

UNITED STATES

Certified Crop Adviser



CERTIFIED
CROP ADVISER

677 South Segoe Rd. • Madison, WI 53711 • (608) 273-8085 • Fax (608) 273-2081

A certification program of the American Society of Agronomy

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International Certified Crop Adviser (ICCA) Program

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Certified Crop Adviser Certification

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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 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 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. Each state 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 ARCPACS 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 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 ICCA 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 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 quarterly basis, it takes three to four weeks to grant your certification or denial.)

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 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 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 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, with no college degree.
 - 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.

Additional Directions

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

- To be certified an applicant must have either:
 - Four years of crop advising experience working with farmer 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 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 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 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.
- 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 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. **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 state/region in which you are applying for certification.

Application for Verification of Credentials

CERTIFIED CROP ADVISER

(This does not register you for the exams.)

Applicant's Name and Address

Please print or type: Dr. Mr. Ms.

Office Use Only
Membership No. _____

Last Name _____

First Name _____ Middle Name _____

Address _____ Social Security Number _____

Address _____ County you live in _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Email _____

Fax _____ Cell Phone _____

Company Name _____ Title _____

2. STATE/REGIONAL APPLYING FOR CERTIFICATION IN

NAME TO BE PRINTED ON CERTIFICATE

3. PLEASE CHECK CATEGORY A, B, OR C BELOW THAT BEST DESCRIBES YOU AND SUBMIT ALL THE FORMS REQUESTED.

- A. A minimum of 4 years of crop advising experience.
Reference Forms—One from an employer and one from a client familiar with work history advising farmers/growers.
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 Short Courses, list continuing education seminars or short courses most recently attended.

- B. 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.
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 that verifies appropriate number of years of experience.
Reference Forms—One from an employer and one from a client familiar with work history advising farmers/growers.
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. ARCPACS Certified Professional as an Agronomist, Soil Scientist or Soil Classifier
Submit ARCPACS Certification number. _____
Crop Advising Experience Form.
***NOTE: See note under Directions—#3, category C, on page 3.**

5. 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

MAIL TO: CCA, 677 S. Segoe Rd., Madison, WI 53711

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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.

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. 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. 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.
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/ARCPACS/ASA
07/97

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

Print Name _____

Signature _____ Date _____

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.

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
<p>25% crop advising = .83 yr. Total that applies to Crop Advising Experience is 2.49 years (.83 × 3 years)</p>							
9/94-9/01	High School	Sure Grow York, PA	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
<p>40% crop advising = 1 yr. Total that applies to Crop Advising Experience is 8.0 years (1 × 8.0 years)</p>							

Years of crop advising experience this page 10.49

Last Name

Grid for last name input

First Name

Grid for first name input

Employment Information—Please see example page 7 for instructions.

Table with 8 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

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, 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, 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 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 national and state/regional 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
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

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, 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, 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.

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- Four years of experience providing crop management advice.

Please sign this form

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

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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 January, 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 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 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 local CCA board for reinstatement or pass the international and local 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 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 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 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.