

UNITED STATES

Certified Crop Adviser

C E R T I F I C A T I O N

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

A certification program of the American Society of Agronomy

Printed September 2007

EXHIBIT

tabbles®

3221-11

International Certified Crop Adviser (ICCA) Program

Internet: www.certifiedcropadviser.org

Office Phone: (608) 273-8085

Fax: (608) 273-2081

Contact People

Calling from	CCA Representative	Phone #
AZ, BC, CA, HI, ID, KS, LA, ND, NE, NM, NV, OR, SD, TX, UT, WA	Laurie Karr	(608) 268-4954
AL, DE, FL, GA, IL, IN, MD, NJ, PA, SC, VA, WV	Michele Lovejoy	(608) 268-4953
CO, IA, KY, MT, NC, OH, OK, TN, WI, WY	Lorene Peterson	(608) 268-4955
AB, AR, CT, MA, MB, ME, MI, MN, MO, MS, NB, NF, NH, NS, NY, ON, PE, RI, SK, VT	Mary Jo Rowbottom	(608) 268-4956
Executive Director	Luther Smith	(608) 268-4977

Certified Crop Adviser Certification

Table of Contents

Certified Crop Adviser (CCA) Background	2
CCA Certification Steps	2
Certified Crop Adviser (CCA) Program—Instructions	3
Application for Verification of Credentials	5
Code of Ethics	6
Professional Expertise	7
Professional Experience Form—Example	8
Professional Experience Form	9
CCA Reference Form—Employer (Form 1)	11
CCA Reference Form—Client (Form 2)	13
Summary of College/Short Course Work	15
Certification Maintenance	Inside Back Cover

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 or 23 quarter hours of agricultural sciences

OR

At least 2 years of crop advising experience, BS Degree and 15 semester hours or 23 quarter 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
Contact No.

Last Name _____

First Name _____ Middle Name _____

Work Address Home Address List in CCA Directory Yes No

Address _____ County you live in _____

City _____ State _____ Zip _____

Business Phone _____ Fax _____ Email _____

Cell 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. 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

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 _____

Professional Expertise

- Acid-Sulfate Soils—S2
Agricultural Administration—P3
Agricultural Climatology—E1
Agricultural Development—F2
Agro-forestry—X0
Agronomic Education—P1
Agronomic Management—F1
Agronomy (general)—A1
- Best Management Practices—F4
Biometrics—A3
Biotechnology—C1
- Cell Biology—C2
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 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—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
- Digitized Mapping—B3
- Edaphology—U3
Entomology—L9
Environmental Protection—E3
Environmental Regulation—E2
Ethics—E9
- Farm Management—F6
Farmland Preservation—F3
Fertilizer Technology—Y1
- Fertilizer Use—Y3
Floriculture—H3
Floristry—H4
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
Hydric Soils—R4
- Impact Assessment—E4
Information Systems—B2
International Agronomy—I4
International Horticulture—I6
Irrigation—R1
Irrigation and Drainage—R2
- Labor Management—F7
Land Classification—U8
Land Management—D1
Land Resource Analysis—V6
Land Resource Development—V7
Land Use—D2
Land Use Planning—D5
- Molecular Cytogenetics—C4
Molecular Genetics—C3
- Nursery Management—I8
Nutrient Management—N3
- Olericulture—H6
Organic—O3
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 Metabolism—K2
Plant Nutrition—U1
Plant Pathology—I5
Plant Physiology—K4
Plant Propagation—K7
Plant Taxonomy—K8
Pollution Control—G6
Pomology—H5
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
Seed Production—M1
Seed Technology—M3
Small Fruit Culture—I9
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
Streambank Stabilization—W6
Surface Mine Reclamation—W4
- Tissue Culture—C5
Tropical Agriculture—I3
Tropical Crops—I2
Turfgrass Management—N1
- Viticulture—H8
- Waste Disposal, On-site—G3
Waste, Land Treatment/Applic.—G5
Waste Management—G4
Water Diversion and Control—W9
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
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
		25% crop advising = .83 yr. Total that applies to Crop Advising Experience is 2.49 years (.83 x 3 years)					
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
		40% crop advising = 1 yr. Total that applies to Crop Advising Experience is 8.0 years (1 x 8.0 years)					

Years of crop advising experience this page 10.49

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

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

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.

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. 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 as appropriate.
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: _____

Certified Professional Agronomist[®]

a program of the
American Society of Agronomy



677 South Segoe Rd. • Madison, WI 53711
(608) 268-4957 • Fax (608) 273-2081 • www.agronomy.org/certification

Table of Contents

Agronomist Certification	3
Agronomist Certification Procedures and Standards	4
Certified Professional Status	4
Associate Professional Status	5
Application Form	7
Summary of Core Requirements Form	9
Professional Experience Example	11
Professional Experience Forms	12
Reference Letters	14
Code of Ethics	24

Agronomist Certification

Introduction

If you consider yourself a professional agronomist and you teach, are a consultant, or conduct research, you should consider certification. Certification as an agronomist is based on measuring your qualifications against standards determined by the American Society of Agronomy's (ASA) Agronomy Certifying Board. Anyone can call themselves an agronomist. Only those that have had their credentials reviewed and approved by ASA's Agronomy Certifying Board can distinguish themselves to their clients as a Certified Professional Agronomist (CPAg).

