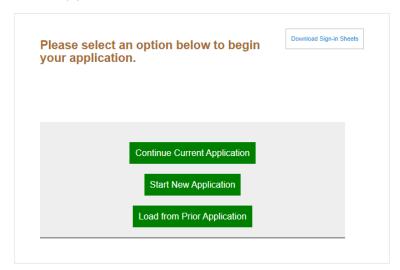**INSTRUCTIONS FOR CEU APPLICATIONS**

To apply for CEU credit, you must provide the information requested on the Certified Crop Adviser CEU Application Form, along with any related supporting materials including the attendance roster (if requesting CEU credit past the event date). Organizations seeking credit for their session or meeting may do so by submitting CEU applications, electronically, to the local boards, no later than 30 days past the date of the event. No applications will be accepted 30 days past event date.
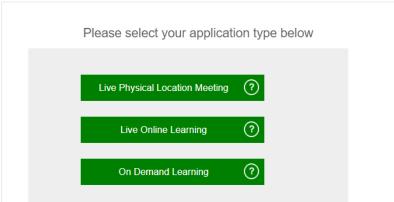
CEU Application

Please select an option below to begin your application.	Download Sign-in Sheets

Continue Current Application

Start New Application

Load from Prior Application

Application Progress

Start
Application Type
On Demand
Contact Info
Meeting Info
Sign in Sheet
Meeting Locations
Meeting Addresses
Add Session
Edit Sessions
Docs / Comment

If you have already been working on an application, this is where you can choose to continue or start over. If a similar application has been submitted in the past you can load a prior application and edit the updated information.

CEU Application

Please select your application type below

Live Physical Location Meeting ⑦

Live Online Learning ⑦

On Demand Learning ⑦

Determine the type of application you are submitting. If this course will be live but recorded for future watching, choose the live physical location meeting. There will be an option to add information for a recording.

On Demand CEUS?

Will this meeting be recorded for future On Demand viewing and are you wanting CEUs for this On Demand viewing?

Yes　**No**

*As a reminder, if providing CEUs On Demand you must be able to track those who have completed the viewing of the recorded meeting. This is done by using a Learning Management System or providing a quiz in which the attendee must score 70% or above.

Save and Proceed

CEU Application

Contact Information

Name
Grace Moran

Address
5585 Guilford Rd

City
Fitchburg

State / Province
WI

Postal / Zip Code
53711-5801

Phone
(608) 268-4959

Email
gmoran@sciencesocieties.org

Save and Proceed

Application Progress
Start
Application Type
On Demand
Contact Info
Meeting Info
Sign In Sheet
Meeting Locations
Meeting Addresses
Add Session
Edit Sessions
Docs / Comment
Review

Fill in the contact information of the person entering the application or who will be responsible for following up with the sign in sheets or any other questions.

CEU Application

Meeting Information

Meeting Title
Test

Sponsoring Organization
Test

Display this meeting on
the CCA Education Calendar? **Yes** No

Meeting URL is not required.
This URL will be used on the CCA Calendar.

Meeting URL

Is this a previously approved meeting
with identical content? Yes **No**

Save and Proceed

Application Progress

Start

Application Type

On Demand

Contact Info

Meeting Info

Sign In Sheet

Meeting Locations

Meeting Addresses

Add Session

Edit Sessions
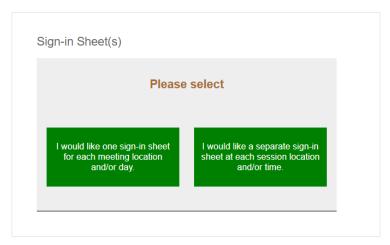
Docs / Comment

Review

If you would like this meeting open to the public and advertised to CCAs, you can display the meeting on the Education Calendar.

CEU Application

Sign-in Sheet(s)

Please select

I would like one sign-in sheet
for each meeting location
and/or day.

I would like a separate sign-in
sheet at each session location
and/or time.

Application Progress

Start

Application Type

On Demand

Contact Info

Meeting Info

Sign in Sheet

Meeting Locations

Meeting Addresses

Add Session

This will determine how many sign in sheets you receive. If you have a meeting with several sessions that not all attendees will be present for, choose separate sign in sheets for each session. If there will be several sessions throughout the day but all attendees will be present for the whole day, choose one sign-in sheet.

CEU Application

How many locations will the meeting be held at?

| 1 ⌄ | Save and Proceed |

CEU Application

Meeting Address Information

- Each location must reside in the same state.
- Please submit a separate application for locations in other states.

