

CEU Application Tutorial

To begin, click on NEW - online CEU Application Form. You will need to login or create a new account if you have not already done so.

The screenshot displays the Certified Crop Adviser website interface. At the top, the logo and name 'CERTIFIED CROP ADVISER' are on the left, and navigation links for 'LOG IN', 'STORE', and 'SELECT SITE' are on the right. A secondary navigation bar includes 'BECOME CERTIFIED', 'EXAMS', 'EDUCATION & CEUS', 'GROWERS', 'EMPLOYERS', 'MARKETING', 'BOARDS', and 'CPAG'. The main content area features a large background image of a person in a field. The central focus is the 'CEU APPLICATION FORM' section, which includes a 'LOG IN TO YOUR ACCOUNT' heading, a login form with fields for 'Email Address' and 'Password', and a 'Log In' button. To the right of the login form are sections for 'First Time Visitors', 'Existing or Past Members and Customers', and 'Join the Societies'. On the far right, a 'CALENDAR OF EVENTS (CEUS)' section lists 'EDUCATIONAL EVENT CALENDAR & OPPORTUNITIES TO EARN CEUS' with a bulleted list of options: 'View or Post Educational Events', 'Offer CEUs at Your Meeting', 'Online Seminars', and 'Self Study CEUs'. The footer contains a 'SITE MAP' with links to 'Store', 'Advertising', 'Calendar', 'CCA Mexico', and 'Contact Us'; a 'CONTACT' section with the address '5585 Gullford Road, Madison, WI 53711-5801'; and a 'STAY CONNECTED' section with social media icons for Facebook, Twitter, and LinkedIn.

Home

CEU APPLICATION FORM

Please login to begin your CEU request. This will allow you to save your application during the process.

LOG IN TO YOUR ACCOUNT

Already a member, certified, or existing customer?
Then please log in. **Cookies must be accepted to Log In.**

Email Address:

Password:

[Forgot My Password](#)

First Time Visitors

To register to attend meetings or purchase products, or create your author profile, you'll need to create an ASA, CSSA, or SSSA Account. [Create Account](#)

Existing or Past Members and Customers

Before registering, check to see if you are an existing member or customer by using the "E-mail Password" feature. [Check for Account](#)

Join the Societies

Connect with the people you want to know and access the information you need. Members enjoy special discounts on subscriptions, page charges, webinars, and meetings. [Join today.](#)

CALENDAR OF EVENTS (CEUS)

EDUCATIONAL EVENT CALENDAR & OPPORTUNITIES TO EARN CEUS

- View or Post Educational Events
- Offer CEUs at Your Meeting
- Online Seminars
- Self Study CEUs

SITE MAP
Store - Advertising - Calendar - CCA Mexico - Contact Us

CONTACT
5585 Gullford Road
Madison, WI 53711-5801

STAY CONNECTED
f t in

Once you have logged in, select Start New Application. If you have had a previously approved meeting with the exact content, select Load from Prior Application.

Home

CEU APPLICATION

Please select an option below to begin your application. [Download Sign-in Sheets](#)

If you started an application using the old app, you can [continue](#) and submit it here.

[Start New Application](#)

[Load from Prior Application](#)

Application Progress

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

Please note that if at anytime while filling out the application you need to change the information that you have entered, you can use the navigation bar on the right hand side. Or if you have lost or miss placed your sign-in sheets from a previous meeting, click the Download Sign-In Sheets.

The screenshot shows the 'Home' page of the 'CEU APPLICATION' system. A blue arrow points from the top of the page down to the 'Download Sign-in Sheets' button. Another blue arrow points from the main content area to the right-hand navigation bar.

