

UNITED STATES

Certified Crop Adviser
C E R T I F I C A T I O N

CERTIFIED

CROP

ADVISER

677 South Segoe Rd. • Madison, WI 53711 • (608) 273-8080 • Fax (608) 273-2081

A membership service of the American Society of Agronomy

Printed February 1997

Certified Crop Adviser Certification

If you have any questions about the CCA program or when filling out the forms please call the Professional Services Assistant that is responsible for the State where you live. We are here to serve you.

Phone Numbers:

Business Hours:

(608) 273-8080

(608) 273-8090

(608) 273-2081

(608) 273-8085

8:00 to 4:30, Central Time

American Society of Agronomy, receptionist directs call.

American Society of Agronomy, must know Extension # below.

CCA FAX number

Interactive, automated system to check on exam information, forms and to order forms, CEU status. You must know your social security number. For CEUs, you must know your CCA certification Number.

If you live in:	Call for assistance:	At 1-608-273-8090
Alabama, Connecticut Delaware, Florida, Georgia, Kentucky, Maine, Maryland, Massachusetts, Montana, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Pennsylvania Rhode Island, South Carolina, South Dakota, Vermont, Virginia, West Virginia, Wisconsin	Jan Stacey	Ext. 325
California, Idaho, Illinois, Indiana, Iowa, Minnesota, Nevada, Nebraska, Ohio, Oregon, Texas, Utah, Washington, Wyoming	Laurie Karr	Ext. 331
Arizona, Arkansas, Colorado, Kansas, Louisiana, Michigan, Mississippi, Missouri, New Mexico, Oklahoma, Tennessee, Canada—all Provinces	Julie Middleton	Ext. 310
General Questions	Lisa Al-Amoodi	Ext. 305

If you have suggestions on how we may do a better job or provide a needed service that we do not currently provide please let us know. Thank you.

Luther Smith, CCA Certification Manager

Tom Hall, Assistant Vice-President ASA

(608) 273-8090, Ext. 337

(608) 273-8090, Ext. 313

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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 Certified Crop Adviser (CCA) program has been 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 CCA 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 a national CCA exam.
2. The CCA program must be administered in the states. Each state that participates will nominate a state/regional CCA board to review applications and develop a state/regional exam.
3. The CCA program must be prepared to change as government policy changes.
4. CCA participants, once certified, will have to subscribe to the ARCPACS Code of Ethics, participate in continuing education programs to maintain their certification, and pay an annual maintenance fee.

The state/regional CCA board that will administer the CCA program will have to consist of at least seven members with at least one representative from agribusiness, the state 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 national exam and act as liaison with the federal agencies such as USDA, EPA, and Congress to keep the CCA program in tune with public policy. ASA serves as registrar and assists the state/regional 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 national and state/regional exams. If after the fourth attempt, you have not passed both exams you will be required to take both exams over.
- Step 2** Complete this CCA Credential Packet within six months of passing both exams.
- Step 3** The State/Region CCA Board, for the state that you live in, reviews your credential packet. (NOTE: Once the forms are sent to the board, usually on a quarterly basis, it takes three to four weeks to grant your certification or denial.)
- Step 4** Once granted certification from the CCA Board in your state/region, you will receive a certificate for framing and a wallet card. In order to maintain your certification you will need to pay an annual maintenance 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 held before your certification date will not count towards your CCA.

Certified Crop Adviser (CCA) Program _____

Introduction

The ARCPACS Certified Crop Adviser (CCA) program is open to anyone who provides crop management recommendations to farmers. 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 challenge.

CCA Certification Process

1. All CCA applicants to be certified must pass the national and state/regional exam and have their credentials reviewed by their state/regional board.
2. All CCA Credential Forms are sent to CCA, 677 S. Segoe Rd., Madison, WI 53711.
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 board for review.
4. You are notified after the 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. Fill in the state in which you are applying for certification.
3. Pick the category—A, B, or C—that best describes you:
 - A = At least 4 years of crop advising experience, High School Graduate.
 - B = At least 3 years of crop advising experience, Associates Degree with 15 semester hours of agricultural sciences

OR

At least 2 years of crop advising experience, BS Degree and 15 semester hours of agricultural sciences.

C = Certified Professional in ARCPACS.

* **NOTE:** Your ARCPACS references will be sent to your CCA state/regional board. You may want to submit new references if your original ARCPACS references are: i) dated, ii) not specific to crop advising, or iii) no reference on file from a client that you have given crop advice to.

Provide all information requested for your category.

NOTE

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.

Crop Advising Experience Form—page 9

- The crop advising experience form must clearly show that you have the minimum number of years of experience providing crop advice to farmers/growers. (Review the example on page 7.)
- Write in at the bottom of the page your estimate of years of crop advising experience.
- Experience gained while farming may count as up to 1 year of the total work experience requirement.

Reference Forms—pages 11 and 13

- You must submit TWO references: 1) Reference form 1 is for your supervisor and 2) Reference form 2 is for a client (customer) 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. Once your file is complete, a copy of the Course Work Form will be sent to the state/region in which you are applying for certification.
- 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 Summary of Course Work form should be used to describe the supervised work experience. A separate attachment is recommended.