About Certification

Agronomist is one of two certification programs offered by ASA. Each program is responsible for setting the standards for certification. Certification as an agronomist is based on a minimum of a B.S. degree in Agronomy, five years of experience (post degree), five references and passing the International Certified Crop Adviser Examination. All applicants are reviewed by the Agronomy Certifying Board which is appointed by the President of ASA.

The Agronomy Certifying Board determines if an applicant meets the certification standards by reviewing their application package. All of the application forms are contained in this booklet. Once approved by the board, the applicant is notified of the next examination.

Determining Eligibility

A quick way to determine if you are eligible for certification is to turn to the Summary of Core Requirements form. To qualify as a CPAg you must have a B.S. degree which includes a minimum of 6 to 9 hours in each of the professional core categories; crop management, pest management/crop protection, and soil science. An applicant must also have 6 to 9 additional semester hours that relate to the three professional core areas. To become certified, applicants must have a minimum of 30 semester hours of course work in agronomic related courses.

The Certifying Board is concerned with whether an applicant can demonstrate they have successfully completed undergraduate (or graduate) course work in the professional core categories. If you meet these core course minimums, have a B.S. degree, and have five years of agronomic related work experience, we encourage you to apply for certification by completing the forms and submitting the required fee.

A minimum grade point average (GPA) of 2.5 is required in the total professional core course requirement. This does not include the supporting core courses.

If you do not meet the core course minimums or have questions, please call (608) 268-4957.

Why Certification

All successful certification programs have one common element and that is to serve and protect the public's interest. Many professions require a license to practice such as in medicine, engineering, and accounting. A license is basically a certification program offered by the state. If a profession is licensed, it is generally required that a person have a license to practice in that profession.

Certification programs offered by ASA are voluntary, but offer similar benefits to the public as licensing programs. Certification programs set standards for knowledge, skills, and conduct. These standards define the profession of agronomy which gives farmers, employers, and government agencies a tool to help them choose professionals with the necessary skills to meet their needs. The public may also file a written complaint against a professional with the potential penalties of their certification being revoked or suspended.

In summary, certification programs set standards, measure applicants against those standards, and are responsible for investigating individuals that practice outside of the programs' code of ethics. The purpose of all these steps is to protect the public. By protecting the public's welfare, a profession earns trust and respect which are the most important elements in securing a professionals future.

Reasons for Certification

- to protect public welfare
- to promote and encourage professional development, growth, and renewal
- to enhance the visibility of the profession
- to maintain and promote high standards of performance by all members of the profession
- to publicize and exemplify the Code of Ethics
- to meet state and national requirements regarding individuals making recommendations to the public.

Certifications

Certifications available through ASA and SSSA follow:

Certified Professional (CP)	Associate Professional (AP)
Agronomist, CPAg	Agronomist, APag
Soil Scientist, CPSS	Soil Scientist, APSS
Soil Classifier, CPSC	Soil Classifier, APSC
Certified Crop Adviser (CCA)	

For further information or application forms on any other certification, contact ASA Headquarters, Member Services Dept., Attn. Certification Programs, 677 S. Segoe Road, Madison, WI 53711; phone (608) 268-4957.

Agronomist

Certification Procedures and Standards

I. Certified Professional Status

A. General

1. Registration
 - a. Certification and inclusion in the Agronomy Professional Registry is limited to individuals who are deemed qualified professionals in agronomy.
 - b. Registrants must subscribe to the Code of Ethics.
2. Certificate
 - a. A certificate is provided to each individual registered as a Certified Professional Agronomist.
3. Renewal
 - a. Certification is renewable annually in accordance with recertification regulations (see I.E.1).

B. Area of Certification

1. Certified Professional Agronomist (CPAg)

C. Minimum Requirements for Eligibility

1. Education Requirements
 - a. Possess a bachelor's degree from an accredited U.S. or Canadian institution with a major in agronomy or a closely allied field of science, and meet the minimum core requirements.
2. Work Experience
 - a. Applicants must have five years of professional work experience in agronomy.
 - (1) Applicants holding a Masters or Doctoral degree may substitute two years of professional experience for each degree held.
 - (2) Experience while working toward an advanced degree does not qualify for "professional experience."
 - b. Applicants are required to demonstrate the percentage of work experience in agronomy.
 - (1) Activities such as farm management, consulting, research, extension, and teaching must make up a minimum of 70% of the applicant's time working in agronomy to count fully as work experience.
 - (2) Work experience less than 70% will be prorated.
 - (3) Work experience must be in agronomy.
3. Exam Requirements
 - a. All applicants for CPAg must pass the International Certified Crop Adviser (ICCA) Exam as a requirement for certification. ICCA exams are administered at designated locations at a cost of \$125 payable with exam registration.
 - (1) Location of ICCA Boards where exams are given.

