



Certified Crop Adviser

A Program of the American Society of Agronomy

Operations Update

Susan Chapman

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Overview

- Director of Member Services
- Staff since 2004
- 8 Staff in Certification and Membership
- Synergies
 - Membership/Certification
 - Promotions
 - Career Placement
 - Awards
 - Website Linkages
 - Students
 - Communications



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Activities

- CCA Exam Registration
 - Registration moved to Online System
 - Automated Receipts and Confirmation Email
- Credential Update Emails
 - After Each Credential Received
 - When it goes to the board
- Revised and Consolidated Credential Book



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Activities

- More, targeted Renewal Reminders
- Emailed CEU updates
- Exam Scoring now accessed online
- Automated collection from interested certificants – for exam information
- Monthly Board Communications
- “My Transactions” now on Certification Accounts
- Updating CCA Website – including password-protected board site
- Developed new Booth designs – for board use



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Activities

- Online CEU Application
 - Online entry of applications – no more paper forms
 - Applications reviewed online and approved
 - Automated email of approval to vendor
- Updates to Online CEU Application Process
 - Created regional views of applications (no more looking through each state)
 - Selection of standard now optional – for ease of use



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Activities

- Updates to Online CEU Application (cont.)
 - Mini-view of session titles, speakers, CEU areas – for ease of viewing for reviewers
 - Updated form for easier viewing and printing
 - Added reviewer comments
 - Meeting dates drop-down now starts at the first day of meeting
 - Deleted redundant email and added more information on current email
- Coming Soon to the CEU Application Process
 - After Approval, automatically connected to our certification database
 - Create a new meeting from an existing meeting
 - Automatic assignment of tracking number – with automatic email to vendor (including sign-in sheet)



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Activities

- Coming Soon
 - Updating CCA Website – including password-protected board site
 - Online Booth Request Form - booths, literature, give-aways

Questions/Discussion