date on the certificate, but prior to 1 January, will count towards the first year.
4. A maximum of 20 CEUs may be earned every two years as Board approved self-study CEUs.

These requirements will ensure that the quality of continuing educations meets high standards. A CCA must devote the equivalent of an entire work week (40 hours) to obtain 40 CEUs in every two-year cycle. The quality of continuing education is subject to review by the local boards, which must pre- or post-approve half of all submitted CEUs. Local boards to have the option to pre- or post-approve all CEUs. In states, provinces or regions that approve half of the CEUs, the remaining self-reported CEUs are subject to random audit and will be reviewed in conjunction with any complaints.

STANDARDIZED LENIENCY POLICY for all boards allows the following two considerations that can be made by and for a CCA in regards to deficiency during an individual's two-year cycle:

1. *Extenuating circumstances*: *e.g. loss of job, health condition, maternity leave, military service, changes of locale and position. The CCA needs to file the appeal (within the appropriate timeframe) in writing to the Madison office, which will forward the written appeal to the local board. This consideration--extenuating circumstances only—could be repeated.*
2. *Good Effort Leniency*: *Greater than or equal to 35 hours or greater than or equal to 35 hours but short CEUs in any module, CCA will be required to make up the CEUs in the next cycle. No two consecutive deficiencies.*

The ICCA Board believes the continuing education requirements outlined above are sufficiently rigorous to reinforce and steadily upgrade the skills of CCAs. These continuing education requirements are minimums. The CCA is encouraged to exceed them whenever possible. The ICCA Board and Advisory Council will routinely examine the continuing education requirements for the CCA program to ensure continued excellence.

CHAPTER II

Exam Procedures

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2.1 ICCA EXAM TIMELINE

Date	Description
2 months prior	ASA sends request for exam proctor(s) and locations(s)
7 weeks prior	All exam mock-ups due at ASA
6 weeks prior	Last day to receive exam registration materials
5 weeks prior	Exam paste-ups finished
5 weeks prior	Send exams to printer
3 weeks prior	List of exam proctor(s)/location(s) due
3 weeks prior	Send confirmation cards to participants
2 weeks prior	Exams due back from printer
1 week prior	Send exams to local proctor(s)
EXAM HELD	
Within 1 week after	Receive answer sheets from proctors
1 week after	Answer sheets scanned by testing service—results sent to local boards
1-2 weeks after	Receive exam materials from proctor(s)
3 weeks after	International cut score set
within 1 month after	Local cut scores set by local boards
5 weeks after	Local cut scores due from local boards
6 weeks after	Exam scores mailed to participants

2.2 DOCUMENT TO REPORT EXAMINATION SITES AND PROCTORS

POLICY: *ASA is responsible for paying expenses of one location proctor per local board to give the CCA examination. Additional test locations or proctors may be arranged at the local board's expense.*

2.3 EXAM REGISTRATION PROCEDURES

1. Exam registration materials are sent to registrants by either ASA Headquarters staff or the local board (depending on the local board's preference). Each registration packet contains a registration form and price list.
2. The deadline for the receipt of registration forms is six weeks prior to the exam date. No exceptions are allowed. Forms that arrive late are returned.
3. Once the deadline has passed, an exam roster is printed and sent to each local board to help determine an exam site to accommodate the participants.
4. Confirmation cards are printed for participants and are mailed three weeks prior to the exam date. The confirmation card includes the exam location, start time, directions to the exam site and notice that payment has been received. A notice is also included regarding materials the exam participants must bring with them the day of the exam.
5. Exam booklets are printed and sealed for each state, region, or province. Labels are affixed to the front of the international and/or local exam booklet for each participant.
6. One week prior to exam date, the exam materials are sent by courier service to the exam proctors. Instructions follow on the proctors' handling of the exam materials.

2.4 PROCEDURES TO PROMOTE CCA EXAM SECURITY

POLICY: *Each exam booklet is sealed to ensure exam security before the exam is given.*

PROCEDURE: The exam booklets are sent sealed to the proctor who distributes them to the exam participants on the day of the exam with instructions not to break the seal until told to do so. This prevents exam participants from being able to look through the exam or discuss questions before the start of the exam.

2.5 PROCEDURE FOR REPORTING EXAM SCORES TO PARTICIPANTS

1. Answer sheets are returned to the International CCA office. International exam answer sheets are not sent to be scanned until all international answer sheets have been received from all participating locations. Local exam answer sheets are kept separate. A scanable answer key is placed on top of each group and is delivered for scanning. Local exam answer sheets are sent to be scanned, as soon as the International CCA office has received all answer sheets for that state, region, or province.
2. The testing and evaluation service provides the International CCA office with an e-mail file of exam results for each group scanned. This information includes a roster of the number of questions answered correctly by each exam participant. Local exam summaries are sent to the local board chairs with information for setting their exam cut scores. The international exam summary is sent to the Exam & Procedures Committee to review and determine the international exam passing score, based upon recommendations of a privately contracted psychometric consultant.
3. Once ASA has been notified of the local exam passing score, the testing and evaluation service reruns the original exam data to determine the final pass/fail listing. The results are uploaded to ASA's computer system and printed.
4. Exam score confirmation cards are printed for each state, region and province. These results are hand checked against the listing provided by testing and evaluation service to ensure accuracy. Once the results

have been verified as correct, scorecards are mailed to the exam participants. Applicants generally receive their scores within six weeks after taking the international and/or local exam.