Alabama	Kansas	North Dakota
Arizona	Kentucky	Ohio
Arkansas	Louisiana	Oklahoma
Colorado	Michigan	Ontario
Florida	Minnesota	Pennsylvania
Georgia	Mississippi	South Carolina
Hawaii	Missouri	South Dakota
Illinois	Nebraska	Tennessee
Indiana	New Mexico	Texas
Iowa	North Carolina	Wisconsin

ICCA Local Boards

ICCA Regional Boards

Northwest Region

Idaho, Oregon, Idaho, Utah, Washington, Nevada, and British Columbia

Northeast Region

Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont

Mid-Atlantic Region

Maryland, Delaware, Virginia, New Jersey, and West Virginia

Rocky Mountain

Montana and Wyoming

Atlantic Region

New Brunswick, Newfoundland, Nova Scotia, and Prince Edward Island

Prairie Region

Alberta, Manitoba, and Saskatchewan

4. References

- a. You must submit five references that are familiar with your work and professional experience. References must be familiar with work experience used to meet certification requirements and knowledgeable of agronomy, crops, and soils. The applicant will need to designate the time period for which the reference has personal knowledge of his or her work experience history.
 - (1) At least one individual must be associated with your employment; an immediate supervisor, client, or coworker.

D. Application

1. Documentation

- a. Application is made by submitting the completed forms which are reviewed by the Certifying Board. Board approved applicants will be notified of the next exam date.
 - (1) An official transcript of all academic credits including verification of degree(s).
 - (2) Completed Summary of Core Requirements form.
 - (3) Completed Professional Experiences form.
 - (4) A professional resume or personal biographical information, which includes educational background, a list of all professional positions held, a list of significant professional activities, and a list of memberships in professional and honorary organizations.
 - (5) Have you ever been charged, indicted or convicted of a felony, misdemeanor, or crime for which circumstances relate to being an agronomist? The applicant should provide information if the reply is yes to allow the board to review the case.

2. Fees

- a. An Application for Certification must be accompanied by the appropriate non-refundable fee as indicated on a current application.

E. Renewal

1. Annual Renewal
 - a. Certification may be renewed annually by payment of the appropriate fee.
 - b. Renewal is due annually on 31 December and is considered delinquent if not paid within 30 days after this due date. After 1 March, certification will be reinstated with payment of the annual fee plus a late fee. The registrant's name will be dropped from the active Registry 1 July if the fee is not paid. After 12 months, reapplication is required.
 - c. Continual training and education is required of all Certified Professionals. Certified Professional Agronomists must submit evidence of continuing education to maintain their Certified Professional (CP) status. Details of the recertification program are provided at the time one becomes certified.

F. Denial, Revocation, or Suspension of Certification

1. Rights and Responsibilities
 - a. The right to deny, revoke, or suspend certification is vested in the certifying board.
 - b. Since the certification program is entirely voluntary, 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 of Certification.
 - a. Certification may be denied, revoked, or suspended for any of the following reasons:
 - (1) If the certifying board determines that the applicant does not meet the minimum requirements as stated.
 - (2) Violation of rules, regulations, or the Code of Ethics established by ASA.
 - (3) Misrepresentation on an application, willful submission of incorrect information, or failure to include relevant information in any communication to the Member Services Department.
 - (4) Substantial proven charges of incompetence in the area of certification.
3. Appeal
 - a. Any applicant denied certification has the right of appeal.
 - b. Any action to revoke or suspend certification shall be preceded by a copy of the complaint to the individual.
 - (1) Registrants will be given the opportunity to appeal any such disciplinary action.
4. If an applicant has been denied certification or certification has been revoked due to a cause relevant to the Code of Ethics, the individual must wait three years for reapplication. (The reapplication procedure described in section I.D. applies.) Certification may be approved at the discretion of the board. During the ensuing three years the individual must complete one professional ethics course each year. The first year begins at the initial date of application or at the initial date of revocation and the second and third years begin on that anniversary date. In order for the courses to satisfy this requirement, the board must approve the courses. The applicant may submit course information to the board for the board to determine approval or rejection prior to the individual's enrolling in the courses. During the first year, a course of at least 24 contact hours must be successfully completed. During the second and third years, the course must include at least 8

contact hours. Adequate documentation of successful completion must be provided to the board which may include a copy of the certificate or transcript and course outline. At its discretion, the board may request additional course information. At the conclusion of the three years (time starts at the initial date of application or at the initial date of revocation), the applicant may reapply under the rules in effect at the time of the reapplication. Two or more ethics violations, as determined by the board, which occur after the initial application or date of revocation will result in permanent revocation of the certificant.

