
Certified Crop Adviser

APPLICATION *AND*

CREDENTIAL INFORMATION

Please complete if ONLY applying for the CCA certification.

UNITED STATES & CANADA



**CERTIFIED
CROP ADVISER**

5585 Guilford Road • Madison, WI 53711-5801 • (608) 273-8085 • Fax (608) 273-2081

A certification program of the American Society of Agronomy

International Certified Crop Adviser (ICCA) Program

www.certifiedcropadviser.org

Office Phone: (608) 273-8085

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Contacts

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Certified Crop Adviser CREDENTIAL INFORMATION

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NOTE: Please remove the necessary forms (**pages 5, 6, 9, 10, 11, 12, 13, 14, 15, and 16**) from this booklet, complete and forward. Keep copies of all forms and the booklet for your records.

Do not send the entire booklet back to ASA. Thank you.

Certified Crop Adviser (CCA) Background

The International Certified Crop Adviser (ICCA) program was developed by the American Society of Agronomy (ASA) in cooperation with agribusiness retail dealers, cooperatives and manufacturers, state and national trade associations, the USDA, and independent consultants. The representatives from these groups acted as the CCA Steering Committee. Upon their recommendation, the CCA program was founded on four principles.

1. The ICCA program should certify credentials at the base standards levels and initially should not require a college degree to be eligible, but require all applicants to pass an international CCA exam.
2. The ICCA program must be administered in the states/provinces. Each state/province that participates will nominate a local CCA board to review applications and develop a local board exam.
3. The ICCA program must be prepared to change as government policy changes.
4. CCA participants, once certified, will have to subscribe to the Code of Ethics, participate in continuing education programs to maintain their certification, and pay an annual renewal fee.

The local CCA board that will administer the ICCA program will have to consist of at least seven members with at least one representative from agribusiness, the state/provincial agency for environmental protection, and extension, to ensure the program is educationally sound and meets the needs of industry and government.

The American Society of Agronomy's responsibilities are to coordinate the national activities, which include providing the international exam and act as liaison with the federal agencies to keep the ICCA program in tune with public policy. ASA serves as registrar and assists the local CCA boards with processing applications, grading of all exams, and recording continuing education credits.

Certified Crop Adviser (CCA) Certification Steps

- Step 1** Pass both the international and local board exams.
- Step 2** Complete this CCA Credential Packet within six months of passing both exams.
- Step 3** The local CCA Board reviews your credential packet. (NOTE: Once the forms are sent from ASA to the local board, usually on a monthly or quarterly basis. The board has up to six weeks to grant or deny your certification.)
- Step 4** Once granted certification from the local CCA Board, you will receive a certificate for framing and a wallet card. In order to maintain your certification you will need to pay an annual renewal fee and earn 40 hours of continuing education units over a two year period.
- Step 5** You may start receiving your Continuing Education Units (CEUs) from the date on your CCA certificate. Any meeting/course hours taken before your certification date will not count towards your CCA.

Certified Crop Adviser (ICCA) Program

Introduction

The International Certified Crop Adviser (ICCA) program is open to anyone who provides crop management recommendations to clients (e.g. farmers, growers, farm managers/operators). The purpose of the program is to provide base standards for certification for these individuals. The goal of the program is to help agriculture as an industry meet its environmental stewardship objective.

CCA Certification Process

1. All CCA applicants to be certified must pass the international and local board exam and have their credentials reviewed by their local board.
2. All CCA Credential Forms are sent to CCA, 5585 Guilford Road, Madison, WI 53711-5801.
3. Your Credential Forms are collected and permanently filed in Madison. Please use an ink pen when completing these forms. When your file is complete, a copy of your file is sent to your local board for review.
4. You are notified after the local board reviews. If your credentials are approved and you have passed the examinations, you will be sent a Certificate of Certification. If you are denied certification, you will receive a letter of explanation.

Directions

1. Please fill out all of the information requested on the Application for Verification of Credentials on page 5.
2. Pick the category—A, B, C, or D—that best describes you:

Full CCA Status

- A. At least 4 years of crop advising experience, with no college degree.
- B. At least 3 years of crop advising experience, Associates Degree with 15 semester credits or 23 quarter credits of agricultural sciences meeting minimum coursework requirements as listed on summary of college coursework pages.

