

INDIA

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# Certified Crop Adviser

## CERTIFICATION

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**CERTIFIED  
CROP ADVISER**

23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048  
Phone: +91-11-43154100 • Fax: +91-11-41731674

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*A certification program of the American Society of Agronomy*

Printed May 2010

## India Certified Crop Adviser (India CCA) Program

Internet: [www.certifiedcropadviser.org/India](http://www.certifiedcropadviser.org/India)

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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, AND 14) 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 India CCA/ISAP office. Thank you.**

# Certified Crop Adviser (CCA) Background ---

The India Certified Crop Adviser (India CCA) program under the umbrella of the International Certified Crop Adviser (ICCA) has been developed by the collaboration of American Society of Agronomy (ASA) and International Rice Research Institute (IRRI) under Cereal System Initiative for South Asia (CSISA) a project funded by the Bill and Melinda Gates Foundation, United States Agency for International Development and the World Bank. The local administrator of the program will be Indian Society of Agribusiness Professionals (ISAP) who will work in collaboration with the India CCA Board and CCA program manager. The representatives from ASA, IRRI and ISAP will act as the ex-officio members of the CCA steering committees. A large number of stake holders from public, private, international, government, and the non government organizations will be the members of the committees and the Board. Upon their recommendation, the India CCA program was founded on four principles which were originally adopted by the ICCA [www.certifiedcropadviser.org](http://www.certifiedcropadviser.org).

1. The India CCA program should verify credentials at the base standards levels and initially should not require a college degree to be eligible, but require all applicants to pass India CCA exam.
2. The India CCA program will be administered by ISAP with the help of India CCA Program manager and India CCA Board.
3. The India CCA program will be prepared to change as government policy changes.
4. India CCA participants, once certified, will have to subscribe to the ICCA Code of Ethics, participate in continuing education programs to maintain their certification, and pay an annual renewal fee.

The India CCA Board will help in administration of the India CCA program along with ISAP and the India CCA program manager. The India CCA Board will have fifteen members, with representatives from private, public, international, environmental protection sciences, extension, government, and the non government organizations to ensure the program is educationally sound and meets the needs of industry and government.

The American Society of Agronomy's responsibilities are to provide the ICCA Program materials, i.e., exam performance objectives, exam questions, exam registration documents and data base, ICCA policies and procedures manual, CCA credential booklet, CCA CEU application materials, CCA CEU reporting materials and data base, CCA Program Educational Areas booklet, marketing materials, website, magazine, etc. for development of the India CCA program.

International Rice Research Institute will help in the formation of India CCA Board, exam and procedure committee, other committees and provide help in the form of India CCA program manager during the tenure of the grant. IRRI will work as the catalyst for promoting the India CCA program.

The Indian Society of Agribusiness Professionals responsibilities are to coordinate the national activities, which include organizing the India CCA exam and acting as liaison between the India CCA Board and ASA. ISAP will serve as the local administrator and make registration of the interested candidates for the India CCA exam and assists the India CCA Boards by processing applications, ensuring exam security and recording continuing education credits

## Certified Crop Adviser (CCA) Certification Steps

- Step 1** Complete this India CCA Credential Packet and exam registration form and send it to ISAP by the due date along with the exam registration fees.
- Step 2** The India CCA Board will review and approve your packet. If your packet is found to be meeting all of the requirements, you will be issued an exam admittance card. You must bring the exam admittance card to appear for the exam.
- Step 3** Pass India CCA exam.
- Step 4** After passing the India CCA exam, you will receive a certificate from the American Society of Agronomy, Madison, Wisconsin, USA along with a wallet card. In order to maintain your certification you will need to pay a renewal fee and earn 40 hours of continuing education over two years.
- Step 5** You may start receiving your Continuing Education Units (CEUs) only after the date on your CCA certificate. Any meeting/course hours taken before your certification date will not count towards your CCA.

