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# Certified Professional Agronomist

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*a program of the*  
**American Society of Agronomy**



5585 Guilford Road • Madison, WI 53711-5801  
(608) 268-4955 • Fax (608) 273-2081 • [www.agronomy.org/certifications](http://www.agronomy.org/certifications)

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# Agronomist Certification

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## Introduction

If you consider yourself a professional agronomist and you teach, are a consultant, or conduct research, you should consider certification. Certification as an agronomist is based on measuring your qualifications against standards determined by the American Society of Agronomy's (ASA) Agronomy Certifying Board. Anyone can call themselves an agronomist. Only those that have had their credentials reviewed and approved by ASA's Agronomy Certifying Board can distinguish themselves to their clients as a Certified Professional Agronomist (CPAg).

## About Certification

Agronomist is one of two certification programs offered by ASA. Each program is responsible for setting the standards for certification. Certification as an agronomist is based on a minimum of a B.S. degree in Agronomy, five years of experience (post degree), five references and passing the International Certified Crop Adviser Examination. All applicants are reviewed by the Agronomy Certifying Board which is appointed by the President of ASA.

The Agronomy Certifying Board determines if an applicant meets the certification standards by reviewing their application package. All of the application forms are contained in this booklet. Once approved by the board, the applicant is notified of the next examination.

## Determining Eligibility

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

If you do not meet the core course minimums or have questions, please call (608) 268-4955.

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

## Certifications

Certifications available through ASA and SSSA follow:

Certified Professional (CP)	Associate Professional (AP)
Agronomist, CPAg	Agronomist, APAg
Soil Scientist, CPSS	Soil Scientist, APSS
Soil Classifier, CPSC	Soil Classifier, APSC
Certified Crop Adviser (CCA)	

For further information or application forms on any other certification, contact ASA Headquarters, Member Services Dept., Attn. Certification Programs, 5585 Guilford Road, Madison, WI 53711-5801; phone (608) 268-4955.

# Agronomist

## Certification Procedures and Standards

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### I. Certified Professional Status

#### A. General

1. Registration
  - a. Certification and inclusion in the Agronomy Professional Registry is limited to individuals who are deemed qualified professionals in agronomy.
  - b. Registrants must subscribe to the Code of Ethics.
2. Certificate
  - a. A certificate is provided to each individual registered as a Certified Professional Agronomist.
3. Renewal
  - a. Certification is renewable annually in accordance with recertification regulations (see I.E.1).

#### B. Area of Certification

1. Certified Professional Agronomist (CPAg)

#### C. Minimum Requirements for Eligibility

1. Education Requirements
  - a. Possess a bachelor's degree from an accredited U.S. or Canadian institution with a major in agronomy or a closely allied field of science, and meet the minimum core requirements.
2. Work Experience
  - a. Applicants must have five years of professional work experience in agronomy.
    - (1) Applicants holding a Masters or Doctoral degree may substitute two years of professional experience for each degree held.
    - (2) Experience while working toward an advanced 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.
3. Exam Requirements
  - a. All applicants for CPAg must pass the International Certified Crop Adviser (ICCA) Exam as a requirement for certification. ICCA exams are administered at designated locations at a cost of \$175 payable with exam registration.
    - (1) Location of ICCA Boards where exams are given.

Alabama	Kansas	Ohio
Arizona	Kentucky	Oklahoma
Arkansas	Louisiana	Ontario
California	Michigan	Pennsylvania
Colorado	Minnesota	South Carolina
Florida	Mississippi	South Dakota
Georgia	Missouri	Tennessee
Hawaii	Nebraska	Texas
Illinois	New Mexico	Wisconsin
Indiana	North Carolina	
Iowa	North Dakota	

#### ICCA Local Boards

#### ICCA Regional Boards

##### Northwest Region

Alaska, British Columbia, Idaho, Nevada, Oregon, Utah, Washington

##### Northeast Region

Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont

##### Mid-Atlantic Region

Delaware, Maryland, New Jersey, Virginia, and West Virginia

##### Rocky Mountain

Montana and Wyoming

##### Atlantic Region

New Brunswick, Newfoundland, Nova Scotia, and Prince Edward Island

##### Prairie Region

Alberta, Manitoba, and Saskatchewan

#### 4. References

- a. You must submit five references that are familiar with your work and professional experience. 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.