Meeting Location #1

Hotel Name, Convention Center Name, etc.
ACSESS

Street Address
5585 Guilford Rd

City
Madison

State
WI ⌄

Postal / Zip Code
53711

Save and Proceed

Application Progress

- Start
- Application Type
- On Demand
- Contact Info
- Meeting Info
- Sign in Sheet
- Meeting Locations
- **Meeting Addresses**
- Add Session
- Edit Sessions
- Docs / Comment
- Review

Add a Session

- All fields are required unless otherwise noted.

Session Title

Test

- If this session occurs at multiple times or locations, please use the purple button below to add each time/location.
- Specifying additional times or locations will generate a sign-in sheet for each as long as separate sign-in sheets were requested for each session location/time.

Speaker Name(s)

Speaker

Speaker Background(s)

Location

ACSESS, Madison

Date

2023-12-15

Start Time

8 :00 AM

End Time

9 :00 AM

Add this session to another time or location

Application Progress

- Start
- Application Type
- On Demand
- Contact Info
- Meeting Info
- Sign in Sheet
- Meeting Locations
- Meeting Addresses
- **Add Session**
- Edit Sessions
- Docs / Comment
- Review

Request CEUs

Nutrient Management CEU Area
Choose Nutrient Management CEU Area ▼

Number of CEUs
0 ▼

Soil and Water Management CEU Area
Choose Soil and Water Management CEU Area ▼

Number of CEUs
0 ▼

Integrated Pest Management CEU Area
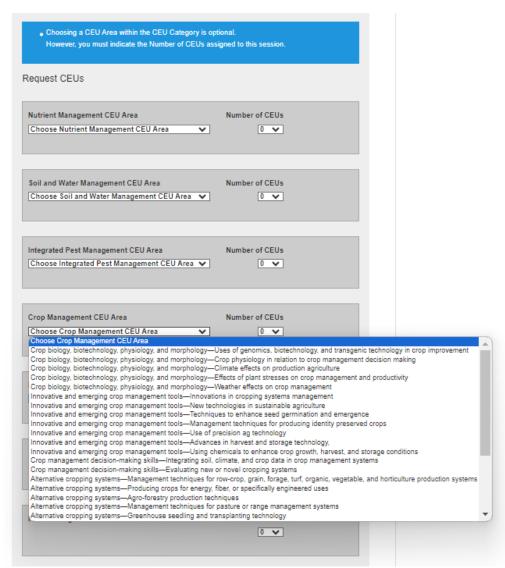Choose Integrated Pest Management CEU Area ▼

Number of CEUs
0 ▼

Crop Management CEU Area
Choose Crop Management CEU Area ▼

Number of CEUs
0 ▼

Choose Crop Management CEU Area
Crop biology, biotechnology, physiology, and morphology—Uses of genomics, biotechnology, and transgenic technology in crop improvement
Crop biology, biotechnology, physiology, and morphology—Crop physiology in relation to crop management decision making
Crop biology, biotechnology, physiology, and morphology—Climate effects on production agriculture
Crop biology, biotechnology, physiology, and morphology—Effects of plant stresses on crop management and productivity
Crop biology, biotechnology, physiology, and morphology—Weather effects on crop management
Innovative and emerging crop management tools—Innovations in cropping systems management
Innovative and emerging crop management tools—New technologies in sustainable agriculture
Innovative and emerging crop management tools—Techniques to enhance seed germination and emergence
Innovative and emerging crop management tools—Management techniques for producing identity preserved crops
Innovative and emerging crop management tools—Use of precision ag technology
Innovative and emerging crop management tools—Advances in harvest and storage technology,
Innovative and emerging crop management tools—Using chemicals to enhance crop growth, harvest, and storage conditions
Crop management decision-making skills—Integrating soil, climate, and crop data in crop management systems
Crop management decision-making skills—Evaluating new or novel cropping systems
Alternative cropping systems—Management techniques for row-crop, grain, forage, turf, organic, vegetable, and horticulture production systems
Alternative cropping systems—Producing crops for energy, fiber, or specifically engineered uses
Alternative cropping systems—Agro-forestry production techniques
Alternative cropping systems—Management techniques for pasture or range management systems
Alternative cropping systems—Greenhouse seedling and transplanting technology
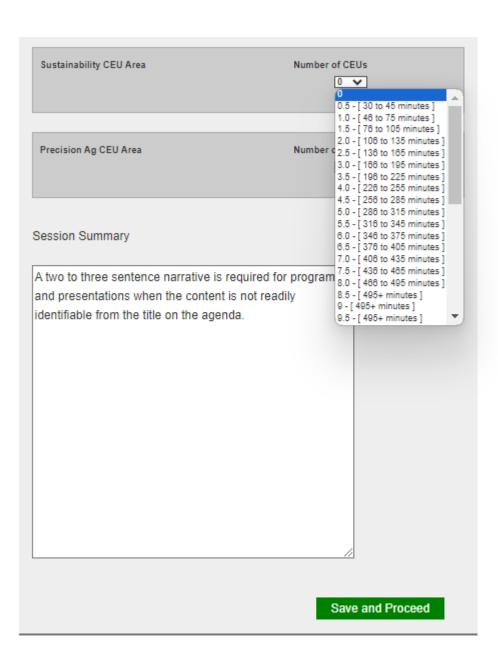
0 ▼

Choosing a sub-category is optional, these are present to help determine which category your CEUs will fall under.