Home

CEU APPLICATION

Please select an option below to begin your application. [Download Sign-in Sheets](#)

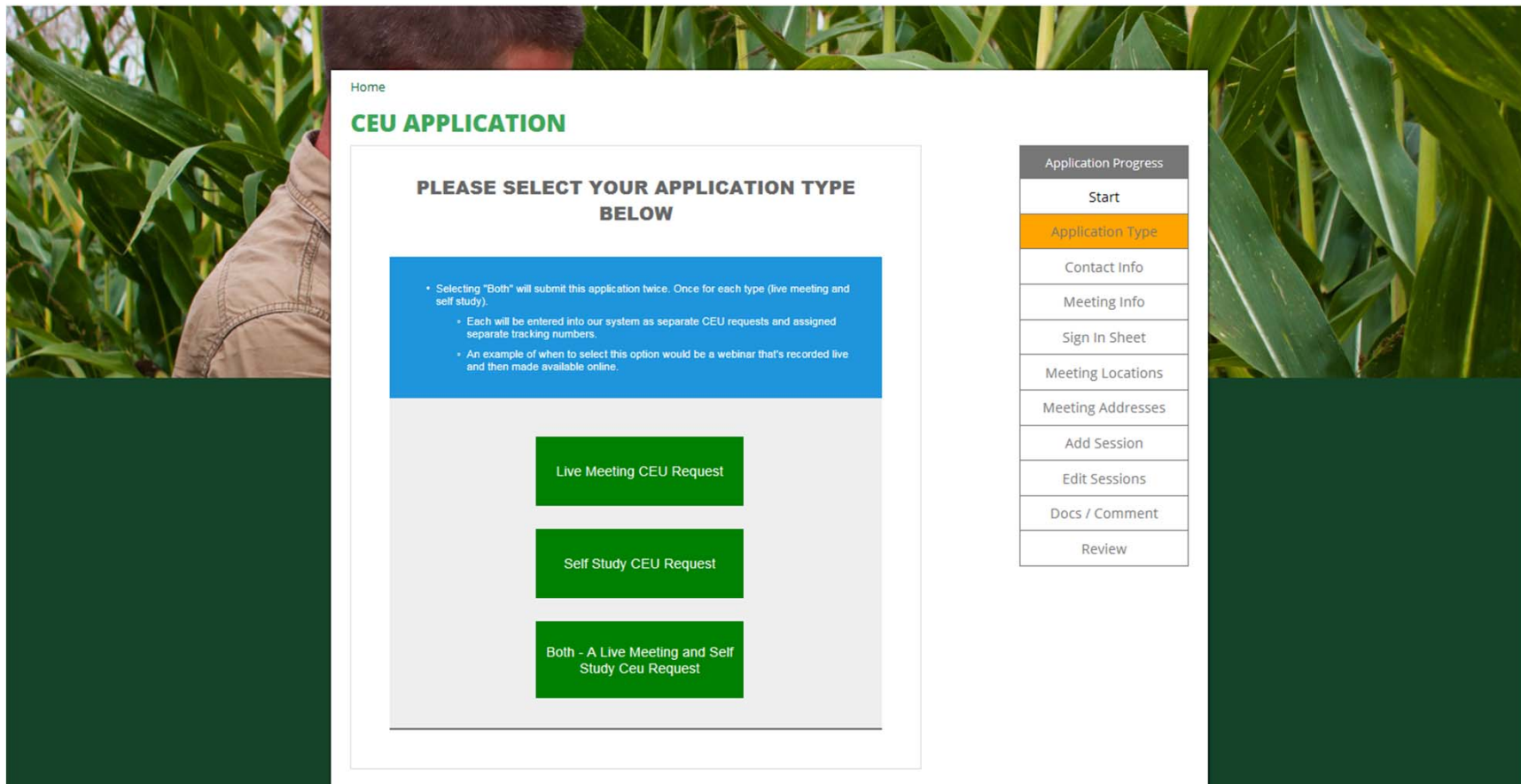
If you started an application using the old app, you can continue and submit it here.

[Start New Application](#)

[Load from Prior Application](#)

Application Progress
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Select what type of meeting you are having. If you are conducting a live webinar but will also be posting it as a self study after the live event select Both.



The screenshot shows a web application interface for CEU applications. The background is a photograph of a cornfield. The interface includes a navigation menu on the right, a main content area with a title and instructions, and three selection buttons.