2.6 INSTRUCTIONS TO DEVELOP LOCAL EXAM

(See Page 2 of Addendum)

2.6.1 The International Exam Administration Procedures

(See Page 6 of Addendum)

2.6.2 Instruction To Administer The Local Exam

(See Page 9 of Addendum)

2.7 PROCEDURES FOR RETURNING EXAM MATERIALS TO ASA

A. Answer Sheets

Answer sheets must be returned by the date indicated on the exam information sheet. Place the envelopes containing the answer sheets for the international and local exams in the UPS Next Day Return Package, which has been provided, and send to ASA. You will need to either arrange a pickup by UPS or drop it off at a drop box. To arrange a pick up by UPS, call **800-742-5877**. **DO NOT return the answer sheets by US Mail.**

B. Remaining Test Materials

Immediately after the exam is given, place all remaining test materials (test booklets, calculators and the proctor's envelope) in a box and attach the UPS Return Service bar coded label to it and arrange for the box to be picked up by UPS.

POLICY: *Test scores will not be released until ASA/ICCA has received all exam materials.*

2.8 PROCEDURE FOR DEALING WITH EXAM IMPROPRIETIES

POLICY: *To preserve the integrity of the ICCA program and the CCA registrant's credentials as well as ensure fairness for all exam takers during the ICCA examination, ASA has developed the procedures to ensure ICCA exam security and handle improprieties that may occur with respect to the ICCA examination. These procedures have been reviewed and approved by ASA's Executive Committee.*

2.8.1 Procedures for Handling Suspected Exam Improprieties

1. **Requirements to Report Improprieties.** The proctor or exam supervisor shall immediately report incidents of any suspected examination improprieties. Any of the following improprieties that occur during a scheduled CCA examination (including rest periods and breaks) must be reported.
 - a. Removal of pages from test booklets inside or outside the examination room
 - b. Removal of exam materials from the test site
 - c. Exchange of any unauthorized material inside or outside the examination room between examinees including, but not limited to: pages from test booklets, answer sheets, scratch paper, notes, reference pages, pens and pencils, watches, wallets, purses, medications and clothing
 - d. Copying of any material from test booklets inside or outside the examination room
 - e. Use of unauthorized devices inside or outside the examination room including, but not limited to: tape recorders, radios, portable telephones and fax machines
 - f. Conversations between examinees inside the examination room

- g. Disruption of assigned seating order or unauthorized movement of test booklets by examinees
 - h. Substitution by an examinee of another person to sit in the examination room and write one or more of the examination questions
 - i. Missing test booklets
 - j. Personal behavior inside the examination room that severely disrupts other examinees
 - k. Other actions that support a conclusion that the examinee is cheating on the examination
 - l. Notification by one examinee that another examinee appears to be engaging in the activities specified in items a-k above
 - m. Power failures, natural disasters and other like occurrences
2. **Proctor/Exam Supervisor's Responsibilities During Examination.** If an exam supervisor observes an examinee engaging in any of the improprieties described in lines 1.1 through 1.12, the exam supervisor shall immediately advise the proctor. The proctor shall take actions, as he or she deems prudent, to confirm the impropriety and/or prevent its continuation. The proctor and exam supervisors who witnessed the improprieties shall report the same to ASA.
 3. **Filing and Scoring Examinations; Submission or Reports.** The proctor shall forward completed examinations from examinees suspected of engaging in examination improprieties to ASA Headquarters, along with all reports of exam improprieties. Examinations shall be forwarded prior to scoring.
 4. **Initial Determination.** Within 30 days of receiving the report of the exam irregularity, ASA will make an initial determination as to the veracity of the report(s).

If ASA's initial determination is that the examinee did not engage in the improprieties or that the improprieties did not undermine the integrity of the examination, ASA shall score the examination and respond to the examinee in the standard manner.

If ASA's initial determination is that the examinee engaged in the improprieties or that the improprieties did undermine the integrity of the examination, ASA will so advise the examinee. ASA will simultaneously advise the examinee in writing that the examinee has the right to appeal ASA's initial determination. The examinee has the right to a hearing at which the examinee may be represented by counsel. The examination will not be scored unless it is determined that the examinee did not engage in improprieties and, until such time, the examination score will be recorded as "NS-not scored."

5. **Right to Appeal to Exam and Procedure Committee.** The examinee has 30 days from the date of ASA's initial determination letter to submit a written report for an appeal to the Exam and Procedures Committee.

In the request for an appeal, the examinee shall indicate whether the appeal will consist of Exam and Procedures Committee's review of written material submitted by both parties or a hearing conducted by Exam and Procedures Committee. If a written review is requested, all written material shall be submitted within 30 days. If a hearing is requested, the examinee may request that the hearing be closed to the public.

The appeal shall be considered at the next regularly scheduled meeting of the Exam and Procedures Committee, but in no event later than 90 days from the date that the request for an appeal is received.

If the examinee fails to file a timely request for an appeal or fails to timely submit written materials, the initial determination shall be the final and binding determination on all parties. In

such cases, the examination shall not be scored. The score reported shall remain “NS-not scored.” The examinee is not eligible to retake the CCA examination for two years from the date of the final determination and the reports of improprieties shall remain in the applicant’s credential file for five years from the date of the final determination.

6. **Final Determination by Exam and Procedures Committee.** Following consideration of the evidence and such inquiry as the Exam and Procedures Committee deems desirable or necessary, the Exam and Procedures Committee shall meet in executive session to consider the evidence to determine whether there is clear and convincing evidence that the examinee engaged in the improprieties.

If the Exam and Procedures Committee determines that such evidence exists, the Committee shall simultaneously determine the penalty for engaging in such improprieties.

If the Exam and Procedures Committee determines that such evidence does not exist, the examination shall be scored and the score released. If necessary, the examinee may also take the next regularly scheduled CCA examination, in the same manner as other examinees. The record of the alleged improprieties shall be expunged from the examinee’s credential file.

The Exam and Procedures Committee shall notify the examinee of its final determination within 10 days of the meeting at which the evidence was considered.