CEU Conversion Table
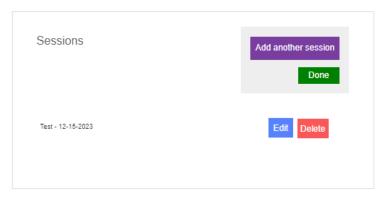
Meeting Time	CEUs	Meeting Time	CEUs
30 to 45 minutes	0.5	256 to 285 minutes	4.5
46 to 75 minutes	1.0	286 to 315 minutes	5.0
76 to 105 minutes	1.5	316 to 345 minutes	5.5
106 to 135 minutes	2.0	346 to 375 minutes	6.0
136 to 165 minutes	2.5	376 to 405 minutes	6.5
166 to 195 minutes	3.0	406 to 435 minutes	7.0
196 to 225 minutes	3.5	436 to 465 minutes	7.5
226 to 255 minutes	4.0	466 to 495 minutes	8.0

Using either this chart or the one available in the application, decide how many CEUs will be offered at your meeting.

Sustainability CEU Area	Number of CEUs
	0 ⌄

Number of CEUs dropdown options:
- 0
- 0.5 - [30 to 45 minutes]
- 1.0 - [46 to 75 minutes]
- 1.5 - [76 to 105 minutes]
- 2.0 - [106 to 135 minutes]
- 2.5 - [136 to 165 minutes]
- 3.0 - [166 to 195 minutes]
- 3.5 - [196 to 225 minutes]
- 4.0 - [226 to 255 minutes]
- 4.5 - [256 to 285 minutes]
- 5.0 - [286 to 315 minutes]
- 5.5 - [316 to 345 minutes]
- 6.0 - [346 to 375 minutes]
- 6.5 - [376 to 405 minutes]
- 7.0 - [406 to 435 minutes]
- 7.5 - [436 to 465 minutes]
- 8.0 - [466 to 495 minutes]
- 8.5 - [495+ minutes]
- 9 - [495+ minutes]
- 9.5 - [495+ minutes]

Precision Ag CEU Area	Number o

Session Summary

A two to three sentence narrative is required for program
and presentations when the content is not readily
identifiable from the title on the agenda.

Save and Proceed

CEU Application

Sessions		Add another session
		Done
Test - 12-15-2023	Edit	Delete

Add any additional sessions and then select "Done"

CEU Application

Documents and comments

Document(s) upload

• Please do not upload sign-in sheets from prior meetings.

Choose File | No file chosen
Remove File

Choose File | No file chosen
Remove File

Choose File | No file chosen
Remove File

Choose File | No file chosen
Remove File

Choose File | No file chosen
Remove File

Comments

• Not required.

Save and Proceed

Upload any agendas or supporting documents to assist the reviewers in approving your application.

CEU Application

Review

Contact

Name: Grace Moran
Address: 5585 Guilford Rd
City: Fitchburg
State: WI
Postal / Zip Code: 53711-5801
Phone: (608) 268-4959
Email: gmoran@sciencesocieties.org

[Edit]

Meeting

Title: Test
Sponsor: Test
Show on CCA Calendar: Yes
URL:
Previously approved meeting: No

[Edit]

Comment:
0 document(s) attached.

[Edit]

Application Type: Live Physical Location Meeting CEU Request

[Edit]

Sign-In Sheet: One sheet for each meeting location.

[Edit]

Locations

ACSESS
5585 Guilford Rd
Madison
WI, 53711

[Edit]

Sessions

Title: Test
Crop Management CEU Area:
CEUs Requested: 0.5

[Edit]

Date: 2023-12-15
Time: 08:00 AM to 09:00 AM
Location: ACSESS, Madison
Speaker(s): Speaker
Speaker Background(s): A two to three sentence narrative is required for programs and presentations when the content is not readily identifiable from the title on the agenda.

Summary: A two to three sentence narrative is required for programs and presentations when the content is not readily identifiable from the title on the agenda.

[Submit Application]

Make sure to review all the entered information before submitting your application.