OR

At least 2 years of crop advising experience, BS Degree and 15 semester credits or 23 quarter credits of agricultural sciences meeting minimum coursework requirements on summary of college coursework pages.

- C. Currently hold SSSA Certified Professional Soil Scientist (CPSS) certification.

* **NOTE:** Your references may be used if your original references are:

1. Dated less than 1 year old.
2. Specific to crop advising.
3. From a client you have given crop advice to.

If not all requirements above are met, then new reference letters are needed.

Provide all information requested for your category (A, B, or D).

- A. Full status with no college degree
- B. Full status with college degree
-transcripts on file can be used if no additional coursework taken since original application
- D. CCA Candidate status if crop advising experience is not met

CCA Candidate Status

- D. CCA Candidate is granted to an applicant who has passed both exams and has met all requirements as reviewed by the local CCA board but *does not meet the experience requirement*.

The applicant needs to indicate that they are applying for CCA Candidate status. Please include any experience that you have. If you do not have the required references, you will need to provide at least one reference of any kind which should be a non-relative such as former employers from part-time jobs or professors. This references does not need to be a farmer/grower.

The applicant will be notified by the ICCA Office of the local CCA board's decision. The applicant will be designated as a CCA Candidate for the number of months or years that are required to fulfill the experience requirement. The time cannot be extended except in the case of extenuating circumstances such as military duty, medical related issues, or unemployment. At that time, the applicant will need to update their experience form and provide the required references (employer and client) if they have not done so already and submit those forms to the ICCA Office to be reviewed by the local CCA board for full CCA status.

CEU requirements and an annual renewal fee are not required for the CCA Candidate Status. CEU and annual renewal fee requirements will begin once the CCA Candidate becomes fully certified and the status changes to CCA as recommended by the local CCA board.

3. Sign application form and mail to CCA, 5585 Guilford Road, Madison, WI 53711-5801.

Code of Ethics—page 6

- Make sure you read and sign the Code of Ethics on the reverse side of the Application for Verification of Credential.

Professional Expertise

The professional expertise areas allow you to connect, via the “Find a CCA” directory, with other CCAs and share knowledge within and across expertise areas. The “Find a CCA” directory is available to the public – including farmers, extension agents, and anyone else interested in the program. In addition to the professional expertise areas, the directory search can be based on name, location, type of certification, and those self-identified areas of expertise. And, designating your areas of expertise helps you market

yourself to current and prospective clients.

Crop Advising Experience Form—page 9

- To be certified an applicant must have either:
 - Four years of crop advising experience working with a client (e.g. farmer, grower, farm manager/operator) and an unrelated degree or no degree; or
 - Three years of experience and associate degree in an agricultural related field; or
 - Two years of experience and a baccalaureate degree in an agricultural related field.
- Using the guidelines above, determine the years of experience needed.
- A year of experience should be credited for each year of qualified activity, if approximately one-third (i.e. at least 30% to 35%) of your time is engaged in one or more of the following activities:
 - a. Advising client(s) (e.g. farmers, growers, farm managers/operators) on crop production;
 - b. Teaching or educating crop advisers about topics that are described in the Performance Objectives; and
 - c. Advising or working with client(s) (e.g. farmers, growers, farm managers/operators) to install soil conservation practices, or to meet state/province or federal regulations that are related to crop production (such as conservation compliance).

NOTE: *If you spend less than 30% of your 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 year per year involved
20%	0.66 year per year involved
15%	0.50 year per year involved

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

NOTE: *If you spend less than 15% of your time in activities outlined above, no credit for experience will be given.*

- The crop advising experience form must clearly show that you have the minimum number of years of experience providing crop advice to client(s) (e.g. farmers, growers, farm managers/operators). (Review the example on page 8.)
- Write in at the bottom of the page your estimate of years of crop advising experience.

- Experience gained while farming may count as a maximum of 1 year of the total work experience requirement.
- Supervised Work Experience or Internship may be used to substitute for six months of work experience for each three months of supervised work experience. Six months of supervised work experience may count for a maximum of 1 year of work experience. The Crop Advising Experience form should be used to describe the supervised work experience. A separate attachment is recommended.

Reference Forms—pages 11 and 13

- You must submit TWO non-relative references:
 - 1) Reference form 1 is for your supervisor and
 - 2) Reference form 2 is for a client (e.g. farmer, grower, farm manager/operator) that you provide crop production advice.
- If self employed, provide at least two references from clients.
- Reference form signatures must be witnessed OR notarized.
- You may send the completed references or have the reference send them directly to Madison.