7. **Penalties for Engaging in Examination Irregularities.** If the Exam and Procedures Committee reaches a final determination that the examinee engaged in improprieties, the Exam and Procedures Committee shall impose any or all of the following penalties in its discretion:

1. The examinee will not be eligible to take the CCA examination for at least two years and for up to five years from the date of the final determination.
2. A failing grade or “NS-not scored” grade will be reported on all or some of the sections of the examination.
3. The CCA examination will not be scored or otherwise released.
4. The report of improprieties will remain in the CCA credential file for at least five years from the date of the final determination. It will only be expunged at some later point, if directed by the Exam and Procedures Committee.
5. Additional penalties may be imposed at the discretion of the Exam and Procedures Committee if they deem it appropriate under the particular circumstances presented.

8. **Repeat Offenses.** If an examinee has received a final determination that he or she engaged in improprieties during an examination, and is found to engage in improprieties during a subsequent examination, he or she will be barred from re-taking the CCA examination for a period of 10 years from the most recent final determination.

2.8.2 Impropriety Report Form

(See page 9 of the Addendum)

2.9 PROCEDURES TO PROMOTE SECURITY OF THE ICCA EXAMINATION

Local Boards shall select exam supervisors and proctors for each examination site. ASA will provide an instruction booklet to each exam supervisor to insure that examinations are provided in a standardized manner and will detail security measures to be taken at each examination site.

Exam supervisors and proctors shall be provided with a form that they may report any improprieties that occur during the examination. If any improprieties do occur during an examination, the exam supervisor shall provide the impropriety report in the manner described. To the extent that there is a conflict between the instruction booklet and these procedures, the procedures shall govern.

2.10 SCORING QUALITY CONTROL

1. Any errors that are flagged in the item fields during the scanning operation will be edited by the Testing & Evaluation Center. ASA/CCA edits the following fields: last name, first name, middle initial, social security number, site code, sex, ethnic code and education code.
2. Hand scoring of selected answer sheets is conducted to make certain that errors in scanning did not contribute to improperly reducing candidates' scores. The following are measures taken in this regard:
 - a. The Testing & Evaluation Center provides ASA with a disk copy of the scanned (but not scored) answer sheets and a punched answer key for the international CCA examination.
 - b. The CCA staff uses the scanned field to hand-score selected answer sheets for the international CCA examination. The staff automatically checks the answer sheets for individuals who missed a passing score by one or two points. Candidates' score information is available and is used to select the answer sheets to be hand-scored by the ASA/CCA staff. These measures help ensure that scoring errors do not occur.

2.11 CCA LATE REGISTRATION FORMS AND PAYMENT PROCEDURES

1. Registration forms are marked with the date received at ASA/ICCA Headquarters.
2. If the registration form is received after the registration deadline, form and payment will be returned to the applicant along with the memo indicating the next exam date and deadline.

CHAPTER III
Credentials Review

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3.1 APPLICATION POLICIES AND PROCEDURES

The application process begins with registering and participating in the ICCA international and local exams. After successfully passing both exams, the applicant receives the ICCA credentials application in the mail.

POLICY: *The applicant must complete the application and return it within six months of passing both the international and local exams. Applicants are informed of this policy when they receive their credentials application form. They are also informed that materials received after six months are no longer accepted and their exam scores are invalidated at that time. If an applicant's scores are invalidated, he or she must pay the appropriate fees and retake the examinations.*

POLICY: *All application credential forms are to be sent to ASA Headquarters in Madison, Wisconsin. Applicants are assigned a certification number and credentials file.*

The date materials are received is logged into the computer. After all credentials have been received, the credentials are sent to the local board. Local boards set their own review schedule; however, completed credential packages are sent to the board at least quarterly. Local boards may request that completed credential packages be sent more frequently if deemed necessary, but not more than monthly.

POLICY: *The applicant's inaugural date of certification is the date on the certificate signed by the Board Chair. Certificates will not be issued without a signed copy of the Code of Ethics from the registrant.*

3.2 REVIEW OF EDUCATION AND WORK EXPERIENCE

POLICY: *There are three areas reviewed. 1). Educational background; 2). Work experience; and 3). References. No one can be certified without satisfying all three areas.*

PROCEDURES:

1. Education.

- A. Determine the education level of the applicant.
- B. Determine the number of years of experience needed – either 2 years with a BS degree, 3 years with an associate degree, or 4 years non degree or non related education.

2. Experience.

Determine the number of years of experience the candidate has in crop production advising.

3. References.

- A. Confirm that the candidate has two completed reference forms (one from the employer and one from a client or individual who is familiar with his/her work experience in crop production).

OR

- B. Individual certified as CPAG professionals may use CPAG references instead of the reference forms found in the ICCA application. They must include the crop advising experience form from the ICCA application.

3.2.1 Determining Education

1. Determine the education level of the candidate either as non-degree, associate degree, BS degree, MS degree or Ph. D degree.
2. If the applicant does not have a degree, the applicant only has to complete the experience and reference forms. Four years of crop advising experience is required with this application category.
3. The applicant only needs three years of crop advising experience if he or she has an associate degree in agricultural production. For this provision to apply, the applicant must have a minimum of 15 semester or 23 quarter hours in agricultural production related subjects. This includes basic soils, fertility, crop production, pest management and farm management. If the applicant does not have 15-semester hours or

23 quarter hours of course work in agricultural production he or she will need four years of crop advising experience.

4. If the applicant has a BS degree, review the course work for two components. The first component is course work in biology, chemistry, math and physical sciences. The second component is course work in soils fertility, crop production, pest management and farm management.

If the applicant has both components, two years of experience is required.

If one component is missing (i.e. good science background, but no production agriculture), you may credit one year of experience. The applicant will need an additional three years of crop advising experience.

If the degree is not related to agriculture in any way, deny the candidate any credit and require four years of advising experience.