II. Associate Professional Status

A. General

1. Registration
 - a. It is acknowledged that individuals training in one of the certification areas may want to become professionally recognized through a professional certification program. There is a time-lapse between completion of the degree and attainment of the minimum work experience required to be eligible for full certification. For such cases, the classification of Associate Professional (AP) is available.
2. Certificate
 - a. A certificate is provided to each qualified individual registered as an Associate Professional.
3. Renewal
 - a. Registration is valid for the current calendar year, renewable annually, and cannot exceed the number of years specified under time-limit requirements.

B. Area of Certification

1. Associate Professional Agronomist (APAg)

C. Minimum Requirements for Eligibility

1. It is expected that those persons applying for the Associate Professional status will be recent graduates who have not met the experience requirements for a fully Certified Professional. These graduates must meet degree requirements as stated for Certified Professional Status (I.C.1.a-c).
2. The Associate Professional must subscribe to the Code of Ethics and is subject to the same standards of ethics and professionalism as stated for Certified Professionals in all sections of Certified Professional status except for CEUs.
3. Associate Professional applicants for agronomist must pass the International Certified Crop Adviser (ICCA) National Exam as a requirement for certification.
 - a. See Exam Requirements (I.C.3.).

D. Application

1. Documentation
 - a. A request for registration is made by submitting a completed application form including the Summary of Core Requirements form, and providing the following information:
 - (1) An official transcript of all academic credits including verification of the degree(s).
 - (2) A professional resume, or personal biographical information, which includes educational background, a list of all professional positions held, a

list of significant professional activities, and a list of memberships in professional and honorary organizations. If the applicant has held one or more professional positions, information about these experiences should be included on the Professional Experiences form.

- (3) You must submit five references familiar with your work and academic record.
 - (a) One reference must be from the degree-granting institution or an immediate supervisor.
 - (b) If the applicant has held one or more professional positions, references from these positions are also requested.

2. Fees

- a. An application for certification must be accompanied by the appropriate non-refundable fee as indicated on a current application. The fee schedule is briefly outlined below:
 - (1) Graduating students (bachelor, masters, or doctorate) qualify for a 50% discount on the application fee if they apply and pay the required fee before graduation.
 - (a) The application will be processed when transcripts verifying receipt of the degree and other necessary documents are received.

E. Renewals

1. Registration is renewed annually by payment of a fee.

F. Associate Time-Limit Requirement

1. Degree Requirement
 - a. The length of time a person may hold the Associate Professional status before applying for full Certified Professional depends on the degree held. All requirements are exclusive of resident, full-time, graduate school work beyond the bachelor's degree.
 - b. The individual holding a bachelor's degree is limited to six years as an Associate Professional and is eligible to apply for full certification after five years of professional practice.
 - c. The individuals holding a master's degree or doctoral degree may reduce the eligibility date and time limitations by two years for each advanced degree held.

2. Termination

- a. The Associate Professional status is terminated at the end of the time periods stated above or when Certified Professional status is granted, whichever comes first.

G. Transition to Full Certified Professional Status

1. Application

- a. Transition from the Associate Professional status to full Certified Professional status is not automatic; *an application must be made.*
- b. An Associate Professional may apply for Certified Professional status after acquiring the minimum number of years of professional experience.

2. Documentation

- a. To apply for Certified Professional status, the Associate Professional must follow the steps as outlined in Certified Professional status:
 - (1) Submit a completed application form.
 - (2) Attach an updated professional resume containing any additional information not included in the original credentials.
 - (3) Provide references as stated in Certified Professional status. These references, where possible, should include those who have been previously identified as familiar with the Associate Professional's professional work experience.
 - (4) Remit the correct application fee. If the Associate Professional status is current, the application fee is one-half the amount for Certified Professional. If the Associate Professional status is not current (annual renewal fee not paid), the fees are the same as the Certified Professional application fee.

H. Denial, Revocation, or Suspension of Associate Professional Status

1. The right to deny, revoke, or suspend certification as an Associate Professional is vested in the certifying board as stated for Certified Professional status.

7. PROFESSIONAL EXPERTISE:

Please choose one or more categories in which you can substantiate that you are technically and professionally qualified to practice. Place the category code that you feel the most technically and professionally qualified to practice in the first choice and the next most qualified in the second choice and so on up to four choices.