Home

CEU APPLICATION

PLEASE SELECT YOUR APPLICATION TYPE BELOW

- Selecting "Both" will submit this application twice. Once for each type (live meeting and self study).
 - Each will be entered into our system as separate CEU requests and assigned separate tracking numbers.
 - An example of when to select this option would be a webinar that's recorded live and then made available online.

Live Meeting CEU Request

Self Study CEU Request

Both - A Live Meeting and Self Study Ceu Request

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I have selected Live Meeting. Since you have logged into your account, your contact information will automatically be populated. If everything is correct click Save and Proceed.

The screenshot displays a web interface for a CEU Application. At the top left, there is a 'Home' link. The main heading is 'CEU APPLICATION' in green. Below this is a 'CONTACT INFORMATION' section with a light gray background. The form contains several input fields: 'Name' (Lacey Edwardson), 'Address' (5585 Guilford Rd), 'City' (Madison), 'State / Province' (WI), 'Postal / Zip Code' (53711-5801), 'Phone' (608-268-4953), and 'Email' (ledwardson@sciencesocieties.org). A green 'Save and Proceed' button is located at the bottom right of the form. To the right of the form is a vertical sidebar titled 'Application Progress' with a dark gray header. The sidebar contains a list of steps: 'Start', 'Application Type', 'Contact Info' (highlighted in orange), 'Meeting Info', 'Sign In Sheet', 'Meeting Locations', 'Meeting Addresses', 'Add Session', 'Edit Sessions', 'Docs / Comment', and 'Review'.

Home

CEU APPLICATION

CONTACT INFORMATION

Name
Lacey Edwardson

Address
5585 Guilford Rd

City
Madison

State / Province
WI

Postal / Zip Code
53711-5801

Phone
608-268-4953

Email
ledwardson@sciencesocieties.org

Save and Proceed

Application Progress

- Start
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Next, you will enter the meeting title and sponsoring organization. If your meeting is open to all certificants and you would like it to be displayed on our CCA Education Calendar, you will want to select Yes.

The screenshot displays a web application interface for entering meeting information. At the top left, there is a 'Home' link. The main heading is 'CEU APPLICATION' in green. Below this is a section titled 'MEETING INFORMATION' containing two text input fields: 'Meeting Title' with the value '2015 Annual Winter Meeting' and 'Sponsoring Organization' with the value 'ASA'. There are two toggle questions: 'Display this meeting on the CCA Education Calendar?' with 'Yes' and 'No' buttons, and 'Is this a previously approved meeting with identical content?' with 'Yes' and 'No' buttons. A green 'Save and Proceed' button is at the bottom of the form. To the right is a vertical sidebar titled 'Application Progress' with a list of steps: Start, Application Type, Contact Info, Meeting Info (highlighted in orange), Sign In Sheet, Meeting Locations, Meeting Addresses, Add Session, Edit Sessions, Docs / Comment, and Review.

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CEU APPLICATION

MEETING INFORMATION

Meeting Title
2015 Annual Winter Meeting

Sponsoring Organization
ASA

Display this meeting on the CCA Education Calendar?

Is this a previously approved meeting with identical content?

Application Progress

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Now select how you would like your sign-in sheets. If you would like only one sign-in sheet for the entire meeting, select one sign-in sheet for each meeting location. If you are holding multiple sessions at your meeting and would like people to sign-in to each session, select separate sign-in sheets.

The screenshot shows a web application interface for a CEU application. At the top left, there is a 'Home' link. The main heading is 'CEU APPLICATION'. Below this, a section titled 'SIGN-IN SHEET(S)' contains a 'Please select' prompt and two green buttons. The left button says 'I would like one sign-in sheet for each meeting location.' and the right button says 'I would like a separate sign-in sheet at each session location and/or time.' To the right of the main content is a vertical sidebar with a list of application steps: 'Application Progress', 'Start', 'Application Type', 'Contact Info', 'Meeting Info', 'Sign in Sheet' (highlighted in orange), 'Meeting Locations', 'Meeting Addresses', 'Add Session', 'Edit Sessions', 'Docs / Comment', and 'Review'.

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CEU APPLICATION

SIGN-IN SHEET(S)

Please select

I would like one sign-in sheet for each meeting location.