Summary of College/Short Course Work—page 15

- If you are applying under category B, you must submit a transcript and **complete** the Summary of College Course Work Form. Transcripts do not substitute for the Course Work Form. Transcripts are kept in your file in Madison. **Transcripts** must be “official” and sent directly to ASA/CCA from the institution. Once your file is complete, a copy of the Course Work Form will be sent to the local board in which you are applying for certification.

Application for Verification of Credentials

CERTIFIED CROP ADVISER

(This does not register you for the exams.)

1. Applicant's Name and Address

Office Use Only

Please print or type: Dr. Mr. Ms.

Contact No.

Last Name/First Name/Middle Initial _____

Work Address Home Address

List in CCA Directory Yes No

Address _____

City _____ State/Province _____ Zip/Postal Code _____

County _____ Country _____

Business Phone _____ Fax _____ Email _____

Cell Phone _____ Home Phone _____

Company Name _____ Title _____

Professional Expertise: See page 7 for options.

How would you like your name to be printed on your certificate?

2. PLEASE CHECK CATEGORY A, B, C, or D BELOW THAT BEST DESCRIBES YOU AND SUBMIT ALL THE FORMS REQUESTED.

- A. Full CCA Status—A minimum of 4 years of crop advising experience.** Submit the following forms:
- Reference Forms—One from an employer & one from a client familiar with work history advising farmers, growers, farm managers or operators.
 - Crop Advising Experience Form that verifies four years of crop advising experience.
 - Code of Ethics Form—Please read and sign (on reverse side).
 - *Optional*—Summary of College/Short Course Form—In area III titled Supporting Short Courses/Internships, list continuing education seminars or short courses most recently attended.
- B. Full CCA Status—A minimum of 3 years crop advising experience with an associates degree in agriculture or certificate OR A minimum of 2 years crop advising experience with a BS degree in agriculture.** Submit the following forms:
- Official College Transcript (photocopies or faxes not accepted)
 - Summary of College/Short Course Work form with college courses broken out in supporting areas I and II.
 - Crop Advising Experience Form verifying years of experience.
 - Reference Forms—One from an employer & one from a client familiar with work history advising farmers, growers, farm managers or operators.
 - Code of Ethics Form—Please read and sign (on reverse side).
 - *Optional*—If applying for internship credit, provide documentation in Area III of Summary of College/Short course Work.
- C. Full CCA Status—Currently hold SSSA Certified Professional Soil Scientist (CPSS) certification.**
- Submit Certification number _____
 - Submit required forms on line.
- *Under Directions—#2, category C, on page 3.**
- D. CCA Candidate Status (Still need work experience. See #2 under Directions on page 3.)** Provide years of experience _____

Check which applies to you and submit the following forms:

Unrelated/No College Degree

- Reference Forms—At least one (See directions).
- Crop Advising Experience Form verifying years of experience.
- Code of Ethics Form—Please read and sign (on reverse side).
- *Optional*—Summary of College/Short Course Form—In area III titled Supporting Short Courses/Internships, list continuing education seminars or short courses most recently attended

Minimum of Associate Degree in Agriculture

- Official College Transcript (photocopies or faxes not accepted)
- Summary of College/Short Course Work form with college courses broken out in supporting areas I and II.
- Crop Advising Experience Form verifying years of experience.
- Reference Forms—At least one (See directions).
- Code of Ethics Form—Please read and sign (on reverse side).
- *Optional*—If applying for internship credit, provide documentation in Area III of Summary of College/Short course Work.

3. SIGNATURE

I hereby certify that all information submitted in support of this application is correct and true to the best of my knowledge and that I have read and signed the Code of Ethics on the reverse side. All information regarding this application will remain confidential.

_____ Date

_____ Signature of Applicant

4. MAIL TO: CCA, 5585 Guilford Road, Madison, WI 53711-5801

Certified Crop Adviser (CCA) Code of Ethics

All individuals certified under the International Certified Crop Adviser (ICCA) program must subscribe to the CCA Code of Ethics. The ICCA Standards & Ethics Committee periodically reviews the current Code of Ethics.