1. _____ 2. _____ 3. _____ 4. _____

- Acid-Sulfate Soils—S2
- Agricultural Administration—P3
- Agricultural Climatology—E1
- Agricultural Development—F2
- Agro-forestry—X0
- Agronomic Education—P1
- Agronomic Management—F1
- Agronomy (general)—A1
- Best Management Practices—F4
- Biometrics—A3
- Biotechnology—C1
- Cell Biology—C2
- 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 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—Q1
- Crop Science—I1
- Crop Specialization—Cannery Crops—P4
- Crop Specialization—Corn—P5
- Crop Specialization—Cotton—P6
- Crop Specialization—Grazing—P7
- 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
- Digitized Mapping—B3
- Edaphology—U3
- Entomology—L9
- Environmental Protection—E3
- Environmental Regulation—E2
- Ethics—E9
- Farm Management—F6
- Farmland Preservation—F3
- Fertilizer Technology—Y1
- Fertilizer Use—Y3
- Floriculture—H3
- Floristry—H4
- 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
- Hydric Soils—R4
- Impact Assessment—E4
- Information Systems—B2
- International Agronomy—I4
- International Horticulture—I6
- Irrigation—R1
- Irrigation and Drainage—R2
- Labor Management—F7
- Land Classification—V8
- Land Management—D1
- Land Resource Analysis—V6
- Land Resource Development—V7
- Land Use—D2
- Land Use Planning—D5
- Molecular Cytogenetics—C4
- Molecular Genetics—C3
- Nursery Management—I8
- Nutrient Management—N3
- Olericulture—H6
- Organic—O3
- 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 Metabolism—K2
- Plant Nutrition—U1
- Plant Pathology—I5
- Plant Physiology—K4
- Plant Propagation—K7
- Plant Taxonomy—K8
- Pollution Control—G6
- Pomology—H5
- Post-Harvest Physiology—H7
- 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
- Seed Production—M1
- Seed Technology—M3
- Small Fruit Culture—I9
- 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
- Streambank Stabilization—W6
- Surface Mine Reclamation—W4
- Tissue Culture—C5
- Tropical Agriculture—I3
- Tropical Crops—I2
- Turfgrass Management—N1
- Viticulture—H8
- Waste Disposal, On-site—G3
- Waste, Land Treatment/Applic.—G5
- Waste Management—G4
- Water Diversion and Control—W9
- Weed Control—L0
- Weed Science—L5
- Wetlands Identification—W0
- Wildlife Management—X2
- Undefined, Other—Z9

8. PLEASE LIST NAME AND ADDRESS OF PRESENT EMPLOYER:

9. DIRECTORY OF CONSULTANTS

A directory of certified individuals is located on the web at: <http://www.agronomy.org/certification/directory/>

Would you like to be included?

Yes No

10. 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 all information regarding this application will remain confidential. Before Certification is granted, I will read and sign the Code of Ethics.

Date

Signature of Applicant



677 S. Segoe Rd.
Madison, WI 53711
(608) 268-4957

Summary of Core Requirements

AGRONOMIST CERTIFICATION

*This form does not substitute for transcripts,
official transcripts are required.*

FOR OFFICE USE

No. _____

Last Name

First Name

Area of Certification Desired

Degree _____

University _____

Major _____

Minor _____

I. Professional Core	Course no.	Dept.	Title	Hours credit		Grade	Univ.	Office use
				Sem.	Qtr.			
Crop Management (production-oriented courses —field crop production, plant/ crop physiology, crop science, and horticulture) (6–9 Sem. — 9–13 Qtr.)								
				Total				
Pest Mgt./Plant Protect. (weed science, plant pathology, entomology, nematology, IPM, or aquatic courses) (6–9 Sem. — 9–13 Qtr.)								
				Total				
Soil Science (6–9 Sem. — 9–13 Qtr.)								
				Total				
Additional— Professional Core Courses (6–9 Sem. — 9–13 Qtr.)								
				Total				
Total Prof. Core Required (30 Sem. — 45 Qtr.)								
				Total				

A minimum grade point average (GPA) of 2.5 is required in the total professional core course requirement.
This does not include the supporting core courses.

Last name _____

II. Supporting Core	Course no.	Dept.	Title	Hours credit		Grade	Univ.	Office use
				Sem.	Qtr.			
Biology (botany, microbiology, plant physiology) (10 Sem. — 15 Qtr.)								
				Total				
Chemistry (including 1 course in organic or biochemistry) (10 Sem. — 15 Qtr.)								
				Total				
Computer Applications (3 Sem. — 4 Qtr.)								
				Total				
Physics, Geology, or Climatology (3 Sem. — 5 Qtr.)								
				Total				
Mathematics (3 Sem. — 5 Qtr.)								
				Total				
Statistics (3 Sem. — 5 Qtr.)								
				Total				
Communications (include speech and technical writing) (6 Sem. — 9 Qtr.)								
				Total				
Economics (6 Sem. — 9 Qtr.)								
				Total				
Additional— Supporting Core Courses (7 Sem. — 11 Qtr.)								
				Total				

Document work experience or continuing education that may substitute for any deficiencies. _____



EXAMPLE

**Professional Experience Form
AGRONOMIST CERTIFICATION**

INSTRUCTIONS

1. List full-time positions in sequential order, ending with current position.
2. List only professional-level positions in the area of agronomy beyond the baccalaureate degree. Work experience while obtaining an advanced degree should not be included.
3. List beginning and ending month and year for all positions.
4. If you have worked two positions concurrently, indicate under the percent time category the yearly percentage time you worked in each position.
5. Show the percent time on an annual basis for each work activity (should total 100%).
6. Under reference, list the reference(s) most familiar with each work experience.
7. Duties and responsibilities should be specific and detailed.
8. Be sure to total months of experience. Remember work experience gained while seeking a degree does not count toward the CPAg work experience requirement.