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

- Application Progress
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Typically meetings are held at the same location. However, if you have a meeting that will be taking place in separate cities, select the number of cities in which they will be held.

Home

CEU APPLICATION

HOW MANY LOCATIONS WILL THE MEETING BE HELD AT?

1

Application Progress

- Start
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Enter your meeting address information.

Home

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.

Street Address

City

State

Postal / Zip Code

Save and Proceed

Application Progress
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You will now enter in the details of your meeting. If you are wanting only one sign-in sheet but have multiple speakers, you can enter them all into the speaker name section or you can put “Multiple Speakers” and list them all in the speaker background section.

Home

CEU APPLICATION

ADD A SESSION

• All fields are required unless otherwise noted.

Session Title
2015 Winter Annual Meeting

• 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)
Marta Krist

Location
Holiday Inn, Madison

Speaker Background(s)
Marta Krist - Certification Rep, ASA

Date
2015-01-15

Start Time
8 :00 AM

End Time
12 :00 PM

Add this session to another time or location

• Choosing a CEU Area within the CEU Category is optional. However, you must indicate the Number of CEUs assigned to this session.

Request CEUs

Application Progress

- Start
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Scroll down and select the appropriate number of CEUs to be offered at your meeting. Please remember that 30 minutes equals .5 CEUs, and 1 hour equals 1 CEU. Enter your meeting summary.

* Choosing a CEU Area within this CEU category is optional. However, you must indicate the Number of CEUs assigned to this session.

Request CEUs

Nutrient Management CEU Area Choose Nutrient Management CEU Area	Number of CEUs 2
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 2
Crop Management CEU Area Choose Crop Management CEU Area	Number of CEUs 0
Professional Development Management CEU Area Choose Professional Development Management	Number of CEUs 0
Manure Management CEU Area Choose Manure Management CEU Area	Number of CEUs 0

Session Summary

Marta will speak about the importance of becoming a CCA.

Save and Proceed

If you have entered all of your meeting information click Done. If you need to add another session click Add another session.

The screenshot displays a web application interface for CEU (Continuing Education Unit) applications. At the top left, there is a 'Home' link. The main heading is 'CEU APPLICATION' in green. Below this, a 'SESSIONS' section is visible, containing a list of sessions. The first session listed is '2015 Winter Annual Meeting - 01-15-2015'. To the right of this session are two buttons: 'Edit' (blue) and 'Delete' (red). Above the session list, there is a floating action menu with two buttons: 'Add another session' (purple) and 'Done' (green). On the right side of the interface, there is a vertical sidebar titled 'Application Progress' with a list of steps: Start, Application Type, Contact Info, Meeting Info, Sign in Sheet, Meeting Locations, Meeting Addresses, Add Session, Edit Sessions (highlighted in orange), Docs / Comment, and Review.

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CEU APPLICATION

SESSIONS

2015 Winter Annual Meeting - 01-15-2015

Add another session

Done

Edit Delete

Application Progress

- Start
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- Edit Sessions**
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You may now attach your agenda or any other supporting documentation. Please do not attach sign-in sheets.

Home

CEU APPLICATION

DOCUMENTS AND COMMENTS

• These are not required.

Document(s) upload

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

<input type="text"/>	Browse...	Remove File
<input type="text"/>	Browse...	Remove File
<input type="text"/>	Browse...	Remove File
<input type="text"/>	Browse...	Remove File
<input type="text"/>	Browse...	Remove File

Comments

[Save and Proceed](#)

Application Progress

- Start
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Review the information that you have entered. If you need to change anything click the edit button.

