

## **CCA – National Board (NBoard) – Program Partner Requirements**

ASA/ICCA needs to identify an existing, Country based, not-for-profit or for-profit organization that can become the licensee to implement the ICCA program in Country.

### **The partner needs to:**

- a. be incorporated under Country law, not for profit status preferred but not required,
- b. be able to collect exam fees, renewal fees and continuing education fees in host currency via credit card, cash or checks and transact business between Country and the US.
  - Exams – each applicant must pass the NBoard exam, the minimum price will be \$ 75US = host currency
  - Renewals – collected annually, minimum price will be \$50 US = host currency
- c. be able to communicate effectively both written and verbal, via electronic media and print
- d. be able to promote the programs to various agriculturally oriented stakeholders both public and private sectors
- e. have no conflicts of interest in fulfilling the missions of the ICCA program and ASA
- f. be bonded (if applicable in Country)
- g. work with and take direction from the NBoard
- h. be able to connect electronically to ASA, modern telecommunications and computer systems

### **Components in fulfilling the mission:**

#### Exam Support: (could be outsourced to an exam delivery company)

1. Organize testing locations and proctors
2. Develop registration materials and register individuals
3. Work with the exam and procedures committee in exam development in conjunction with the ASA exam team
4. Print and distribute exam performance objective booklets
5. Hold confidential, print and distribute the exams
6. Return completed exams to ASA
7. Distribute exam results
8. Update the ASA database on exam results of individuals
9. develop by working with technical experts and distribute exam study materials

#### Board/Program Support:

1. work with the NBoard to organize the appropriate members on the certifying board and conduct regularly scheduled meetings to fulfill the mission of the program
2. follow directives of the Nboard within the confines of the ICCA program's policies that will include editing, printing and distributing program materials
  - a. policy and procedures manual
  - b. credential booklet
  - c. promotional materials
  - d. educational areas document

3. market/promote to individuals, organizations in both the private and public sectors the benefits of being certified
4. manage and process expenses
5. develop and manage annual financial statements and report said to ASA
6. enforce and implement the policies and procedures of the ICCA program for individuals, board members, stakeholders

Continuing Education Support:

1. work with educational experts to guide them in developing appropriate educational programs for CCAs
2. process CEU applications by managing the review process with board members
3. distribute electronically CEU application materials, instructions and forms
4. answer related questions by becoming an expert on the CCA program
5. work with ASA in developing educational programs as appropriate
6. have the ability to manage a continuing education event, e.g., planning, developing, organizing, implementing
7. update the ASA database daily on CEU related information as well as all CCA program related data