Employment Information

Length From To	Degree Level	Employer Name, Location	Professional Title	% Time	Duties and Responsibilities	% Time/Activity	Reference
7/94-4/96	BS	University of Maryland College Park, MD	Laboratory Manager	100	Culture samples for disease and identification: for agronomic crops—alfalfa, corn, soybeans for hort crops vegetables—tomatoes, snap beans for hort crops fruit—apples, peaches Supervision of soil fertility analysis	20 10 10 60	Gregory Bean Raymond Bugg Thomas Splice
5/96-present	PhD	DeKalb Plant Genetic DeKalb, IL	Agronomist	100	Soil sample collection Fertilizer recommendation review Manage laboratory facility and supervise four technicians Consult with new and existing clients	20 15 15 50	Raymond Bugg Gregory Beam David Vore

Months of experience this page 33

Last Name

Grid for last name input

First Name

Grid for first name input

Area of Certification

Grid for area of certification input

Employment Information—Please see example page for instructions.

Length From To	Degree Level	Employer Name, Location	Professional Title	% Time	Duties and Responsibilities	% Time/Activity	Reference

Months of experience this page _____

Total months of experience including all pages _____



Certification Programs

Certified Professional Agronomist
sponsored by the American Society of Agronomy

Certified Professional Soil Scientist
Certified Professional Soil Classifier
sponsored by the Soil Science Society of America

www.agronomy.org/certification
www.soils.org/certification

From: _____

Applicant's Name

Applicant's Address

Applicant's phone number

To: _____

Reference's Name

Reference's Address

AREA OF CERTIFICATION APPLYING FOR:

Certified Professional (CP): Agronomist, CPAg Soil Scientist, CPSS Soil Classifier, CPSC

Associate Professional (AP): Agronomist, APAg Soil Scientist, APSS Soil Classifier, APSC

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 and forward to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081.

Note to Reference: The above-named individual is applying for certification and has requested that you act as a reference. Once completed, please mail to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081. An applicant must provide at least five references who are familiar with her/his experience. 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 Certifying Board to ensure that the applicant has the necessary education and experience to be certified.

Prospective applicants must meet rigorous educational, experience, and ethical standards. They must have a minimum of a BS level degree, meet certain course requirements, and adhere to the ARCPACS code of ethics. **No experience is required for Associate Professional (AP) status.**

Because we want to certify only individuals who meet the professional standards of ARCPACS, we solicit your confidential and frank opinion of this applicant.

Experience: Applicants for Certified Professional status (**no experience is needed for Associate Professional status**) must have at least five years of professional experience beyond the baccalaureate degree in each area of certification. Each advanced degree will substitute for two years professional experience; for example three years of experience at the MS level and one year at the PhD level. Those seeking soils certification are required to have three years of professional experience at both the MS and PhD level.

Please sign and return this form to: ARCPACS, 677 South Segoe Rd., Madison, WI 53711 or fax to 608-273-2081.



Certification Programs

Certified Professional Agronomist
sponsored by the American Society of Agronomy

Certified Professional Soil Scientist
Certified Professional Soil Classifier
sponsored by the Soil Science Society of America

www.agronomy.org/certification
www.soils.org/certification

From: _____

Applicant's Name

Applicant's Address

Applicant's phone number

To: _____

Reference's Name

Reference's Address

AREA OF CERTIFICATION APPLYING FOR:

Certified Professional (CP): Agronomist, CPAg Soil Scientist, CPSS Soil Classifier, CPSC

Associate Professional (AP): Agronomist, APAg Soil Scientist, APSS Soil Classifier, APSC

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 and forward to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081.

Note to Reference: The above-named individual is applying for certification and has requested that you act as a reference. Once completed, please mail to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081. An applicant must provide at least five references who are familiar with her/his experience. 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 Certifying Board to ensure that the applicant has the necessary education and experience to be certified.

Prospective applicants must meet rigorous educational, experience, and ethical standards. They must have a minimum of a BS level degree, meet certain course requirements, and adhere to the ARCPACS code of ethics. **No experience is required for Associate Professional (AP) status.**

Because we want to certify only individuals who meet the professional standards of ARCPACS, we solicit your confidential and frank opinion of this applicant.

Experience: Applicants for Certified Professional status (**no experience is needed for Associate Professional status**) must have at least five years of professional experience beyond the baccalaureate degree in each area of certification. Each advanced degree will substitute for two years professional experience; for example three years of experience at the MS level and one year at the PhD level. Those seeking soils certification are required to have three years of professional experience at both the MS and PhD level.