Code of Ethics

A Federation of Certifying Boards in Agriculture, Biology, Earth and Environmental Sciences

Article I. Preamble

1. The privilege of professional practice imposes obligations of responsibility as well as professional knowledge. The ARCPACS program certifies the credentials of individuals through national certification boards and state certification boards. Registrants who enter into ARCPACS via national certification boards will receive the designation of Certified Professional. The ARCPACS program will only award the title of Certified Professional to individuals who have completed a BS, MS, or PhD degree and have met the experience requirements as set forth by the following Certification Boards: Agronomy, Crop Science, Soil Science, Plant Pathology, Horticulture, and Weed Science.
2. The ARCPACS program will award the title of Certified to individuals who meet the experience, testing requirements, and the continuing education requirements of the State Boards participating in the Certified Crop Adviser (CCA) program. The CCA program does not require college level education. However college education will substitute for part of CCA work experience requirement as provided for in the CCA guidelines.
3. Certified Professionals and Certified Crop Advisers (hereafter called 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. A Registrant shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.
2. A Registrant 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 the opinion is based should be made clear.
3. A Registrant shall not issue a false statement or false information even though directed to do so by employer or client.

Article III. Relation of Professional to Employer and Client

1. A Registrant shall protect, to the fullest extent possible, the interest of his/her employer or client insofar as such interest is consistent with the law and professional obligations and ethics.
2. A Registrant who finds that obligations to their employer or client conflict with their professional obligation or ethics should work to have such objectionable conditions corrected.

3. A Registrant shall not use, directly or indirectly, an employer's or client's information in any way that would violate the confidence of the employer or client.
4. A Registrant 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.
5. A Registrant 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.
6. A Registrant shall not divulge information given in confidence.
7. A Registrant shall engage, or advise employer or client to engage, and cooperate with other experts and specialists.
8. A Registrant protects the interests of a client by recommending only products and services that are in the best interest of the client and public.
9. A Registrant 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 Registrant shall not falsely or maliciously attempt to injure the reputation of another.
2. A Registrant 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 Registrant shall not use the advantage of public employment (i.e., university, government) to compete unfairly with other certified professions.
4. A Registrant 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 Registrant 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 Registrant shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. A Registrant having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the Board.

Approved by
ARCPACS/ASA
11/92

I, the undersigned, agree to adhere to the above Code of Ethics.

X _____
Signature

Please Print Name



EXAMPLE

**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.

EXAMPLE

Employment Information

Length From To	Degree Level	Employer Name, Location	Professional Title	% Time	Duties and Responsibilities	% Time/Activity	Reference
7/87-7/90	High School	Agway Lancaster, PA	Field Sales Crops/Dairy	100	Develop crop plans for corn, potatoes, and tobacco Take soil tests Scout fields for insects Application of pesticides Dairy sales*	25 10 5 20 40	Dave Smith 555-2143
9/90-present	High School	Sure Grow York, PA	Field sales	100	Provide fertilizer plans for corn, soybeans, and snapbeans for 17 growers Provide weed and insect control programs for all crops Field scout snapbeans Oversee variety trials for corn and soybeans Manage blend plant*	40 20 10 5 25	John Brown 555-8693

Years of experience this page 8½

* Activities not related to crop advising. Percentage of time spent on these activities will not count toward crop advising experience.

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

CUT HERE

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 Reference, 677 South Segoe Road, Madison, WI 53711.

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 Reference, 677 South Segoe Road, Madison, WI 53711. An applicant must provide at least two references who are familiar with her/his experience providing crop management advice to farmers/growers. 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 State/Regional 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 national and state/regional CCA examinations. Applicants must have knowledge and skills in the areas of soil fertility, soil and water management, integrated pest management, and crop production. 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 post high school graduation.

Please sign this form

Have your signature witnessed or notarized and return to: CCA Reference
677 South Segoe Rd.
Madison, WI 53711

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

CUT HERE

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 Reference, 677 South Segoe Road, Madison, WI 53711.

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 Reference, 677 South Segoe Road, Madison, WI 53711. An applicant must provide at least two references who are familiar with her/his experience providing crop management advice to farmers/growers. 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 State/Regional Board to ensure that the applicant has the necessary experience to be certified as a crop adviser.

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- 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 post high school graduation.

Please sign this form

Have your signature witnessed or notarized and return to: CCA Reference
677 South Segoe Rd.
Madison, WI 53711

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 1 July, and is considered delinquent if not paid within 30 days after the annual 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 January. After 1 year of non-renewal, reapplication is required.

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 will be required to receive a minimum of 10 hours of CEUs/year. Registrants are required to take a minimum of 20 CEUs that have been pre- or post-approved by the registrant's state/regional CCA board. CEUs submitted by registrants are subject to be audited by the registrant's state/regional 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 state/regional CCA board for reinstatement or pass the national and state/regional exams 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 state/regional 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 state/regional 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 ARCPACS Code of Ethics established by the ARCPACS 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 state/regional CCA board or Office of the Registry.
 - (4) If the state/regional 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 state/regional 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.