
Certified Professional Agronomist

APPLICATION & CREDENTIAL INFORMATION

a program of the
American Society of Agronomy



**CERTIFIED
PROFESSIONAL
AGRONOMIST**

5585 Guilford Road • Madison, WI 53711-5801 • (608) 273-8085 • Fax (608) 273-2081
www.certifiedcropadviser.org/cpag

A certification program of the American Society of Agronomy

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Certification Contacts

For further information go to:
www.certifiedcropadviser.org/CPAg

If you have any questions about the CPAG certification, call
866-359-9161 and select the representative for your
state/region/province.

Agronomist Certification

Introduction

About Certification

Certification as a Certified Professional Agronomist (CPAg) is based on being a CCA in good standing, a minimum of a B.S. degree in Agronomy, five years of experience (post degree) and five references. All applicants are reviewed by the Local Certifying Board which is appointed by the President of ASA.

Determining Eligibility

A quick way to determine if you are eligible for certification is to turn to the Summary of Core Requirements form (page 9). 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 Local 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

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 program's 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 professional's future.

Reasons for Certification

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

Certified Professional Agronomist (CPAg)

Certification Procedures and Standards

I. Certified Professional Status

A. General

1. Information
 - a. Certification and inclusion in the Directory is limited to individuals who are deemed qualified professionals in agronomy.
 - b. Certificants must subscribe to the Code of Ethics.
2. Certificate
 - a. A certificate is provided to each Certified Professional Agronomist.
3. Renewal
 - a. Certification is renewed annually in accordance with recertification regulations (see D.2).

B. Minimum Requirements for Eligibility

1. Be a CCA in good standing and hold a minimum of a BS degree.
2. Education Requirements
 - a. Possess a bachelor's degree from an accredited U.S., India or Canadian institution with a major in agronomy or a closely allied field of science, and meet the minimum core requirements.
3. Work Experience
 - a. The following chart indicates the required years of experience in agronomy needed for the CPAg certification.

Education Level	Minimum required years of work experience
Bachelor's Degree	5 years
Master's Degree	4 years
PhD	3 years

- (1) Experience while working toward an advanced (Masters or Doctoral) 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.
4. References
 - a. 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.
 - (2) CCA references must be less than 2 years old to be used as references for the CPAg application.

C. Application

1. Documentation
 - a. Application is made by submitting the completed forms which are reviewed by the local Certifying Board.
 - (1) Completed and Signed Application for Professional Certification – CPAg.
 - (2) An official transcript of all academic credits including verification of degree(s).
 - a. If the applicant **did not** have a BS degree when applying for CCA certification, the official transcript must be provided.
 - b. If the applicant **did have** a minimum of a BS degree when applying for CCA certification, the official transcript does not need to be provided again.
 - c. If the applicant has earned an advanced degree(s) since applying for CCA certification and will be using the degree(s) in lieu of years of experience (see B.3.1), the official transcript for the advanced degree(s) must be provided.
 - (3) Completed Summary of Core Requirements form.
 - (4) Completed Professional Experience form.
 - a. If the applicant **did have** a BS degree when submitting the CCA application:
 - i. If the experience form submitted for the CCA certification is less than 2 years old and indicates 5 or more years of experience then a new experience form is not needed.
 - ii. If the experience form is greater than 2 years old and/or indicates less than 5 years of experience then a new experience form must be provided.
 - b. If the applicant **did not** have a BS degree when submitting the CCA application:
 - i. If the experience form is less than 2 years old and indicates 5 or more years of experience then a new experience form is not needed.
 - ii. If the experience form is greater than 2 years old and/or indicates less than 5 years of experience then they must provide a new experience form.
- (5) 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.
- (6) Answer the following question: 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.
- (7) References
 - a. If references for the CCA certification are less than 2 years old, 3 additional references must be provided.
 - b. If references for the CCA certification are 2 years old or older, 5 new references must be provided.

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

D. Renewal

1. Annual Renewal
 - a. Certification may be renewed annually by payment of the appropriate fee.
 - b. Renewal is due annually on 1 January and is considered delinquent if not paid within 30 days after this due date. After 1 February, certification will be reinstated with payment of the annual fee plus a late fee and all CEU records updated. The registrant's name will be dropped from the active Directory if the fee is not paid. After 24 months, reapplication is required.
 - c. Continual training and education is required of all Certified Professionals. Details of the recertification program are provided at the time one becomes certified.

E. Denial, Revocation, or Suspension of Certification

1. Rights and Responsibilities
 - a. The right to deny, revoke, or suspend certification is vested in the local certifying board.
 - b. Since the certification program is entirely voluntary, ASA assumes no responsibility for any loss or disadvantage, real or imagined, which 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 Certification 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. 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

Certified Crop Adviser (CCA) Code of Ethics

All individuals certified under the International Certified Crop Adviser (ICCA) program must subscribe to the CCA Code of Ethics. The ICCA Standards & Ethics Committee periodically reviews the current Code of Ethics.