Please sign and return this form to: ARCPACS, 677 South Segoe Rd., Madison, WI 53711 or fax to 608-273-2081.

Please respond to the following items and include any pertinent information that you feel will aid in the evaluation of the applicant's credentials.

1. In what capacity have you had association with the applicant? I am (was) the applicant's:

<input type="checkbox"/> Supervisor	<input type="checkbox"/> Relative	<input type="checkbox"/> Subordinate
<input type="checkbox"/> Colleague	<input type="checkbox"/> Classmate	<input type="checkbox"/> Client
<input type="checkbox"/> Friend	<input type="checkbox"/> Academic Adv.	<input type="checkbox"/> Other as: _____

2. What length of time have you known the applicant in the above capacity? _____ years

3. For what period of time are you familiar with the applicant's professional work experience?
From _____ to _____
month/year month/year

4. Knowing the minimum requirements for ARCPACS certification, do you feel qualified to *recommend* this applicant to ARCPACS to become certified in the area of certification as stated on the reverse side? _____ Yes _____ No
If "yes", please proceed and complete the reference.
If "no", please give a brief statement of your reason(s); sign and return this letter immediately.

5. What particular strengths do you feel the applicant has that may be important in the evaluation of a professional?

6. Do you feel that the applicant is *fully* qualified at this time for the certification listed? _____ Yes _____ No
If no, how could the applicant overcome any weaknesses or deficiencies?

7. Please comment on the applicant's *professional growth and development, ability to analyze and solve problems, resourcefulness, professionalism, and knowledge in the area of application*. Also, please make any additional comments which will aid in making a fair evaluation of this applicant.

8. Do you *recommend* this applicant to be certified in the area of certification as stated on the reverse side? _____ Yes _____ No

Your response will remain confidential.

Print Name _____
Signature _____ Professional Title _____
Employer _____ Location _____
Date _____ Licensed or Certified as _____ Telephone _____
Email _____



Certification Programs

Certified Professional Agronomist
sponsored by the American Society of Agronomy

Certified Professional Soil Scientist
Certified Professional Soil Classifier
sponsored by the Soil Science Society of America

www.agronomy.org/certification
www.soils.org/certification

From: _____

Applicant's Name

To: _____

Reference's Name

Applicant's Address

Reference's Address

Applicant's phone number

AREA OF CERTIFICATION APPLYING FOR:

Certified Professional (CP): Agronomist, CPAg Soil Scientist, CPSS Soil Classifier, CPSC

Associate Professional (AP): Agronomist, APAg Soil Scientist, APSS Soil Classifier, APSC

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 and forward to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081.

Note to Reference: The above-named individual is applying for certification and has requested that you act as a reference. Once completed, please mail to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081. An applicant must provide at least five references who are familiar with her/his experience. 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 Certifying Board to ensure that the applicant has the necessary education and experience to be certified.

Prospective applicants must meet rigorous educational, experience, and ethical standards. They must have a minimum of a BS level degree, meet certain course requirements, and adhere to the ARCPACS code of ethics. **No experience is required for Associate Professional (AP) status.**

Because we want to certify only individuals who meet the professional standards of ARCPACS, we solicit your confidential and frank opinion of this applicant.

Experience: Applicants for Certified Professional status (**no experience is needed for Associate Professional status**) must have at least five years of professional experience beyond the baccalaureate degree in each area of certification. Each advanced degree will substitute for two years professional experience; for example three years of experience at the MS level and one year at the PhD level. Those seeking soils certification are required to have three years of professional experience at both the MS and PhD level.

Please sign and return this form to: ARCPACS, 677 South Segoe Rd., Madison, WI 53711 or fax to 608-273-2081.



Certification Programs

Certified Professional Agronomist
sponsored by the American Society of Agronomy

Certified Professional Soil Scientist
Certified Professional Soil Classifier
sponsored by the Soil Science Society of America

www.agronomy.org/certification
www.soils.org/certification

From: _____

Applicant's Name

Applicant's Address

Applicant's Address

Applicant's Address

Applicant's phone number

To: _____

Reference's Name

Reference's Address

Reference's Address

Reference's Address

Reference's Address

AREA OF CERTIFICATION APPLYING FOR:

- Certified Professional (CP): Agronomist, CPAg Soil Scientist, CPSS Soil Classifier, CPSC
 Associate Professional (AP): Agronomist, APAg Soil Scientist, APSS Soil Classifier, APSC

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 and forward to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081.

Note to Reference: The above-named individual is applying for certification and has requested that you act as a reference. Once completed, please mail to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081. An applicant must provide at least five references who are familiar with her/his experience. 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 Certifying Board to ensure that the applicant has the necessary education and experience to be certified.