### D. Application

#### 1. Documentation

- a. Application is made by submitting the completed forms which are reviewed by the Certifying Board. Board approved applicants will be notified of the next exam date.
  - (1) An official transcript of all academic credits including verification of degree(s).
  - (2) Completed Summary of Core Requirements form.
  - (3) Completed Professional Experiences form.
  - (4) 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.
  - (5) 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.

#### 2. Fees

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

## E. Renewal

1. Annual Renewal
  - a. Certification may be renewed annually by payment of the appropriate fee.
  - b. Renewal is due annually on 31 December and is considered delinquent if not paid within 30 days after this due date. After 1 March, certification will be reinstated with payment of the annual fee plus a late fee. The registrant's name will be dropped from the active Registry 1 July if the fee is not paid. After 12 months, reapplication is required.
  - c. Continual training and education is required of all Certified Professionals. Certified Professional Agronomists must submit evidence of continuing education to maintain their Certified Professional (CP) status. Details of the recertification program are provided at the time one becomes certified.

## F. Denial, Revocation, or Suspension of Certification

1. Rights and Responsibilities
  - a. The right to deny, revoke, or suspend certification is vested in the certifying board.
  - b. Since the certification program is entirely voluntary, ASA assumes no responsibility for any loss or disadvantage, real or imagined, that 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 Member Services 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. (The reapplication procedure described in section I.D. applies.) 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.

## II. Associate Professional Status

### A. General

1. Registration
  - a. It is acknowledged that individuals training in one of the certification areas may want to become professionally recognized through a professional certification program. There is a time-lapse between completion of the degree and attainment of the minimum work experience required to be eligible for full certification. For such cases, the classification of Associate Professional (AP) is available.
2. Certificate
  - a. A certificate is provided to each qualified individual registered as an Associate Professional.
3. Renewal
  - a. Registration is valid for the current calendar year, renewable annually, and cannot exceed the number of years specified under time-limit requirements.

### B. Area of Certification

1. Associate Professional Agronomist (APAg)

### C. Minimum Requirements for Eligibility

1. It is expected that those persons applying for the Associate Professional status will be recent graduates who have not met the experience requirements for a fully Certified Professional. These graduates must meet degree requirements as stated for Certified Professional Status (I.C.1.a-c).
2. The Associate Professional must subscribe to the Code of Ethics and is subject to the same standards of ethics and professionalism as stated for Certified Professionals in all sections of Certified Professional status except for CEUs.
3. Associate Professional applicants for agronomist must pass the International Certified Crop Adviser (ICCA) National Exam as a requirement for certification.
  - a. See Exam Requirements (I.C.3.).

### D. Application

1. Documentation
  - a. A request for registration is made by submitting a completed application form including the Summary of Core Requirements form, and providing the following information:
    - (1) An official transcript of all academic credits including verification of the degree(s).
    - (2) 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. If the applicant has held one or more professional positions, information about these experiences should be included on the Professional Experiences form.

- (3) You must submit five references familiar with your work and academic record.
  - (a) One reference must be from the degree-granting institution or an immediate supervisor.
  - (b) If the applicant has held one or more professional positions, references from these positions are also requested.

#### 2. Fees

- a. An application for certification must be accompanied by the appropriate non-refundable fee as indicated on a current application. The fee schedule is briefly outlined below:
  - (1) Graduating students (bachelor, masters, or doctorate) qualify for a 50% discount on the application fee if they apply and pay the required fee before graduation.
    - (a) The application will be processed when transcripts verifying receipt of the degree and other necessary documents are received.

### E. Renewals

1. Registration is renewed annually by payment of a fee.

### F. Associate Time-Limit Requirement

1. Degree Requirement
  - a. The length of time a person may hold the Associate Professional status before applying for full Certified Professional depends on the degree held. All requirements are exclusive of resident, full-time, graduate school work beyond the bachelor's degree.
  - b. The individual holding a bachelor's degree is limited to six years as an Associate Professional and is eligible to apply for full certification after five years of professional practice.
  - c. The individuals holding a master's degree or doctoral degree may reduce the eligibility date and time limitations by two years for each advanced degree held.

