

## CEU APPLICATION INSTRUCTIONS

**CEU applications along with any related supporting materials including the attendance roster must be submitted no later than 30 days past the event date.**

To apply for CEU credit, either pre- or post-approved, you must provide the information requested on the enclosed Certified Crop Adviser CEU Application Form. To be eligible for CEUs, the meeting must be relevant to the Continuing Education Standards.

Subject matter not eligible for CEUs are: specific product commercial crop input sales training or marketing sessions and award presentations.

Certified Crop Advisers (CCAs) will receive CEUs for attending your meeting by signing a sign-in sheet provided at the meeting. **Please allow between 30 and 60 days for application processing.**

### TO COMPLETE THE FORM:

1. Fill in the contact name, address, phone number, fax number and email, the sponsoring organization and the title of the meeting.
2. Check the box indicating if the activity is open to the public and indicate the meeting fee.
3. Fill in the location and date of the meeting.
4. In the CEUs requested section, please indicate the total number of CEUs for each Continuing Education Unit (CEU) area by totaling the CEUs you have listed on the reverse side of the form. CEUs are awarded on a basis of one hour in classroom is equal to one CEU. CEUs are awarded in increments of 0.5 using the following formula:

### CEU Conversion Table

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

5. Complete the reverse side of the application form by indicating the date, start and end time of each session, the CEU area(s) to which the session topic relates, the amount of CEUs requested per CEU area, the session topic, a brief description of the session topic and the speaker's name and brief background information for each speaker.
6. Include a one page resume or bio for each speaker.
7. Include a copy of the meeting agenda and/or any supporting information regarding the meeting.
8. List the states or provinces of the CCAs attending the meeting.
9. Determine if the meeting qualifies for International CEUs or Local Board CEUs. **To qualify for International CEUs, the meeting must be held in one location only with a minimum of 6 states or provinces attending. If the meeting has less than 6 states or provinces attending, the CEU application must be submitted to the local board in which the program is being held. Please click on CEU Contacts for the address to send the application.**