Article I. 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. When using the CCA designation, a CCA shall use professional conduct in all communications relating to this vocation including but not limited to emails, blogs, and social media.
3. The ICCA program will award the title of Certified to individuals who meet the experience, testing requirements and the continuing education requirements of the 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.
4. Certified Crop Advisers (hereafter called CCAs), at the request of a client or employer, must disclose the information used to gain certification. CCAs who knowingly misrepresent their credentials will face disciplinary action.

Article II. Relation of Professional to the Public

1. A CCA shall avoid and discourage sensational, exaggerated, or unwarranted statements that might induce participation in unsound enterprises.
2. A CCA 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. A CCA 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. A CCA 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. A CCA 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. A CCA shall not use, directly or indirectly, employer or client's information in any way that would violate their confidentiality.
4. A CCA shall not divulge information given in confidence.

5. A CCA 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. A CCA 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. A CCA shall engage, or advise employer or client to engage and cooperate with other experts, specialists and government agency staff.
8. A CCA protects the interest of a client by recommending only products and services that are in the best interest of the client and public.
9. A CCA 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. A CCA shall not falsely or maliciously attempt to injure the reputation of another.
2. A CCA 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. A CCA shall not use the advantage of public employment (e.g. university, government) to compete unfairly with other certified professions.
4. A CCA shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

Article V. Duty to the Profession

1. A CCA 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. A CCA shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other CCAs to do the same.
3. A CCA having positive knowledge of deviation from this Code by another CCA shall bring such deviation to the attention of the CCA's Local Board.

Approved by
International CCA Board of Directors 07/97

Edited and approved by
ICCA Board of Directors 09/2016

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

Print Name _____

Signature _____ Date _____

Professional Expertise

The professional expertise areas allow you to connect, via the “Find a CCA” directory, with other CCAs and share knowledge within and across expertise areas. The “Find a CCA” directory is available to the public – including farmers, extension agents, and anyone else interested in the program. In Addition to the professional expertise areas, the directory search can be based on name, location, type of certification, and those self-identified areas of expertise. And, designating, your areas of expertise helps you market yourself to current and prospective clients. **Please circle your top 4 areas of Professional Expertise that you would like added to your account.**

Agricultural Regulation, Business & Technology (ARBT)

Agricultural Administration
Agricultural Development
Agricultural Economics
Best Management Practices
Ethics
Chemical/Fertilizer Labeling
Computer Assisted Design
Computer Modeling
Computer Uses
Conservation Planning/Food Security Act
Crop Insurance
Crop Marketing
Crop Utilization
Dairy Economics
Digitized Mapping
Hazardous Waste Management
Information Systems
Labor Management
Livestock Economics
Pollution Control
Precision Ag
Product R & D
Regulatory Administration/Enforcement
Regulatory Compliance
Statistical Analysis
Unmanned/Autonomous Equipment

Integrated Pest Management (IPM)

Agricultural Chemicals
Application Methods
Biocontrol
Entomology
Environmental Protection
Environmental Regulation
Fungal Pests
Invasive Species/Noxious Weeds
Nematology
Organic Pest Control
Pesticide Use
Plant Metabolism
Plant Pathology
Resistance Management

Weed Identification
Weed Management
Wildlife Management

Nutrient Management (NM)

4R NMP (Nutrient Management)
Comprehensive Nutrient Management
Conservation Education
Farmland Preservation
Fertilizer Application
Fertilizer Blending/Formulation
Fertilizer Technology (Variable Rate)
Manure Management
Micro-Nutrients
Plant Analysis
Plant Nutrition
Resource Conservation
Soil Sampling

Crop Management (Science, Production & Specializations) (CMSPS)

Biotechnology
Cannery (Processing) Crops
Corn
Cotton
Crop Breeding
Crop Ecology
Crop Enterprise Budgeting
Crop Forensics
Crop Genetics
Crop Physiology
Crop Production
Crop Quality
Farm Management
Forages
Grazing
Hops
Impact Assessment
Industrial Hemp Production
Land Classification
Land Management
Land Resource Analysis
Land Resource Development
Land Use Planning
Organic
Post-Harvest Physiology
Pulses

Range Management
Range Soil Science
Reclamation
Rice

Seed Production
Seed Technology
Small Fruit Culture
Small Grains
Soybean
Tobacco
Tree Fruit
Tree Nuts
Tropical Crops
Turfgrass Management
Vegetable
Viticulture
Waste, Land Treatment/ Application
Wetlands Identification
Wheat