Supervised summer work experience or internships, up to a maximum of twelve (12) months, may be included in the work experience as long as the activities performed meet the guidelines used for full-time employment.

3.2.2 Determining Experience

1. To be certified an applicant must have either:
 - a. Four years of crop advising experience working with farmers or crop advisers and an unrelated degree or no degree; or
 - b. Three years of experience and associate degree in an agricultural related field; or
 - c. Two years of experience and a baccalaureate degree in an agricultural related field.
2. Determine the educational level of the applicant using the guidelines above and then determine the years of experience needed by the applicant. Local boards may refuse to accept a transcript if they have reason to believe the degree from that institution is clearly inferior in content to an accredited U.S. or Canadian degree.
3. A year of experience should be credited for each year of qualified activity, if the applicant indicates that approximately one-third (i.e. at least 30% to 35%) of their time is engaged in one or more of the following activities:
 - a. Advising farmers on crop production;
 - b. Teaching or educating crop advisers about topics that are described in the Performance Objectives; and
 - c. Advising or working with farmers to install soil conservation practices, or to meet state or federal regulations that are related to crop production (such as conservation compliance).

NOTE: If an applicant spends less than 30% of his or her time engaged in the activities described previously, partial credit might be assigned based on the following:

Actual Experience	CCA Experience
30%	1.00 year per year involved
25%	0.83 years per year involved
20%	0.66 years per year involved
15%	0.50 years per year involved
<15%	No credit is given. This is not to be retroactive

For example, an applicant spends 20% of his or her time in activities outlined in 3a, b or c and lists 10 years experience. The applicant should receive 6.6 years credit for experience (i.e; $0.66 \times 10 \text{ years} = 6.6 \text{ years}$)

Policy: *If an applicant has farm experience, this experience may count up to one year of CCA work experience regardless of experience duration.*

4. Does the application provide enough detail on the experience form to determine whether the applicant has the necessary experience? If not, deny certification on the basis that more information is needed.
5. At the bottom of the form write in the number of years experience that you have credited the candidate. If you believe there is not enough information to make a judgment, write that more information is needed.

3.2.3 References

1. Two completed reference forms (one from the employer and one from a client or individual who is familiar with the applicant's work experience in crop production). Be sure the two reference letters are signed and witnessed or notarized.
2. Do the references recommend the applicant for certification?
3. Are the references familiar with the applicant's work history?

NOTE: All of the above must be met for the reference to be valid.

3.2.4 Worksheet

(See Page 10 of the addendum for details)

3.3 CREDENTIALS REVIEW TIMETABLE

(See page 11 of the Addendum for details)

3.4 AUDIT CHART

(See page 12 of the Addendum for details)

CHAPTER IV

CEU Procedures

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4.1 LOCAL BOARD CEU PROCESSING GUIDELINES

1. All boards require a minimum of 20 board approved CEUs.
2. All boards accept all board approved CEUs.
3. The following boards automatically accept Pesticide Applicator* credits:

Local Board	Total Number of Pesticide Credits in Two-Year Cycle
Arizona	20/2 yrs for PCAs
California	25/2 yrs for PCAs
Ohio	10//2 yrs
Pennsylvania	4/2 yrs
Rocky Mountain	6/2yrs
Texas	10/2yrs

*A copy of the Pesticide License showing the license number and expiration date must be sent to the Madison office in order to receive credit.

4.2 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. This must be submitted no later than 30 days past the event date. To be eligible for CEUs, the meeting must be relevant to the Continuing Education Standards.

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. **Please allow between 30 and 60 days for application processing.**

4.2.1 Procedures To Complete The CEU Application From

The sponsor must provide the following information on the CEU Application Form.

1. Fill in the contact name, address, phone number, fax number and email, the sponsoring organization and the title of the meeting.
2. Check the box indicating if the activity is open to the public and indicate the meeting fee.
3. Fill in the location and date of the meeting.
4. In the CEUs requested section, please indicate the total number of CEUs for each Continuing Education Unit (CEU) area by totaling the CEUs you have listed on the reverse side of the form. CEUs are awarded on a basis of one hour in classroom is equal to one CEU. 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

5. Complete the reverse side of the application form by indicating the date, start and end time of each session, the CEU area(s) to which the session topic relates, the amount of CEUs requested per CEU area, the session topic, a brief description of the session topic and the speaker's name and brief background information for each speaker.
6. Include a one page resume or bio for each speaker.
7. Include a copy of the meeting agenda and/or any supporting information regarding the meeting.
8. List the states or provinces of the CCAs attending the meeting.

Once the completed CEU application packet has been approved and returned to the appropriate local board, you will be notified of the CEU tracking number assigned to the activity. A CCA sign-in sheet will be forwarded to the sponsor with the tracking number indicated at the top. CCA participants at the meeting will have to indicate their name and CCA certification number on the sign-in sheet. Upon the conclusion of the meeting, the sign-in sheet should be forwarded to the ICCA Office at ASA Headquarters. The credits will be posted to each individual's CCA account from the sign-in sheet. It is very important that each participant record the required information on the sign-in sheet before they leave the meeting.

Following the approval of CEU application, the sponsor will be notified of the number of CEU credits the meeting has been assigned. For large conferences or multiple day events with concurrent sessions, each session should be evaluated separately. Each session will have a CEU value and a tracking number assigned to it. Sponsors have the option of using a sign-in sheet or attendance cards for each session.

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

4.3 LOCAL CEU PROGRAM

4.3.1 Eligibility

The local CEU review committees are responsible for reviewing CEU applications for meetings that are either being held within their state or province, or attended by their state's CCA certificants. If a sponsor is holding a series of meetings in several locations, they must submit an application to each CCA participant's local CEU review committee.

4.3.2 Application Procedure

To be eligible for CEUs, a course must be relevant to the Continuing Education Standards document. Subject matter not eligible for CEU credit includes: sales training, marketing sessions and award presentations. Applications should 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.