# India Certified Crop Adviser (India CCA) Program

## Introduction

The India CCA program will be open for everyone who provides/may like to provide 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. Please use an ink pen when completing these forms.
2. All India CCA Credential Forms must be sent to ISAP, 23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048. ISAP is the India representative for ASA.
3. Your Credential Forms and examination results shall be permanently filed at ASA in Madison, Wisconsin USA.

## Directions

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

A= At least 4 years of crop advising experience, with no college degree.

B= At least 2 years of crop advising experience with a BSc. degree in agriculture related fields

C = CCA Candidate – at least a BSc. degree in agriculture with no experience.

If you are applying under category B or C, you must submit a marks sheet. Mark sheets must be attested.

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 farmers and an unrelated degree or no degree; or
  - Two years of experience and a BSc degree in an agricultural related field.
- Using the guidelines we have to determine the years of experience.
- 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% or more	1.00 year per year involved
25%	0.83 year per year involved
20%	0.66 year per year involved
15% or less	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: a) Reference form 1 is for your supervisor and b) 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 New Delhi ESAP office.

# 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

Contact No.

Last Name \_\_\_\_\_

Photo

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Work Address  Home Address

List in India CCA Directory  Yes  No

Address \_\_\_\_\_ Country you live in \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ PIN \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Title \_\_\_\_\_

Professional Expertise \_\_\_\_\_ (Please list 2 character code from page 7. Maximum of four expertise areas can be listed.)

## 2. 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).

- B. A minimum of 2 years crop advising experience with a BSc. Degree in agricultural related fields

**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).

- C. CCA Candidate having at least a BSc degree with no experience or not enough experience to meet the minimum..

**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).

## 4. 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

POST TO: India CCA/ISAP, 23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048

# Code of Ethics

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All individuals certified under the India CCA program must subscribe to the ICCA Code of Ethics. The India CCA 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 India CCA program verifies the credentials of individuals.
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 India Certified Crop Adviser (India CCA) program.
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 CCA Board of Directors/ASA 06/10

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Professional Expertise

- Acid Sulphate Soils—A4
- Acidic Soils—A5
- Agricultural Administration—P3
- Agricultural Biotechnology—A6
- Agricultural Chemicals—A7
- Agricultural Chemistry—A8
- Agricultural Climatology—E1
- Agricultural Development—F2
- Agricultural Engineering—A15
- Agro-forestry—X0
- Agro-meteorology—A13
- Agronomic Education—P1
- Agronomic Management—F1
- Agrostology—A14
- Agricultural Economics—A16
- Agricultural Extension and Rural Sociology—A17
- Agricultural Microbiology—A18
- Agricultural Physics—A22
- Agricultural Statistics—A19
- Agriculture and Rural Management—A20
- Agronomy (general)—A1
- Animal Husbandry—A21
  
- Best Management Practices—F4
- Biochemistry—B7
- Biometrics—A3
- Biological Science—B8
  
- Cell Biology—C2
- Computer Applications—C6
- Computer Assisted Design—B5
- Computer Modeling—B4
- Computer Uses—B1
- Conservation Education—P2
- Conservation Planning, Food Security Act 1985—F5
- Comprehensive Nutrient Management—N4
- Conservation Agriculture—C7
- Conservation Tillage—D6
- Crop Breeding—J1
- Crop Chemistry—K5
- Crop Cytogenetics—J5
- Crop Ecology—L1
- Crop Genetics—J7
- Crop Marketing—L3
- Crop Metabolism—K1
- Crop Physiology—K3
- Crop Production—L4
- Crop Protection—L6
- Crop Quality—O1
- Crop Science—I1
- Crop Specialization—Cannery Crops—P4
- Crop Specialization—Corn—P5
- Crop Specialization—Cotton—P6
- Crop Specialization—Grazing—P7
- Crop Specialization - Forage crop—C9
- Crop Specialization - Pulses—C8
- Crop Specialization—Rice—P8
- Crop Specialization—Small Grains—P9
- Crop Specialization—Soybean—Q2
- Crop Specialization—Tobacco—Q3
- Crop Specialization—Tree Fruit—Q4
- Crop Specialization—Vegetable—Q5
- Crop Specialization—Wheat—Q6
- Crop Utilization—O2
- Cytology—J3
- Cytogenetic—C10
  
