



www.certifiedcropadviser.org

CCA Exam Information and Registration Instructions

To become certified in the Certified Crop Adviser (CCA) Program requires the taking and passing of two exams - the International Certified Crop Adviser Exam and a Local Board Exam (for the state/province in which you seek certification). In addition to passing both exams, you are required to submit proof of the required work experience and educational background, which will be reviewed by your local board before certification can be granted.

To register for the CCA exam(s), you must fully complete the online exam registration. Within two weeks of the exam, you will receive a confirmation email stating the exact time and location of the exam.

Cancellation

PLEASE NOTE: You may cancel at any time up to the registration deadline. Note that you will only receive a refund for any amount over \$75.00. The exam fee is non-refundable after the registration deadline. This also applies to retest applications.

Individuals with disabilities, please notify the Certification Department at (866)359-9161 or certification@sciencesocieties.org within three weeks of exam date.

Registration Instructions for CCA exams:

Please read all instructions before registering and as you go through the registration process. You must be 18 years old in order to register for the exams.

1. Click on "Register Now" and you'll be taken to a screen to "Log In to Your Account." Login with the email we have on file for you and your password. (If you have taken a previous exam, you would have received an email with your login information.) If you forgot your password, please use the "Forgot My Password" feature. If you do not have an account, click on Check your E-mail under Not sure if you have an account? on the right side and follow the prompts to create an account. Once you have created an account, use this password to "Log In to Your Account." After you have logged in, click on the "CCA Exam" button.

2. If you need to check which exams you have taken, please click on the link titled "Click here to view exams you have previously taken." This link will open a window that displays any exam(s)

you have taken and if the exam(s) was passed or failed. Once you have reviewed which exams you must take, close the window, and click “Proceed.”

3. On the Conference Registration | Identification screen, make sure your name is spelled correctly. For your “Badge Name,” enter your first name. If your information is not correct, click “Edit My Profile” and update your information. Once corrected or if there are no changes, click “Next.”

4. At the Conference Registration screen, check the box for CCA Exam Registration (you cannot proceed without checking this box). You’ll see the exam price is \$0.00. The price for the exam(s) you register for will be displayed on the next pages. Click “Next.”

5. VERY IMPORTANT – Please note that you do need to take and pass BOTH the International and Local Board Exams in order to be eligible for certification. At the Conference Registration | International Exam Registration screen, the International Exam is listed first from 9:30am-12:00pm by state and location. If you still need to take and pass the International Exam, please select the state/region location of your choice where you will be taking the exam.

6. At the Conference Registration | State/Regional Exam Registration screen, the Local Board Exams are listed next from 1:30pm-3:30pm. If you still need to take and pass the Local Board Exam, please select the state/region of your choice, again, where you will be taking the exam. Click “Next.”

7. At the Conference Registration | Summary of Billing & Exam Registration screen, review the exam(s) you have selected. If you need to make a change, click “Edit” and select the correct exam(s). If you do not have a credit or debit card and would like to pay by check, do not click “Proceed to Payment.” Print off the page (holding the ‘control’ and ‘P’ keys and make sure the printed page lists the location), make out the check to ASA and mail in your payment and printed registration to: CCA Exam Registration, 5585 Guilford Rd, Madison, WI 53711-5801. Please note you will not be registered for the exams until payment is processed in our office. If you are paying by credit or debit card, click “Proceed to Payment.”

8. You will be brought to a review screen with your exam registration information. If you have a promotional code (used only for some retake exams), enter the code in the Code field under the Discounts section and click “Add discount”. The type should be defaulted to Promotion Codes. After you have entered the code and added the discount or if you do not have a promotional code, click “Continue to Payment.”

9. Enter your payment information and follow the prompts to submit your payment. Once your registration has been processed, you will receive both a receipt and registration email. Then, within two weeks of the exam date, you will receive a confirmation email giving the time, location and what to bring to the exams.

Thank you for registering for the CCA exam and please contact us at 608-273-8080 or certification@sciencesocieties.org if you have any questions.