#### 2. Termination

- a. The Associate Professional status is terminated at the end of the time periods stated above or when Certified Professional status is granted, whichever comes first.

### G. Transition to Full Certified Professional Status

#### 1. Application

- a. Transition from the Associate Professional status to full Certified Professional status is not automatic; *an application must be made.*
- b. An Associate Professional may apply for Certified Professional status after acquiring the minimum number of years of professional experience.

#### 2. Documentation

- a. To apply for Certified Professional status, the Associate Professional must follow the steps as outlined in Certified Professional status:
  - (1) Submit a completed application form.
  - (2) Attach an updated professional resume containing any additional information not included in the original credentials.
  - (3) Provide references as stated in Certified Professional status. These references, where possible, should include those who have been previously identified as familiar with the Associate Professional's professional work experience.
  - (4) Remit the correct application fee. If the Associate Professional status is current, the application fee is one-half the amount for Certified Professional. If the Associate Professional status is not current (annual renewal fee not paid), the fees are the same as the Certified Professional application fee.

### H. Denial, Revocation, or Suspension of Associate Professional Status

1. The right to deny, revoke, or suspend certification as an Associate Professional is vested in the certifying board as stated for Certified Professional status.



# Application for Professional Certification

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

## 1. APPLICANT'S NAME AND ADDRESS

Please print or type:

Dr.  Mr.  Ms.  Mrs.  Miss

Office Use Only

Certification No.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_ County (U.S. only) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ 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 \_\_\_\_\_ Race \_\_\_\_\_

Citizenship \_\_\_\_\_ Gender \_\_\_\_\_

## 3. AREA OF CERTIFICATION APPLYING FOR (Each Certification requires a separate application.)

Currently certified as \_\_\_\_\_ and applying for:

### Area of Certification

Certified Professional (CP)	Associate Professional (AP)
<input type="checkbox"/> Agronomist, CPAg	<input type="checkbox"/> Agronomist, APAg
<input type="checkbox"/> Soil Scientist, CPSS	<input type="checkbox"/> Soil Scientist, APSS
<input type="checkbox"/> Soil Classifier, CPSC	<input type="checkbox"/> Soil Classifier, APSC

## 4. 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.
  - For Associate Professional Applications refer to II, D, 1, (3).
- Completed Core Summary Form. This form does not substitute for transcripts, official transcripts are required.
- Resume.
- Signed and dated Code of Ethics

## 5. FEES:

Certified Professional	\$ 50
Associate Professional	\$ 25
Associate Professional Prior to Graduation	\$ 10

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

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_  
Please Print

## 6. NAME TO BE PRINTED ON CERTIFICATE:

Degree following name: (choose only one)