- Dairy Economics—D3
- Dairy Engineering—D7
- Dairy Extension—D8
- Dairy Microbiology—D9
- Digitized Mapping—B3
  
- Economic Botany—E0
- Edaphology—U3
- Electrical Engineering—E7
- Electronics and Instrumentation—E8
- Entomology—L9
- Environmental Protection—E3
- Environmental Regulation—E2
- Environmental Science—E10
- Ethics—E9
  
- Farm Machinery and Power—F8
- Farm Management—F6
- Farmland Preservation—F3
- Fertilizer Technology—Y1
- Fertilizer Use—Y3
- Fisheries Resource Management—F9
- Fishery—F10
- Fishery Extension—F11
- Fish Processing Technology—F12
- Floriculture—H3
- Floristry—H4
- Food Science and Technology—F13
- Forages—N2
- Forest Soils—X1
  
- Garden Center Management—I7
- Genetics—J9
- Greenhouse Production—H2
- Ground Water Quality—G7
  
- Hazardous Waste Management—G2
- Horticulture (General)—H1
- Horticulture (Pomology)—H10
- Hydric Soils—R4
  
- Impact Assessment—E4
- Information Systems—B2
- International Agronomy—I4
- International Horticulture—I6
- Irrigation—R1
  
- Irrigation and Drainage—R2
- Immunology Immunogenetics—I10
  
- Labor Management—F7
- Land Classification—V8
- Land Management—D1
- Land Resource Analysis—V6
- Land Resource Development—V7
- Land Use—D2
- Land Use Planning—D5
- Livestock Economics—L10
- Livestock Production Management—L11
  
- Molecular Cytogenetics—C4
- Molecular Genetics—C3
- Molecular Biology and Biotechnology—M2
  
- Nematology—N5
- Nursery Management—I8
- Nutrient Management—N3
  
- Olericulture—H6
- Organic—O3
- Organic Certification—O5
- Organic Chemistry—O6
- Organic Farming—O7
- Ornamental Horticulture—H9
  
- Pedology—U6
- Pest Management—L7
- Pesticide Use—L8
- Plant Breeding—J2
- Plant Chemistry—K6
- Plant Ecology—L2
- Plant Cytogenetics—J6
- Plant Cytology—J4
- Plant Genetics—J8
- Plant Genetic Resources—P0
- Plant Metabolism—K2
- Plant Nutrition—U1
- Plant Cytogenetics—J6
- Plant Cytology—J4
- Plant Genetics—J8
- Plant Genetic Resources—P10
- Plant Metabolism—K2
- Plant Nutrition—U1
- Plant Pathology—I5
- Plant Physiology—K4
- Plant Propagation—K7
- Plant Taxonomy—K8
- Pollution Control—G6
- Pomology—H5
- Post-Harvest Technology—P11
- Post-Harvest Physiology—H7
- Precision Ag—A2
- Product R&D—W3
- Range Management—X6
- Range Soil Science—X3
- Reclamation—W8
- Regulatory Admin./ Enforcement—E5
  