Once the application form has been completed, it should be sent along with a copy of the agenda and any additional information that will help the review committee evaluate the application for CEUs to the local boards from which CEU credits are being requested. Once the local CEU review committee evaluates and approves the CEU application, the sponsor will be notified of the course number.

4.4 SUMMARY OF LOCAL BOARD CEU APPROVAL PROCESS

(See page 13 of the Addendum for CEU Review Guidelines)

4.4.1 Local Board Responsibilities

1. Local boards will appoint a committee to approve courses, meeting, workshops, etc., for credit.
2. Local boards will develop a CEU application form, or they can adopt the International CEU application form.
3. Local boards will make CEU applications available and establish a contact to distribute forms. If local boards are unable to provide this service, they may designate the ASA/ICCA office in Madison as their contact.

The local CEU committee will assume the responsibility for reviewing CEU applications. They will use the guidelines set forth by the Continuing Education Committee and outlined in Section 4.2 to evaluate the submitted applications. Additionally, the local CEU committee will assign a CEU tracking number and notify the sponsors and the CCA office in Madison, Wisconsin. Alternatively, the local CEU committees may designate that the ASA/CCA office in Madison assign course numbers and contact program sponsors.

In February of each year, the local boards will review the lists of CCAs who have not made the minimum CEU requirements.

4.4.2 Organization(s) Seeking Credit

Organizations seeking credit for their session or meeting may do so by sending CEU applications 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.**

The local boards may choose one of two options for processing the applications received:

1. Applications may be sent to Madison in care of the local board and forwarded to the appropriate board members at their request; or
2. Applications may be sent to an individual or organization designated by the local board.

4.4.3 Responsibilities of Organization(s) Holding an Approved ICCA/CEU Event

At some point during the event, the course sponsors should pass out the attendance sheets. The completed attendance sheet must be sent to ASA/CCA 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**.

4.4.4 ICCA Certificates' Responsibilities

The ICCA certificants should record the course number and keep any course materials for his or her records. A CCA must provide their CCA number when signing the sign-in sheet. If no CCA number is provided, no CEUs will be issued.

4.5 APPLYING FOR CREDIT FOR COURSES THAT ARE NOT PRE- OR POST-APPROVED BY A CCA BOARD

1. Self-Reported CEUs are continuing education events that meet one or more of the educational areas, but are not pre- or post-approved by a local CCA board.

The ICCA certificants applying for self-reported CEUs need to supply the following information by using the self reporting CEU form:

- a. Name;
- b. Certification Number;
- c. Board Certified by;
- d. Credits Applied for;
- e. Meeting, Title, Location & Date.

The ICCA certificants will send the completed form to ASA/ICCA. The ASA/ICCA office will post the CEUs and provide the certificants and local boards an accounting as requested.

2. Post secondary coursework can be self-reported by the CCA and will be considered “board approved”. Requirements include:
 - a. Attendance with completion of a passing grade;
 - b. Direct submission to ASA/ICCA of first page of CEU application form signed by instructor;
 - c. College course grade slip;
 - d. Syllabus;
 - e. CCA CEUs = {15 x semester credits} or {9 x quarter credits}.

This applies to all forms of post secondary coursework, on-campus and electronic or distance learning.

4.6 PROCEDURE FOR ASSIGNING A SPECIFIC NUMBER TO A CEU EVENT

POLICY: *Each ICCA CEU Board approved event will carry a seven character tracking number.*

PROCEDURE: 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. They have no meaning other than to identify and track the event. The system is continuous and can provide same day service.

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

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

4.7 RECORDING AND TRACKING CEUs

The local board is responsible for approving training or other courses submitted by vendors or certificants offered in their state or province. Once credit is assigned, a copy of the vendor form is forwarded to ASA/ICCA. The local board will have assigned the tracking number or ASA/ICCA will assign the number.

Vendors may choose to deal directly with the ASA/ICCA office rather than the agent selected by the local board.

4.8 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. Materials, international in scope, with circulation or distribution in six or more states or provinces, may be submitted to the ICE committee for CEU assignment. Local boards and ASA/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 ASA/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. ASA/CCA will send out renewal notices. If the vendor does not wish to renew, ASA/CCA will have the option to serve as the vendor, subject to vendor permission.

ASA/CCA 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.

To obtain credit for Self-Study CEUs, the CCA registrant must complete an exam on the material and achieve a passing score of 70% or provide proof of successful completion of a correspondence course. 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. Sponsor recognition and acknowledgment is necessary.

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 14 in the Addendum for a complete list of the Self-Study Specific Material Standards.

ADDENDUM

2.6 INSTRUCTIONS TO DEVELOP LOCAL EXAM (STANDARD OPERATING PROCEDURE)

The purpose of this document is to provide a uniform and standard set of Standard Operating Procedures (SOP) for State/Provincial/Regional CCA program Performance Objective (P.O.) review and updating, and for examination development and management. This will help assure that regular review and updating is completed in an appropriate and timely fashion and that all programs are meeting established program quality standards.

General requirements

1. There will be a three-year phase-in period for State/Provincial/Regional programs to initiate the SOP.
2. After the phase-in period, all modules of the P.O. document will be updated on a four-year cycle.
3. One module could be updated annually, or two modules could be updated every other year. Module updates should be completed and incorporated into the P.O. documents by 30 March. This will assure that the revised document is available for use by the facilitator in constructing the February exam, and for candidates preparing for the next exam.
4. Timelines for the phase-in period are presented in Section 1 of this document.
5. Timelines for continued management of both the P.O. updating/revision and for Examination management are presented in Section 2 of this document.
6. P.O. revision and updating should consist of examining the Competency areas and associated P.O.'s to remove obsolete material and to incorporate new material.
7. P.O. revision committees should be composed of relevant stakeholders from both public and private sectors, and should be made up of six or more members. The new P.O. document needs to be reviewed by CCAs after revision.
8. Every 4-5 years, the exam will need to be revalidated, as all modules of the P.O. document will have been revised. Exam revalidation is necessary to keep the exam in line with current P.O.s. Revalidation consists of having the Competency areas and P.O.s rated by CCAs on their relative importance so exam items can be properly distributed. A sub sample of CCAs then goes through the current version of the exam to indicate difficulty of each question. These data are used to assure that the exam is continuing to uniformly measure competency, and to set a new cut-score.