Soil Management (SM)

Acid-Sulfate Soils
Conservation Tillage
Forest Soils
Hydric Soils
Pedology
Saline Alkali Soils
Saline Soils
Sodic Soils
Soil and Water Conservation
Soil and Water Management
Soil Biochemistry
Soil Chemistry
Soil Erosion Sediment Control
Soil Fertility
Soil Genesis
Soil Interpretations
Soil Management
Soil Microbiology
Soil Mineralogy
Soil Morphology/Classification
Soil Physics
Soil Sampling & Analysis
Soil Survey
Soil-Plant Correlation
Soil-Water-Plant Relation
Streambank Stabilization
Surface Mine Reclamation
Waste Disposal, On-Site

Water Management (WM)

Ground Water Quality
Irrigation and Drainage
Irrigation Scheduling
Surface Water Quality
Water Diversion and Control

Horticulture (Gardens, Nurseries & Turfgrass) (HGNT)

Floriculture
Garden Center Management
Golf Course Management
Greenhouse Production
Horticulture
International Horticulture
Nursery Management
Ornamental Horticulture
Pomology
Plant Breeding
Plant Ecology
Plant Health
Plant Propagation
Sod Production

Specialty Agronomy/Ag Education (SAAE)

Agricultural Climatology
Agro-Forestry
Agronomic Education
International Agronomy
Tropical Agriculture

Crop Advising Experience Form CERTIFIED CROP ADVISER

INSTRUCTIONS

1. List full-time positions in sequential order, ending with current position.
2. List only positions in the area of crop advising. Work experience while obtaining a degree should be included.
3. List beginning and ending month and year for all positions.
4. Show the percent of time on an annual basis for each work activity (should total 100%).
5. Under reference, list the reference(s) most familiar with each work experience.
6. Duties and responsibilities should be specific and detailed.

Actual Experience

- 30%
- 25%
- 20%
- 15%

CCA Experience

- 1.00 year per year involved
- 0.83 year per year involved
- 0.66 year per year involved
- 0.50 year per year involved

EXAMPLE

Employment Information

Length From To	Degree Level	Employer Name, Location	Professional Title	% Time	Duties and Responsibilities	% Time/Activity	Reference
7/91-7/94	High School	Agway Lancaster, PA	Field Sales Crops/Dairy	100	Advising farmers on crop production Develop crop plans for corn, potatoes, and tobacco Take soil tests Scout fields for insects Application of pesticides Dairy sales	25 15 10 5 15 30	Dave Smith 555-2143
9/94-9/01	High School	Sure Grow London, ON	Field sales	100	Advise farmers on crop production Develop fertilizer plans for corn, soybeans, and snapbeans for 17 growers Develop weed and insect control programs for all crops Field scouting Oversee variety trials for corn and soybeans Manage blend plant	40 15 15 10 5 15	John Brown 555-8693

Today's Date _____

Crop Advising Experience Form

CERTIFIED CROP ADVISER

Date of Degree: High School _____ AS _____
 BS _____ MS _____ PhD _____
 College/University _____
 Major _____

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FOR OFFICE USE
 Cert No. _____ Key No. _____

Employment Information—Please see example page 8 for instructions.

Length From To	Degree Level	Employer Name, Location	Professional Title	% Time	Duties and Responsibilities	% Time/Activity	Reference
Month/Yr–Month/Yr							

Years of crop advising experience this page _____

Last Name

Grid for last name input

First Name

Grid for first name input

Employment Information—Please see example page 8 for instructions.

Table with 7 columns: Length From To, Degree Level, Employer Name, Location, Professional Title, % Time, Duties and Responsibilities, % Time/Activity, Reference

Years of crop advising experience this page

Total years of crop advising experience including all pages

CCA Reference Form—Employer

FORM 1

Applicant completes top portion

From: _____
Applicant's name

Applicant's address

Applicant's phone number

To: _____
Reference name

Address

Note to Applicant: Please complete the above information and give this form to the reference. The reference needs to complete the questions on the reverse side, have their signature witnessed or notarized and forward to CCA, 5585 Guilford Road, Madison, WI 53711-5801.