- Regulatory Compliance—E6
- Resource Conservation—D4
  
- Saline Soils—R5
- Saline Alkali Soils—S3
- Seed Production—M1
- Seed Technology—M3
- Seed certification—S5
- Sericulture—S6
- Small Fruit Culture—I9
- Sodic Soils—S4
- Soil Biochemistry—T1
- Soil Chemistry—S1
- Soil Erosion Sediment Control—W5
- Soil Fertility—U2
- Soil Genesis—V1
- Soil Interpretations—V2
- Soil Management—W7
- Soil Microbiology—T2
- Soil Mineralogy—Z1
- Soil Morphology/ Classification—V3
- Soil Physics—R3
- Soil Plant Analysis—U4
- Soil-Plant Correlation—U7
- Soil Science—Q1
- Soil-Water-Plant Relation—U5
- Soil Resource Inventory—V4
- Soil Survey—V5
- Soil and Waste Management—G1
- Soil and Water Conservation—W1
- Soil and Water Management—W2
- Statistical Analysis—B6
- Statistics—S7
- Streambank Stabilization—W6
- Surface Mine Reclamation—W4
  
- Tissue Culture—C5
- Tropical Agriculture—I3
- Tropical Crops—I2
- Turfgrass Management—N1
  
- Vegetable Crops—V9
- Viticulture—H8
  
- Waste Disposal, On-site—G3
- Waste, Land Treatment/ Applic.—G5
- Waste Management—G4
- Water Diversion and Control—W9
- Water Science and Technology—W10
- Weed Control—L0
- Weed Science—L5
- Wetlands Identification—W0
- Wildlife Management—X2
  
- Undefined, Other—Z9

## 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
2/00–3/05	B.Sc. Agriculture	Shriram Fertilisers & Chemicals, New Delhi	Shriram Kissan Guide/Agriculture	100	Advising farmers on crop production Develop crop plans for rice, wheat, and maize Take soil tests Lay out demonstrations Reporting to senior officers Upkeep of Shriram Krishi Vikas Kendra	20 15 5 15 25 20	Ramesh Kumar
20% crop advising = .66 yr. Total that applies to Crop Advising Experience is 3.30 years (.66 × 5 years)							
9/03–9/010	BS	International Rice Reseach Insitute, Karnal	Field Assistant	100	Advise farmers on crop production Conduct farmer participatory trials  Recognize the crop at different states for major pests and fertilizer recommendations  Conduct bench mark survey of the farmers Report to the senior officers regarding the results of the trials	40 30  10  10 10	Kuldeep
40% crop advising = 1 yr. Total that applies to Crop Advising Experience is 7.0 years (1 × 7.0 years)							





# 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 India CCA/ISAP, 23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048.

**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 India CCA/ISAP, 23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048.** 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 India CCA 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 India CCA examination. 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 Bachelor of Science degree in agriculture.
- **or** Four years of experience providing crop management advice.

**Please sign this form**

Have your signature witnessed or notarized and return to:

India CCA/ISAP  
23, Zamroodpur Community Centre  
Kailash Colony Extension, New Delhi – 110048



# 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 India CCA Program, ISAP, 23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048

**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 India CCA Program, ISAP, 23, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi – 110048.** 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 India CCA 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 India CCA examination. 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 Bachelor of Science degree in agriculture,
- Four years of experience providing crop management advice.

**Please sign this form**

Have your signature witnessed or notarized and return to:

India CCA/ISAP  
23, Zamroodpur Community Centre  
Kailash Colony Extension, New Delhi – 110048

CUT HERE



## **Certification Maintenance**

### **A. Renewal**

1. Renewal
  - a. Certification may be renewed 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 on 1 January, and is considered delinquent if not paid within 30 days after the date. Certification is reinstated with payment of the 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 (CCA) must complete 40 hours of continuing education units (CEUs). One continuing education unit is equal to one hour of class-room training. Registrants are required to take a mini-mum of 20 CEUs that have been approved by the India CCA Board. CEUs submitted by registrants are subject to be audited by the India 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 India CCA Board for reinstatement or pass the India CCA 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 India CCA Board.
  - b. Since the certification is entirely voluntary, the American Society of Agronomy (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 India 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 Code of Ethics established by the India CCA 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 India CCA Board or ASA.
    - (4) If the India 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 India 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.