

# Kansas Certified Crop Adviser CEU Application Guidelines

(Effective September 1, 2002, the CEU Application along with any related supporting materials including the attendance roster must be submitted to the appropriate board no later than 30 days past the event date.

1. **Sponsor/Applicant:** Enter the name of the person applying for the credit along with company name. Ex: Joe Smith, Agriliance

\*Credit hours for the school must be applied for in the state in which the school is being held. Kansas has CEU reciprocity with Nebraska, Missouri, Colorado, Oklahoma and Texas. If a Kansas-based sponsor is holding the identical school in a location in each of these states, **credit hours should only be applied for in Kansas**. The credit hours will still count for CCAs from the other mentioned states.

2. **Phone**

3. **Address/City/State Zip**

4. **Title of Course**

5. **Topic:** Enter the title of each presentation at the school. If the title does not clearly indicate what information will be presented, attach a brief description. Ex: "Chinch bug control in sorghum" – CLEAR, "No-Till Theories" – UNCLEAR.

6. **Time:** Enter the start time and ending time of each presentation, then enter the total minutes for that presentation.

7. **Competency Area:** Assign a competency area to each topic presented based on the Continuing Education Standards. The five categories are: Integrated Pest Management – PM, Nutrient Management – NM, Soil and Water Management – SW, and Crop Production – CP, Professional Development - PD

8. **Speaker Name:** Enter the name of the speaker for each topic. A speaker evaluation form must also be attached for each speaker.

9. **Minutes Per Competency Area:** Total and enter the number of minutes per competency area.

10. **Location/Date:** Enter each location (city and state only) and date the school will be held.

11. **Sign the Application**

In addition to completing the CEU application, the sponsor **must attach:**

- A detailed agenda that includes TIMES, TOPICS, and SPEAKERS. The program flier is satisfactory if it includes these three items.
- A Qualification/Experience form for each instructor.

## **OTHER IMPORTANT ITEMS**

1. If the program has concurrent break-out sessions, each session must be applied for on an individual basis, so a separate identification number can be assigned. *There is a separate application enclosed for concurrent sessions.*

**EXCEPTION: If each attendee will be attending EVERY breakout session, the sessions do not have to be applied for separately.**

2. If the hours are applied for and approved prior to the actual school, attendance forms will be provided. If not, the sponsor is responsible for providing sign-in sheets for CCAs. The sign-in sheet should ask for name, address, phone number and CCA ID number. **Social Security numbers are NOT acceptable.** A different attendance sheet must be provided for each break-out session unless the above-mentioned exception applies.

Completed application and attachments should be sent to: **Kansas CCA Program, 816 SW Tyler, Topeka, KS 66601**

Contact Lisa with questions at: **785-234-0463** or [lisa@kansasag.org](mailto:lisa@kansasag.org).