Section 1.

Benchmark dates and timelines for initial P.O. document and Examination updating and revision.

NOTE: A progress report is to be submitted to International CCA program headquarters in Dec 2003, 2004, and 2005.

(Name of State/Provincial/Regional program)

Benchmark Dates for P.O. Document

P.O. Benchmark Date	P.O. Document Activity	Date Completed
October 2003	State/Provincial/Regional P.O. revision committees meet to review appropriate module(s) and provide suggestions for updating to State/Provincial/Regional person (facilitator) responsible for creating the revised document.	
1 February 2004	Facilitator has draft of revised module(s) prepared and distributes to P.O. revision committee for comments/approval. Committee to return comments in 2 weeks.	
1 March 2004	Draft document distributed for review by practicing CCAs. CCAs will have 2 weeks to submit comments.	
15 April 2004	Facilitator reviews comments and summarizes suggestions received from CCAs. Facilitator distributes revised Draft document to P.O. revision committee.	
15 May 2004	P.O. revision committee reviews revised Draft document by conference call. Revision Committee makes recommendations for incorporating any changes into revised Draft document.	
1 June 2004	Facilitator incorporates suggested changes into revised Draft document.	
August 2004	Revised Draft document approved by State/Provincial/Regional E & P committee. Approval can be done by conference call. Facilitator sends final document to printer.	
July 2005	Final revised P.O. document ready for distribution after August 2005 exam.	
October 2005	Follow Standard Operating Procedures Timeline as outlined in Section 2	

Benchmark Dates for Exam Document

Exam Benchmark Date	Exam Document	Date Completed
1 September 2004	P.O. Review Committee members assigned P.O.s by facilitator for question writing. Each P.O. should have at least one new question submitted.	
December 2004	Questions to be submitted by committee members to facilitator. Facilitator edits questions and incorporates new questions into question bank and exam.	
December 2004	Facilitator begins preparing prototype February 2006 exam.	

May 2005	Facilitator meets with State/Provincial/Regional E & P committee to review prepared prototype exam and approve edits for final version.	
September 2005	Facilitator incorporates edits into final version of exam.	
15 November 2005	Facilitator sends February 2006 exam to CCA Headquarters for duplication.	

Section 2.

Suggested dates/timelines for continuing management of P.O. document and Examination updating and revision

The dates/timelines are intended to provide some idea of the approximate time required to complete the various tasks. These may be modified as required, however the dates for completing the P.O. review and exam are somewhat firm.

Date	P.O. Document	Exam
Before 15 Dec (biennially if revisions occur every other year)	Regional P.O. revision committees meet to review appropriate module(s) and provide suggestions for updating to state/provincial/regional person (facilitator) responsible for creating the revised document.	
1 February	Facilitator has draft of revised module(s) prepared, and distributes to P.O. revision committee. Unless there are major changes, the document may be distributed for review by practicing CCAs at this time. CCAs will have 2 weeks to submit comments.	Facilitator begins preparing prototype exam.
1 March	Facilitator reviews comments received from CCAs, and suggestions for P.O. document revision are summarized.	
15 March	Comments received from CCAs shared with P.O. Review committee by conference call. Committee makes recommendations for incorporating any changes into P.O. document, and facilitator makes suggested changes to document.	

30 March	<p>Prototype P.O. document approved by State/Provincial/Regional E&P committee. Approval can be done by conference call.</p> <p>P.O. Review Committee members assigned P.O.s by facilitator for question writing.</p>	
30 April	Questions to be submitted by committee members to facilitator for incorporation into question bank and exam.	
15 June	Facilitator sends approved P.O. document to printer.	
Early August	Revised P.O. document ready for distribution after administration of August Exam.	
1 August		Facilitator meets with State/Provincial/Regional E&P committee to review prototype exam and approve final version.
15 September		Facilitator prepares final version of the exam.
15 November		Exam ready for duplication by CCA headquarters.

Section 3.

Suggested timelines for Revalidation Process of Modules, Competency Areas, and Performance Objectives for exam construction, which should occur every 4-5 years

Month	Process
February	Facilitator formats P.O.s from each Module into an End-User Survey.
Early March	End-User Survey distributed for review by practicing CCAs.
Mid March	CCAs rank importance of each P.O. and write down what % of each Competency Area they think should be represented on the exam. CCAs have 2 weeks to submit rankings and %'s.
Mid April	Facilitator averages and summarizes CCAs rankings and %'s
Mid May	Facilitator reports suggested changes to State/Provincial/Regional Exam and Procedures Committee for approval. This is done either by conference call or at a meeting
Prior to construction of draft exam	Facilitator redistributes items/areas on next exam to reflect CCA input regarding distribution of exam items per Module & Competency Area.

Prepared by J.J. Vorst and J. Wiercioch, 3/2003

2.6.1 The International Exam Administration Procedures

General Instructions

1. Exam participants are allowed three hours to complete the International Exam. Begin 15 minutes before the scheduled exam start time by reading the instructions to fill out the answer sheet.
2. Exam participants are allowed three hours to complete the local board exam. Be sure that you reread the exam instructions and everyone fills out all the requested information on a new answer sheet.
3. Calculators have been provided. Only calculators that perform simple math functions are allowed. No hand held computers of any type are allowed including but not limited to laptops, palm pilots, advanced memory function calculators, etc.
4. In the rare event someone has an exam confirmation card but does not appear on the roster you may issue this person a test booklet and answer sheet from the proctor's envelope.
5. If an exam is incomplete use a test booklet from the proctor's envelope.