Note to Reference: The above-named individual is applying for CCA certification and has requested that you act as a reference. Once completed, please mail to CCA, 5585 Guilford Road, Madison, WI 53711-5801. An applicant must provide at least two non-relative references who are familiar with her/his experience providing crop management advice to client(s) (e.g. farmers, growers, farm managers/operators). By completing this form you will be acting as a reference for the applicant named above.

Please answer the questions on the back of this form, and include any additional comments that you feel may be helpful. This form will be reviewed by the CCA Local Board to ensure that the applicant has the necessary experience to be certified as a crop adviser.

To become certified, a prospective applicant must pass the international and local board CCA examinations. Applicants must have knowledge and skills in the areas of nutrient management, soil and water management, integrated pest management, and crop management. As a reference, by checking 5 and 6 on this form, you are acknowledging that the applicant has skills in these areas. The applicant must also have their credentials reviewed and meet one of the conditions below:

- Two years of experience providing crop management advice to farmers/growers plus a baccalaureate degree in agriculture, **or**
- Three years of experience providing crop management advice to farmers/growers plus an Associates Degree (Two Year) in Agriculture, **or**
- Four years of experience providing crop management advice.

Please sign this form

Have your signature witnessed or notarized and return to: CCA
5585 Guilford Road
Madison, WI 53711-5801

Please respond to the following items and include any pertinent information that you feel will aid in the evaluation of the applicant's credentials.

1. In what capacity have you had association with the applicant? I am (was) the applicant's:

- Supervisor
- Client
- Other as: _____

2. What length of time have you known the applicant in the above capacity? _____ years

3. For what period of time did the applicant work for you providing crop management advice to farmers/growers?

From _____ to _____ .
 month/year month/year

4. Knowing the minimum requirements for CCA certification, do you feel qualified to *recommend* this applicant to the local CCA board to become certified in the area of certification as stated on the reverse side?

- Yes
- No

If "yes", please proceed and complete the reference.
If "no", please give a brief statement in no. 7 of your reason(s); sign and return this letter immediately.

5. Do you feel that the applicant fully meets the eligibility requirements of the Certified Crop Adviser Program?

- Yes
- No

6. Do you recommend this applicant to be certified by the local board as a Certified Crop Adviser?

- Yes
- No

7. Please list any comments that will aid the local board in making a fair evaluation of this applicant.

Signature _____ Professional title _____
(must be witnessed or notarized)

Organization _____ Location _____ Phone _____

Witness or Notary Signature Required _____

Date _____

Please mail to: CCA, 5585 Guilford Road, Madison, WI 53711-5801

CCA Reference Form—Client

FORM 2

Applicant completes top portion

From: _____
Applicant's name

Applicant's address

Applicant's phone number

To: _____
Reference name

Address

Note to Applicant: Please complete the above information and give this form to the reference. The reference needs to complete the questions on the reverse side, have their signature witnessed or notarized and forward to CCA, 5585 Guilford Road, Madison, WI 53711-5801.

Note to Reference: The above-named individual is applying for CCA certification and has requested that you act as a reference. Once completed, please mail to CCA, 5585 Guilford Road, Madison, WI 53711-5801. An applicant must provide at least two non-relative references who are familiar with her/his experience providing crop management advice to client(s) (e.g. farmers, growers, farm managers/operators).. By completing this form you will be acting as a reference for the applicant named above.

Please answer the questions on the back of this form, and include any additional comments that you feel may be helpful. This form will be reviewed by the CCA Local Board to ensure that the applicant has the necessary experience to be certified as a crop adviser.

To become certified, a prospective applicant must pass the international and local board CCA examinations. Applicants must have knowledge and skills in the areas of nutrient management, soil and water management, integrated pest management, and crop management. As a reference, by checking 5 and 6 on this form, you are acknowledging that the applicant has skills in these areas. The applicant must also have their credentials reviewed and meet one of the conditions below:

- Two years of experience providing crop management advice to farmers/growers plus a baccalaureate degree in agriculture, **or**
- Three years of experience providing crop management advice to farmers/growers plus an Associates Degree (Two Year) in Agriculture, **or**
- Four years of experience providing crop management advice.

Please sign this form

Have your signature witnessed or notarized and return to: CCA
5585 Guilford Road
Madison, WI 53711-5801

Please respond to the following items and include any pertinent information that you feel will aid in the evaluation of the applicant’s credentials.

