



## **Certified Crop Adviser Program**

39 William Street, Elmira, Ontario N3B 1P3 ~ (519) 669-3350 ~ Fax: (519) 669-3826

### **Ontario Certified Crop Adviser Program Procedure to Obtain CEU Accreditation for Events**

Organizations wishing to obtain CEU credit for an event, must complete all information requested on the Ontario CEU Application Form available from the Ontario CCA office.

To be eligible for Ontario CEU credit, the course must be relevant to material contained in the Continuing Education Standards Document.

#### **Concurrent Sessions:**

Identify and request 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 in 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 sessions 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.

Certified Crop Advisers will receive CEU credit for attending your meeting by signing a sign-in sheet provided at your meeting (will be forwarded to you by CEU Committee upon approval of your application).

**Complete applications must be submitted at least one week prior to the event date or they will not be considered for accreditation. We require four weeks for processing.**

**TO COMPLETE THIS FORM:**

1. Fill in the contact name, address, telephone number, fax number, the sponsoring organization, and the title of the program/activity.
2. Check the box indicating if the activity is open to the public. If the activity is open, write in the registration fee.
3. Write in the location(s) and date(s) of your meeting.
4. **You must complete the reverse (page two) side of the application in full. Include a copy of the meeting agenda and a two to three sentence narrative on the sessions or presentations to outline the topics to be discussed in each. We also require background information on the presentors, i.e. education, accreditations and a brief work history. Any changes to the agenda must be reported and may affect the CEUs granted to your event. Failure to report changes could result in all CEUs being denied.**

5. In the CEUs requested section of the application, write in the total number of CEUs for each category you are requesting by using the information you provided on the reverse side of the form. CEUs are awarded on a basis of one hour in classroom is equal to one CEU. Field tours will be evaluated on an individual basis. CEUs are awarded in increments of 0.5 using the following formula:

<u>Class Time</u>	<u>No. of CEU's</u>
30 to 45 minutes	0.5
46 to 75 minutes	1.0
76 to 105 minutes	1.5
106 to 135 minutes	2.0
136 to 165 minutes	2.5
etc.	

6. The completed application form and any attachments should then be sent to:

CCA Ontario CEU Committee  
c/o Susan Fitzgerald  
39 William Street  
Elmira, Ontario N3B 1P3  
Or fax to 519-669-3826 or e-mail: susan.tfio@sympatico.ca  
Phone: 519-669-3350

**NOTE:**

The CCA Ontario CEU Committee reserves the right to request more information to award CEUs.

Once your application has been approved by the committee, you will be notified of the number of CEU credits your meeting has been granted. As well, a CCA sign-in sheet will be forwarded to you with the tracking number indicated at the top, which has been assigned to your session/meeting. As the CCA participants arrive for you meeting, they will need to indicate their name and CCA certification number on the sign-in sheet(s). For longer sessions, they will also be required to sign out. Upon the conclusion of your meeting, please forward a copy of the sign-in sheet(s) to the CEU Committee at the address noted above.

CCA's attending accredited events should be encouraged to record the tracking number of the session/meeting and keep any meeting materials as proof of attendance.

**PLEASE NOTE:**

Individuals cannot begin acquiring CEU credit until they have received their CCA certification number (which is given after they have passed both exams, signed the code of ethics, and have had their credentials approved by the Ontario CCA Standards & Ethics Committee). Accumulation of CEU credits begins **after** their date of certification and cannot be retroactive.