TO ADMINISTER THE INTERNATIONAL AND LOCAL EXAMS, YOU WILL NEED TO:

1. Check the participants ID
2. Seat the participants
3. Read the instructions
4. Collect the exams
5. Note any irregularities

1. Check the identification of participants.

You will need to set up a registration table someplace outside the examination room to check the IDs of the participants. The exam participants name must appear on the roster to be eligible to take the examination. In the rare event someone has an examination confirmation card but does not appear on your roster, you may admit this person. Make a note of the person's name on the roster.

2. After you have checked the participant's ID you may either:

Hand the exam booklet to the participant and they find any available seat; or
Set the exam room up with the exam booklets pre-distributed. After the participant is checked in, the participant will need to find the seat where their exam booklet with their name is located.

****IMPORTANT****

**Tell the Applicants: DO NOT BREAK THE SEAL AND OPEN THE EXAM BOOKLET
UNTIL THE PROCTOR INSTRUCTS YOU TO DO SO.**

3. In the examination room:

A proctor must be present in the room at all times before, during and after the examination. The tests and the answer sheets must not be left unsupervised before, during or after the examination.

4. Use of calculators:

Calculators are provided. Only calculators that perform simple math functions may be used. No hand held computers of any type are allowed including but not limited to laptops, palm pilots, advanced memory function calculators, etc.

READ THE FOLLOWING INSTRUCTIONS VERBALLY FOR THE INTERNATIONAL EXAM.

The CCA examination uses a computer scored answer sheet. You must mark your answers on the computer scored answer sheet (**NOTE TO PROCTOR: Hold up computer score answer sheet**) to receive credit. You will have three hours to complete the exam. All questions have equal value and it is to your advantage to answer as many as possible. No points are taken off for guessing. When you finish the exam, you may turn in all exam materials and leave the room. Once you turn in your test materials and leave the room, you may not return. If you need to use the restroom, please tell the proctor that you are leaving the room. Your scores will be mailed to you in six weeks. **No scores will be given over the telephone.**

To begin the exam, please follow my instructions.

- a. Underneath the label on the exam booklet please read and sign your name. Cheating is NOT permitted. Anyone found cheating will NOT have a score reported.
- b. Write your name in the appropriate boxes on the answer sheet. Last name followed by your first name and middle initial. Underneath each letter fill in the circle with the appropriate letter.

**YOUR SCORE WILL NOT BE RECORDED IF YOU DO NOT FILL IN THE CIRCLES
WITH THE APPROPRIATE LETTERS.**

- c. Please fill in the site number. The site number for this exam is _____. (NOTE TO PROCTOR: The site code is a two letter and two digit code for the state in which you are giving the exam. To find your site code, please check the state/regional code list which is the last page of this packet. If you have any questions, please do not hesitate to call ASA at 608-268-4954.)
- d. Please write in your birthdate and fill in the circle with the appropriate number.
- e. Please fill in the appropriate circle indicating if you are retaking this exam.
- f. Please write the ASA Number in the boxes and then fill in the circle with the appropriate number. The ASA Number is indicated on the label on the front of your exam booklet.

NOTE TO CALIFORNIA PROCTOR'S ONLY: International Exam participants who have a valid PCA license are not required to take the Pest Management sections of the International exam. The examinee can choose to complete the sections if desired. Please advise them that if they choose to omit these sections they need to skip the spaces on the answer sheet for those questions.

- g. Make sure you mark the answers to each question on the answer sheet, not in the exam booklet. When you complete the exam, hand in all of your exam materials to one of the proctors.
- h. Are there any questions?
- ii. You may break the seal on the exam booklet and begin the exam.

THIS COMPLETES THE VERBAL INSTRUCTION FOR THE INTERNATIONAL EXAM

5. Collect the Exams.

When the examinee leaves the room, you must check to be certain you have both their answer sheet and their test booklet. Do not let examinees put their materials in a stack. You must verify that each examinee has given you a booklet and answer sheet before they leave. **DO NOT put the answer sheets inside of the booklets – KEEP THEM SEPARATE.**

At the end of the exam time allowed, ask the remaining test takers to put down their pencils and hand in their exam materials to one of the proctors.

Check to make sure the number of test booklets and answer sheets correspond to the number you received. If the number matches, place the answer sheets in the envelope provided and seal and sign the envelope.

6. Note any Improperities.

If the number of booklets does not match the number of answer sheets, try to determine the booklet or answer sheet that is missing. Use the Improperity Report Form to record the missing book or answer sheet.

NOTE: If an individual is taking the International Exam as part of the requirement for CPAg or APAg certification, they are NOT required to take a local board exam.

2.6.2 Instructions To Administer The Local Exam

Begin the local exam by re-reading the instructions used for the International examination. Exam takers must fill out a new answer sheet.

Upon completion of the exam, exam takers may leave by turning in all of their exam materials to a proctor.

After all the exams are turned in, count the number of answer sheets and test booklets. If all the exams are accounted for, place the answer sheets in the provided envelope; seal and sign the envelope.

The proctor should read the following section on “Procedures for Handling Suspected Exam Improprieties” prior to the exam, so it is understood how to handle and report any irregularities that take place during the exam.