1. In what capacity have you had association with the applicant? I am (was) the applicant’s:
 Supervisor Client Other as: _____

2. What length of time have you known the applicant in the above capacity? _____ years

3. For what period of time did the applicant work for you providing crop management advice to farmers/growers?
 From _____ to _____ .
 month/year month/year

4. Knowing the minimum requirements for CCA certification, do you feel qualified to *recommend* this applicant to the local CCA board to become certified in the area of certification as stated on the reverse side?

Yes No

If “yes”, please proceed and complete the reference.

If “no”, please give a brief statement in no. 7 of your reason(s); sign and return this letter immediately.

5. Do you feel that the applicant fully meets the eligibility requirements of the Certified Crop Adviser Program?

Yes No

6. Do you recommend this applicant to be certified by the local board as a Certified Crop Adviser?

Yes No

7. Please list any comments that will aid the local board in making a fair evaluation of this applicant.

Signature _____ Professional title _____
 (must be witnessed or notarized)

Organization _____ Location _____ Phone _____

Witness or Notary Signature Required _____

Date _____

Please mail to: CCA, 5585 Guilford Road, Madison, WI 53711-5801

Summary of College/Short Course Work

CERTIFIED CROP ADVISER

Transcripts DO NOT substitute for this form and must also be provided.

College or University _____

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Major _____

Graduation Date (MM/YY) _____

I. Core Courses	Course no.	Dept.	Title	Number of credits		Grade	Office use
				Sem.	Qtr.		
Agricultural Science Courses							
Agronomy							
Soil Science							
Crop Science							
Plant Science							
Entomology							
Weed Science							
Plant Pathology							
Horticulture							
Turfgrass							
Other Specialized Crops							
(min. 15 credits)							
Total							

Minimum
15 Semester credits
or 23 Quarter credits

II. Supporting Core Courses							
Biological Sciences							
Botany							
Biology							
Zoology							
Biochemistry							
Microbiology							
Genetics							
Plant Physiology							
(min. 6 hours)							
Total							

Minimum
6 Semester credits
or 9 Quarter credits

Certification Maintenance

A. Renewal

1. Annual Renewal

- a. Certification may be renewed annually by payment of the appropriate fee. At the end of the certification continuing education cycle, renewal requires evidence of completion of continuing education units and the appropriate fee.
- b. Renewal is due annually on 31 January, and is considered delinquent if not paid within 30 days after this date. Certification is re-instated with payment of the annual fee plus a late fee. The registrant's name will be dropped from the active Registry if the fee is not paid before 1 April.

B. Certification Maintenance/ Continuing Education Requirements

1. Every 2 years a Certified Crop Adviser must complete 40 hours of continuing education units (CEUs). One continuing education unit is equal to one hour of classroom training. Registrants are required to take a minimum of 20 CEUs that have been CCA Board approved. CEUs submitted by registrants are subject to be audited by the registrant's local CCA board.
2. A CCA registrant's certification may be revoked for failing to maintain the required CEUs. To regain certification a registrant must appeal to the local CCA board for reinstatement or pass the international and local board exam and meet the current eligibility requirement.

C. Denial, Revocation, or Suspension of Certification

1. Rights and Responsibilities

- a. The right to deny, revoke, and suspend certification is vested in the local CCA board.
- b. Since the certification is entirely voluntary, the Society (ASA) assumes no responsibility for any loss or disadvantage, real or imagined, that may be alleged to have resulted from denial of certification, or revocation or suspension of an existing certification.

2. Reasons for Denial, Revocation, or Suspension

- a. Certification may be denied, revoked, or suspended for any of the following reasons:
 - (1) If the local CCA board's Ethics and Standards Committee determines that the applicant does not meet the minimum requirements as stated.
 - (2) Violation of rules, regulations, or the CCA Code of Ethics established by the ICCA Board and the American Society of Agronomy.
 - (3) Misrepresentation on an application or willful submission of incorrect information or failure to include relevant information in any communication to the local CCA board or Office of the Registry.
 - (4) If the local CCA board's Ethics and Standards Committee has substantial proven charges of incompetence in the area(s) of certification.

3. Appeal

- a. Any applicant denied certification has the right of appeal and hearing before the entire local CCA board.
- b. Any action to revoke or suspend certification shall be preceded by a copy of the complaint.
 - (1) Registrants will be given the opportunity to appeal any such disciplinary action.