Prospective applicants must meet rigorous educational, experience, and ethical standards. They must have a minimum of a BS level degree, meet certain course requirements, and adhere to the ARCPACS code of ethics. **No experience is required for Associate Professional (AP) status.**

Because we want to certify only individuals who meet the professional standards of ARCPACS, we solicit your confidential and frank opinion of this applicant.

Experience: Applicants for Certified Professional status (**no experience is needed for Associate Professional status**) must have at least five years of professional experience beyond the baccalaureate degree in each area of certification. Each advanced degree will substitute for two years professional experience; for example three years of experience at the MS level and one year at the PhD level. Those seeking soils certification are required to have three years of professional experience at both the MS and PhD level.

Please sign and return this form to: ARCPACS, 677 South Segoe Rd., Madison, WI 53711 or fax to 608-273-2081.



Certification Programs

Certified Professional Agronomist
sponsored by the American Society of Agronomy

Certified Professional Soil Scientist
Certified Professional Soil Classifier
sponsored by the Soil Science Society of America

www.agronomy.org/certification
www.soils.org/certification

From: _____

Applicant's Name

To: _____

Reference's Name

Applicant's Address

Reference's Address

Applicant's phone number

AREA OF CERTIFICATION APPLYING FOR:

Certified Professional (CP): Agronomist, CPAg Soil Scientist, CPSS Soil Classifier, CPSC

Associate Professional (AP): Agronomist, APAg Soil Scientist, APSS Soil Classifier, APSC

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 and forward to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081.

Note to Reference: The above-named individual is applying for certification and has requested that you act as a reference. Once completed, please mail to ARCPACS, 677 South Segoe Road, Madison, WI 53711 or fax both pages to 608-273-2081. An applicant must provide at least five references who are familiar with her/his experience. 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 Certifying Board to ensure that the applicant has the necessary education and experience to be certified.

Prospective applicants must meet rigorous educational, experience, and ethical standards. They must have a minimum of a BS level degree, meet certain course requirements, and adhere to the ARCPACS code of ethics. **No experience is required for Associate Professional (AP) status.**

Because we want to certify only individuals who meet the professional standards of ARCPACS, we solicit your confidential and frank opinion of this applicant.

Experience: Applicants for Certified Professional status (**no experience is needed for Associate Professional status**) must have at least five years of professional experience beyond the baccalaureate degree in each area of certification. Each advanced degree will substitute for two years professional experience; for example three years of experience at the MS level and one year at the PhD level. Those seeking soils certification are required to have three years of professional experience at both the MS and PhD level.

Please sign and return this form to: ARCPACS, 677 South Segoe Rd., Madison, WI 53711 or fax to 608-273-2081.



Code of Ethics

Article I. Preamble

1. The privilege of professional practice imposes obligations of responsibility as well as professional knowledge. The ARCPACS program certifies the credentials of individuals through national certification boards and state certification boards. Registrants who enter into ARCPACS via national certification boards will receive the designation of Certified Professional. The ARCPACS program will only award the title of Certified Professional to individuals who have completed a BS, MS, or PhD degree and have met the experience requirements as set forth by the following Certification Boards: Agronomy, Crop Science, Soil Science, Plant Pathology, Horticulture, and Weed Science.
2. The ARCPACS program will award the title of Certified to individuals who meet the experience, testing requirements, and the continuing education requirements of the State Boards participating in the Certified Crop Adviser (CCA) program. The CCA program does not require college level education. However, college education will substitute for part of CCA work experience requirement as provided for in the CCA guidelines.
3. Certified Professionals and 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. A Registrant shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.
2. A Registrant 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 the opinion is based should be made clear.
3. A Registrant shall not issue a false statement or false information even though directed to do so by employer or client.

Article III. Relation of Professional to Employer and Client

1. A Registrant shall protect, to the fullest extent possible, the interest of his/her employer or client insofar as such interest is consistent with the law and professional obligations and ethics.
2. A Registrant who finds that obligations to their employer or client conflict with their professional obligation or ethics should work to have such objectionable conditions corrected.

3. A Registrant shall not use, directly or indirectly, an employer's or client's information in any way that would violate the confidence of the employer or client.
4. A Registrant 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.
5. A Registrant 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.
6. A Registrant shall not divulge information given in confidence.
7. A Registrant shall engage, or advise employer or client to engage, and cooperate with other experts and specialists.
8. A Registrant protects the interests of a client by recommending only products and services that are in the best interest of the client and public.
9. A Registrant 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. A Registrant shall not falsely or maliciously attempt to injure the reputation of another.
2. A Registrant 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. A Registrant shall not use the advantage of public employment (i.e., university, government) to compete unfairly with other certified professions.
4. A Registrant shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

Article V. Duty to the Profession

1. A Registrant 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. A Registrant shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. A Registrant having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the Board.

Approved by
ARCPACS/ASA
11/92

I, the undersigned, agree to adhere to the above Code of Ethics.

Print name _____

Signature _____ Date _____