Article I. 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. When using the CCA designation, a CCA shall use professional conduct in all communications relating to this vocation including but not limited to emails, blogs, and social media.
3. The ICCA program will award the title of Certified to individuals who meet the experience, testing requirements and the continuing education requirements of the 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.
4. Certified Crop Advisers (hereafter called CCAs), at the request of a client or employer, must disclose the information used to gain certification. CCAs who knowingly misrepresent their credentials will face disciplinary action.

Article II. Relation of Professional to the Public

1. A CCA shall avoid and discourage sensational, exaggerated, or unwarranted statements that might induce participation in unsound enterprises.
2. A CCA 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. A CCA 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. A CCA 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. A CCA 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. A CCA shall not use, directly or indirectly, employer or client's information in any way that would violate their confidentiality.
4. A CCA shall not divulge information given in confidence.

5. A CCA 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. A CCA 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. A CCA shall engage, or advise employer or client to engage and cooperate with other experts, specialists and government agency staff.
8. A CCA protects the interest of a client by recommending only products and services that are in the best interest of the client and public.
9. A CCA 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 CCA shall not falsely or maliciously attempt to injure the reputation of another.
2. A CCA 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 CCA shall not use the advantage of public employment (e.g. university, government) to compete unfairly with other certified professions.
4. A CCA 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 CCA 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 CCA shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other CCAs to do the same.
3. A CCA having positive knowledge of deviation from this Code by another CCA shall bring such deviation to the attention of the CCA's Local Board.

Approved by
International CCA Board of Directors 07/97

Edited and approved by
ICCA Board of Directors 09/2016

I have read the Certified Crop Adviser Code of Ethics and agree to adhere to this code.

Print Name _____

Signature _____ Date _____



Application for Professional Certification—CPAg

5585 Guilford Road • Madison, WI 53711-5801 • (608) 268-4955 • FAX (608) 273-2081 • www.certifiedcropadviser.org/cpag

1. APPLICANT'S NAME AND ADDRESS

Please print or type:

Dr. Mr. Ms.

Office Use Only

Certification No.

Last Name /Surname _____

First Name/Given _____ Middle Name _____

Address _____

Address _____ County (U.S. only) _____

City _____ State/Province _____ Zip—U.S. & Canada _____ Country _____

Office Phone _____ Home Phone _____ FAX _____

Cell Phone _____ Email _____

Have you ever been charged, indicated or convicted of a felony, misdemeanor, or crime for which circumstances relate to being an agronomist?

Yes No If yes, attach an explanation.

2. PERSONAL DATA (Completion of this section is optional. Information regarding specific individual members will not be released.)

Birthdate _____ Ethnicity _____

Citizenship _____ Gender _____

3. DOCUMENTATION REQUIRED:

- Educational background including: institution, degree(s), major, and minor areas, date degree granted. An official transcript of all academic credits and including verification of degree(s) are required.
- Completed Professional Experience Form. List all professional positions held, professional activities, and membership and offices held in professional and honorary societies.
- References:
 - For Certified Professional Applications refer to I, C, 4.
- Completed Core Summary Form. This form does not substitute for transcripts, official transcripts are required.
- Resume.

4. FEES:

Please Print

Application \$100.00

FEE ENCLOSED \$ _____

(Fee is non-refundable)

MAKE CHECK PAYABLE TO:

American Society of Agronomy
(Payment must be in U.S. funds)

The following credit cards are accepted:

MasterCard Visa Discover American Express

Card Number _____

Expiration Date _____

Card Billing Zip Code _____ CVC Code _____

Cardholder's Name _____

Please Print Name _____

5. NAME TO BE PRINTED ON CERTIFICATE:

Degree following name: (choose only one--optional)

BS MS PhD Other _____ None

Last Name

First Name

Middle Name

7. PROFESSIONAL EXPERTISE:

Please circle top 4 areas one or more categories in which you can substantiate that you are technically and professionally qualified to practice.

- Agricultural Regulation, Business and Technology (ARBT)**
- Crop Marketing
- Crop Utilization
- Chemical/Fertilizer Labeling
- Regulatory Administration/Enforcement
- Regulatory Compliance
- Pollution Control
- Conservation Planning/Food Security Act
- Computer Assisted Design
- Computer Modeling
- Computer Uses
- Digitized Mapping
- Information Systems
- Statistical Analysis
- Product R & D
- Precision Ag
- Unmanned/Autonomous Equipment
- Agricultural Administration
- Agricultural Development
- Agricultural Economics
- Dairy Economics
- Crop Insurance
- Labor Management
- Livestock Economics
- Hazardous Waste Management
- Best Management Practices
- Ethics
- Integrated Pest Management (IPM)**
- Agricultural Chemicals
- Application Methods
- Environmental Protection
- Environmental Regulation
- Plant Pathology
- Biocontrol
- Fungal Pests
- Entomology
- Nematology
- Pesticide Use
- Organic Pest Control
- Wildlife Management
- Plant Metabolism
- Weed Management