BS  MS  PhD  Other \_\_\_\_\_  None

Last Name

First Name

Middle Name

## 7. PROFESSIONAL EXPERTISE:

Please choose one or more categories in which you can substantiate that you are technically and professionally qualified to practice. Place the category code that you feel the most technically and professionally qualified to practice in the first choice and the next most qualified in the second choice and so on up to four choices.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Acid-Sulfate Soils—S2	Land Resource Analysis—V6
Agricultural Administration—P3	Land Resource Development—V7
Agricultural Climatology—E1	Land Use—D2
Agricultural Development—F2	Land Use Planning—D5
Agro-forestry—X0	Molecular Cytogenetics—C4
Agronomic Education—P1	Molecular Genetics—C3
Agronomic Management—F1	Nursery Management—I8
Agronomy (general)—A1	Nutrient Management—N3
Best Management Practices—F4	Olericulture—H6
Biometrics—A3	Organic—O3
Biotechnology—C1	Ornamental Horticulture—H9
Cell Biology—C2	Pedology—U6
Computer Assisted Design—B5	Pest Management—L7
Computer Modeling—B4	Pesticide Use—L8
Computer Uses—B1	Plant Breeding—J2
Conservation Education—P2	Plant Chemistry—K6
Conservation Planning, Food Security Act 1985—F5	Plant Ecology—L2
Comprehensive Nutrient Management—N4	Plant Cytogenetics—J6
Conservation Tillage—D6	Plant Cytology—J4
Crop Breeding—J1	Plant Genetics—J8
Crop Chemistry—K5	Plant Metabolism—K2
Crop Cytogenetics—J5	Plant Nutrition—U1
Crop Ecology—L1	Plant Pathology—I5
Crop Genetics—J7	Plant Physiology—K4
Crop Marketing—L3	Plant Propagation—K7
Crop Metabolism—K1	Plant Taxonomy—K8
Crop Physiology—K3	Pollution Control—G6
Crop Production—L4	Pomology—H5
Crop Protection—L6	Post-Harvest Physiology—H7
Crop Quality—O1	Precision Ag—A2
Crop Science—I1	Product R&D—W3
Crop Specialization—Cannery Crops—P4	Range Management—X6
Crop Specialization—Corn—P5	Range Soil Science—X3
Crop Specialization—Cotton—P6	Reclamation—W8
Crop Specialization—Grazing—P7	Regulatory Admin./Enforcement—E5
Crop Specialization—Rice—P8	Regulatory Compliance—E6
Crop Specialization—Small Grains—P9	Resource Conservation—D4
Crop Specialization—Soybean—Q2	Saline Soils—R5
Crop Specialization—Tobacco—Q3	Seed Production—M1
Crop Specialization—Tree Fruit—Q4	Seed Technology—M3
Crop Specialization—Vegetable—Q5	Small Fruit Culture—I9
Crop Specialization—Wheat—Q6	Soil Biochemistry—T1
Crop Utilization—O2	Soil Chemistry—S1
Cytology—J3	Soil Erosion Sediment Control—W5
Digitized Mapping—B3	Soil Fertility—U2
Edaphology—U3	Soil Genesis—V1
Entomology—L9	Soil Interpretations—V2
Environmental Protection—E3	Soil Management—W7
Environmental Regulation—E2	Soil Microbiology—T2
Ethics—E9	Soil Mineralogy—Z1
Farm Management—F6	Soil Morphology/Classification—V3
Farmland Preservation—F3	Soil Physics—R3
Fertilizer Technology—Y1	Soil Plant Analysis—U4
Fertilizer Use—Y3	Soil-Plant Correlation—U7
Floriculture—H3	Soil Science—Q1
Floristry—H4	Soil-Water-Plant Relation—U5
Forages—N2	Soil Resource Inventory—V4
Forest Soils—X1	Soil Survey—V5
Garden Center Management—I7	Soil and Waste Management—G1
Genetics—J9	Soil and Water Conservation—W1
Greenhouse Production—H2	Soil and Water Management—W2
Ground Water Quality—G7	Statistical Analysis—B6
Hazardous Waste Management—G2	Streambank Stabilization—W6
Horticulture (General)—H1	Surface Mine Reclamation—W4
Hydric Soils—R4	Tissue Culture—C5
Impact Assessment—E4	Tropical Agriculture—I3
Information Systems—B2	Tropical Crops—I2
International Agronomy—I4	Turfgrass Management—N1
International Horticulture—I6	Viticulture—H8
Irrigation—R1	Waste Disposal, On-site—G3
Irrigation and Drainage—R2	Waste, Land Treatment/Applic.—G5
Labor Management—F7	Waste Management—G4
Land Classification—V8	Water Diversion and Control—W9
Land Management—D1	Weed Control—L0
	Weed Science—L5
	Wetlands Identification—W0
	Wildlife Management—X2
	Undefined, Other—Z9

## 8. PLEASE LIST NAME AND ADDRESS OF PRESENT EMPLOYER:

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## 9. DIRECTORY OF CONSULTANTS

A directory of certified individuals is located on the web at: <http://www.agronomy.org/certification/directory/>

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 sign 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 \_\_\_\_\_