2.8.2 Impropriety Report Form

Date: _____

City and State Exam Given In: _____

Exam Proctor: _____

- a. Removal of pages from test booklets inside or outside the examination room
- b. Removal of exam materials from the test site
- c. Exchange of any unauthorized material inside or outside the examination room between examinees including, but not limited to: pages from test booklets, answer sheets, scratch paper, notes, reference pages, pens and pencils, watches, wallets, purses, medications and clothing
- d. Copying of any material from test booklets inside or outside the examination room
- e. Use of unauthorized devices inside or outside the examination room including, but not limited to: tape recorders, radios, portable telephones and fax machines
- f. Conversations between examinees inside the examination room
- g. Disruption of assigned seating order or unauthorized movement of test booklets by examinees
- h. Substitution by an examinee of another person to sit in the examination room and write one of more of the examination questions
- i. Missing test booklets
- j. Personal behavior inside the examination room that severely disrupts other examinees
- k. Other actions that support a conclusion that the examinee is cheating on the examination
- l. Notification by one examinee that another examinee appears to be engaging in the activities specified in items a-k above
- m. Power failures, natural disasters and other like occurrences

Please detail below any improprieties that occurred during the administration of the Certified Crop Adviser exams.

3.2.4 CCA Work Sheet

Applicant's Name: _____

Education Level: (Circle degree level and years of work experience required).

Degree Attained	High School	Associate	BS or higher
Experience Required	Four (4) years	Three (3) years	Two (2) years

Work Experience: (Determined above).

Number of experience years needed: _____

Upon review of the experience, the number of years found: _____

Please check ONE of the following:

_____ Fully meets experience requirements.

_____ Deficient by _____ years.

_____ Incomplete form.

Please check ONE of the following:

_____ Reference is satisfactory.

_____ Reference is not satisfactory. _____ Employer _____ Client

Certification of Credentials:

_____ Granted

_____ Denied

_____ Does not meet experience requirement

_____ Incomplete application

_____ Inadequate reference

Date Reviewed

Reviewer's Signature (*please print name below*)

Reviewer's Name (*please print*)

3.3 CREDENTIALS REVIEW TIMETABLE

1. CCA Credential Packet is sent to successful examinees.
2. Applicants submit appropriate forms to ASA/CCA within six months of passing both exams.
3. Forms processed at ASA Headquarters within three days of receipt at ASA.
4. Credential forms go through audit process in conjunction with local board's specified audit schedule. One to five days.
5. Audit sent to local board. One day.
6. Local board Standards & Ethics Committee reviews applications (see Review Forms) and returns package to ASA Headquarters with a vote. The average turnaround time from the time the package is originally sent to the board is four to six weeks.
7. Local board worksheets are processed and certification date is entered in the system. Certificate generated and signed by ASA President, Local Board Chair and Local Standards & Ethics Committee Chair. Certificate, wallet card and CEU instructions sent to CCA. Two weeks.

3.4 AUDIT CHART:

Board	ASA Person Responsible
Alabama	Michele Lovejoy
Arizona	Laurie Karr
Arkansas	Mary Jo Rowbottom
Atlantic Provinces Region	Mary Jo Rowbottom
California	Laurie Karr
Colorado	Lorene Peterson
Florida	Michele Lovejoy
Georgia	Michele Lovejoy
Hawaii	Laurie Karr
Illinois	Michele Lovejoy
Indiana	Michele Lovejoy
Iowa	Lorene Peterson
Kansas	Laurie Karr
Kentucky	Lorene Peterson
Louisiana	Laurie Karr
Michigan	Mary Jo Rowbottom
Mid-Atlantic Region	Michele Lovejoy
Minnesota	Mary Jo Rowbottom
Mississippi	Mary Jo Rowbottom
Missouri	Mary Jo Rowbottom
Nebraska	Laurie Karr
New Mexico	Laurie Karr
Northeast Region	Mary Jo Rowbottom
North Carolina	Lorene Peterson
North Dakota	Laurie Karr
Northwest Region	Laurie Karr
Ohio	Lorene Peterson
Oklahoma	Lorene Peterson
Ontario Province	Mary Jo Rowbottom
Pennsylvania	Michele Lovejoy
Prairie Provinces Region	Mary Jo Rowbottom
Rocky Mountain Region	Lorene Peterson
South Carolina	Michele Lovejoy
South Dakota	Laurie Karr
Tennessee	Lorene Peterson
Texas	Laurie Karr
Wisconsin	Lorene Peterson

4.4 CEU REVIEW GUIDELINES

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.

Field Tours:

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

1. Full Credit: a qualified instructor must focus 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 their applications for CEUs for field tour events.

Legislative and Regulatory:

No credit for presentations on pending or proposed legislative issues. To receive credit discussion must apply to existing laws and regulations applicable to the end use of a product or practice. Assign CEUs 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 to 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:

Grant credit 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 for Professional Development category.

Credit for Tests:

No credit allowed for pre- or post-testing.

Customer Service Training:

Consider for 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 can 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 allowed for:

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

4.8 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 and copy of the program materials or the Internet address of the materials to ASA/CCA. The exam component shall be part of the electronic materials and should be coordinated with ASA/CCA. The exams must be submitted directly to ASA/CCA either electronically or hard copy for processing.

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 ASA/CCA 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 ASA/CCA.
2. Exam can be computer based, either developed by vendor or through the ASA/CCA on-line quizzing system.
3. In both cases, if vendor manages quiz grading, then vendor can submit CEU awards to ASA/CCA without charge to vendor or CCA. If vendor is managing the quiz, ASA/CCA 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 ASA/CCA 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 ASA/CCA Headquarters. 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 ASA-CCA Headquarters or to vendor who developed exam as specified in exam instructions. If ASA/CCA is managing the exam, staff at the ASA/CCA Headquarters will record the date when the exam is received.

D. Exam Processing:

1. If vendor administers exam, vendor must notify CCA within 30 days of exam results and report CEUs awarded to ASA/CCA Headquarters 30 days of exam submission as it would for live sessions.
2. If ASA/CCA Headquarters 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.