Home

CEU APPLICATION

REVIEW

Contact

Name: Lacey Edwardson [Edit](#)
Address: 5555 Guilford Rd
City: Madison
State: WI
Postal / Zip Code: 53711-5501
Phone: (608) 255-4953
Email: ledwardson@sciencesocieties.org

Meeting

Title: 2015 Annual Winter Meeting [Edit](#)
Sponsor: ASA
Show on CCA Calendar: No
URL:
Previously approved meeting: No
Comment:
0 document(s) attached. [Edit](#)
Application Type: Live Meeting CEU request [Edit](#)
Sign-In Sheet: One sheet for each meeting location. [Edit](#)

Locations

Holiday Inn
123 Preston Dr
Madison
WI, 53716 [Edit](#)

Sessions

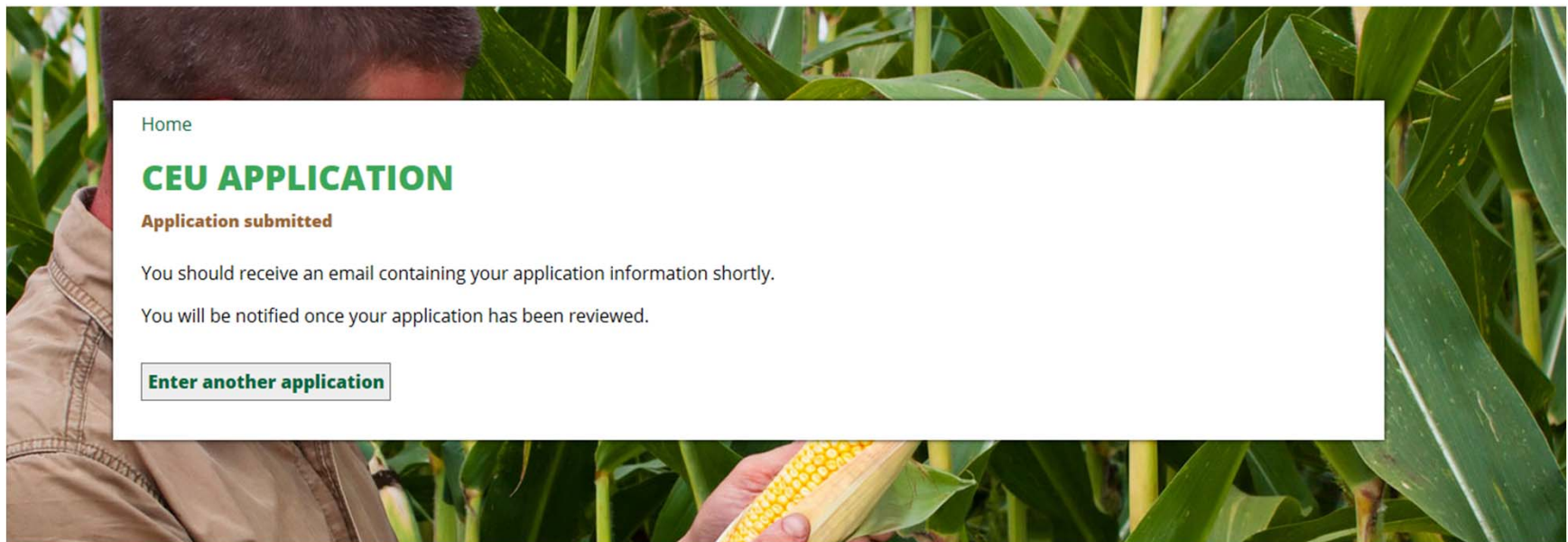
Title: 2015 Winter Annual Meeting [Edit](#)
Nutrient Management CEU Area:
CEUs Requested: 2
Integrated Pest Management CEU Area:
CEUs Requested: 2
Date: 2015-01-15
Time: 05:00 AM to 12:00 PM
Location: Holiday Inn, Madison
Speaker(s): Marta Krist
Speaker Background(s): Marta Krist - Certification Rep, ASA
Summary: Marta will speak about the importance of becoming a CCA.

[Submit Application](#)

Application Progress

Start
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You have successfully submitted your CEU Application! You will receive an email confirming your submission. Once your application has been approved you will receive another email with the meeting sign-in sheets.



Quick Tips

- If at any point while filling out the application you need to edit your information, you can use the navigation tool bar on the right hand side of the application.
- If your meeting does not have breakout sessions, you can request one sign-in sheet and the meeting can be entered as one session.
- If your meeting is being held over several days and do not have breakout sessions, enter each day as a separate session.