- Resistance Management
- Invasive Species/Noxious Weeds
- Weed Identification
- Nutrient Management (NM)**
- Comprehensive Nutrient Management
- 4R NMP (Nutrient Management)
- Conservation Education
- Farmland Preservation
- Fertilizer Technology (Variable Rate)
- Fertilizer Blending/Formulation
- Fertilizer Application
- Manure Management
- Plant Nutrition
- Micro-Nutrients
- Resource Conservation
- Soil Sampling
- Plant Analysis

- Crop Management (Science, Production, and Specializations) (CMSPS)**
- Crop Breeding
- Seed Technology
- Crop Ecology
- Crop Genetics
- Crop Physiology
- Crop Quality
- Biotechnology
- Crop Forensics
- Crop Production
- Seed Production
- Crop Enterprise Budgeting
- Organic
- Post-Harvest Physiology
- Forages
- Cannery (Processing) Crops
- Pulses
- Corn
- Cotton
- Hops
- Grazing
- Rice

- Small Grains
- Soybean
- Tobacco
- Tree Fruit
- Tree Nuts
- Vegetable
- Wheat
- Small Fruit Culture
- Tropical Crops
- Viticulture
- Turfgrass Management
- Farm Management
- Impact Assessment
- Land Classification
- Land Management
- Land Resource Analysis
- Land Resource Development
- Land Use Planning
- Range Management
- Range Soil Science
- Reclamation
- Wetlands Identification
- Waste, Land Treatment/ Application

- Soil Management (SM)**
- Soil Morphology/Classification
- Soil and Waste Management
- Soil and Water Conservation
- Soil and Water Management
- Soil Erosion Sediment Control
- Soil Management
- Soil Fertility
- Conservation Tillage
- Streambank Stabilization
- Surface Mine Reclamation
- Waste Disposal, On-Site
- Soil Biochemistry
- Soil Chemistry
- Soil Genesis
- Soil Interpretations
- Soil Microbiology
- Soil Mineralogy
- Soil Physics
- Soil Sampling & Analysis
- Soil Survey

- Soil-Plant Correlation
- Soil-Water-Plant Relation
- Pedology
- Acid-Sulfate Soils
- Forest Soils
- Hydic Soils
- Saline Alkali Soils
- Saline Soils
- Sodic Soils

- Water Management (WM)**
- Ground Water Quality
- Irrigation Scheduling
- Irrigation and Drainage
- Water Diversion and Control
- Surface Water Quality

- Horticulture (Gardens, Nurseries, and Turfgrass) (HGNT)**
- Floriculture
- Garden Center Management
- Greenhouse Production
- Horticulture
- International Horticulture
- Nursery Management
- Ornamental Horticulture
- Pomology
- Plant Breeding
- Plant Ecology
- Plant Health
- Plant Propagation
- Sod Production
- Golf Course Management

- Specialty Agronomy/Ag Education (SAAE)**
- Agricultural Climatology
- Agro-Forestry
- Agronomic Education
- International Agronomy
- Tropical Agriculture

8. PLEASE LIST NAME AND ADDRESS OF PRESENT EMPLOYER:

9. DIRECTORY OF CONSULTANTS

A directory of certified individuals is located on the web at: www.certifiedcropadviser.org

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 agree to follow the Code of Ethics.

Date	Signature of Applicant
------	------------------------



5585 Guilford Road
Madison, WI 53711-5801
(608) 268-4955

Summary of Core Requirements

AGRONOMIST CERTIFICATION

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

FOR OFFICE USE
No. _____

Last Name/Surname _____

First Name/Given _____

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 (masters or doctoral) 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	XYZ Genetics PInatation 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



Professional Experience Form AGRONOMIST CERTIFICATION

Date of Degree: BS _____ MS _____ PhD _____

Last Name/Surname _____ First Name/Given _____

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

12 Months of experience this page _____

Last Name/Surname _____ First Name/Given _____

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 _____



From: _____
Applicant's Name

Applicant's Address

Applicant's phone number

To: _____
Reference's Name

Reference's Address

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 CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 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 CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 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 code of ethics.

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

Experience: Applicants for Certified 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/or at the PhD level.

Please sign and return this form to:

CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 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:

_____ Supervisor	_____ Subordinate
_____ Colleague	_____ Client
_____ Academic Advisor.	_____ 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 CCA/CPAg certification, do you feel qualified to *recommend* this applicant 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 in #7 below 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 _____



From: _____
Applicant's Name

Applicant's Address

Applicant's phone number

To: _____
Reference's Name

Reference's Address

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 CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 or fax both pages to 608-273-2081.

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Experience: Applicants for Certified 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/or at the PhD level.

Please sign and return this form to:

CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 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"/> Subordinate
<input type="checkbox"/> Colleague	<input type="checkbox"/> Client
<input type="checkbox"/> Academic Advisor.	<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 CCA/CPAg certification, do you feel qualified to *recommend* this applicant 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 in #7 below 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 _____



From: _____
Applicant's Name

Applicant's Address

Applicant's phone number

To: _____
Reference's Name

Reference's Address

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 CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 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 CCA/CPAg, 5585 Guilford Road, Madison, WI 53711-5801 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 code of ethics.

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|-------------------------|-----------------------|
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