First Name \_\_\_\_\_

Area of Certification Desired

Degree \_\_\_\_\_ University \_\_\_\_\_  
 Major \_\_\_\_\_ Minor \_\_\_\_\_

I. Professional Core	Course no.	Dept.	Title	Hours credit		Grade	Univ.	Office use
				Sem.	Qtr.			
<b>Crop Management</b> (production-oriented courses —field crop production, plant/crop physiology, crop science, and horticulture)  (6–9 Sem. — 9–13 Qtr.)								
				<b>Total</b>				
<b>Pest Mgt./Plant Protect.</b> (weed science, plant pathology, entomology, nematology, IPM, or aquatic courses)  (6–9 Sem. — 9–13 Qtr.)								
				<b>Total</b>				
<b>Soil Science</b>  (6–9 Sem. — 9–13 Qtr.)								
				<b>Total</b>				
<b>Additional— Professional Core Courses</b>  (6–9 Sem. — 9–13 Qtr.)								
				<b>Total</b>				
<b>Total Prof. Core Required</b> (30 Sem. — 45 Qtr.)								
				<b>Total</b>				

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.			
<b>Biology</b> (botany, microbiology, plant physiology)  (10 Sem. — 15 Qtr.)								
				<b>Total</b>				
<b>Chemistry</b> (including 1 course in organic or biochemistry)  (10 Sem. — 15 Qtr.)								
				<b>Total</b>				
<b>Computer Applications</b>  (3 Sem. — 4 Qtr.)								
				<b>Total</b>				
<b>Physics, Geology, or Climatology</b>  (3 Sem. — 5 Qtr.)								
				<b>Total</b>				
<b>Mathematics</b> (3 Sem. — 5 Qtr.)								
				<b>Total</b>				
<b>Statistics</b>  (3 Sem. — 5 Qtr.)								
				<b>Total</b>				
<b>Communications</b> (include speech and technical writing)  (6 Sem. — 9 Qtr.)								
				<b>Total</b>				
<b>Economics</b>  (6 Sem. — 9 Qtr.)								
				<b>Total</b>				
<b>Additional— Supporting Core Courses</b>  (7 Sem. — 11 Qtr.)								
				<b>Total</b>				

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 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	DeKalb Plant Genetic DeKalb, 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





Last Name

First Name

Area of Certification

**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 \_\_\_\_\_



**Certification Programs**

Certified Professional Agronomist  
*sponsored by the American Society of Agronomy*

Certified Professional Soil Scientist  
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[www.agronomy.org/certifications](http://www.agronomy.org/certifications)  
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From: \_\_\_\_\_  
Applicant's Name

To: \_\_\_\_\_  
Reference's Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
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\_\_\_\_\_  
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Signature \_\_\_\_\_ Professional Title \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Licensed or Certified as \_\_\_\_\_ Telephone \_\_\_\_\_

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Signature \_\_\_\_\_ Professional Title \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

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# Code of Ethics

## Article I. Preamble

1. The privilege of professional practice imposes obligations of responsibility as well as professional knowledge. The ARCPACS program certifies the credentials of individuals through national certification boards and state certification boards. Registrants who enter into ARCPACS via national certification boards will receive the designation of Certified Professional. The ARCPACS program will only award the title of Certified Professional to individuals who have completed a BS, MS, or PhD degree and have met the experience requirements as set forth by the following Certification Boards: Agronomy, Crop Science, Soil Science, Plant Pathology, Horticulture, and Weed Science.
2. The ARCPACS program will award the title of Certified to individuals who meet the experience, testing requirements, and the continuing education requirements of the State Boards participating in the Certified Crop Adviser (CCA) program. The CCA program does not require college level education. However, college education will substitute for part of CCA work experience requirement as provided for in the CCA guidelines.
3. Certified Professionals and Certified Crop Advisers (hereafter called Registrants), at the request of a client or employer, must disclose the information used to gain certification. Registrants who knowingly misrepresent their credentials will face disciplinary action.

## Article II. Relation of Professional to the Public

1. A Registrant shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.
2. A Registrant 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 the opinion is based should be made clear.
3. A Registrant shall not issue a false statement or false information even though directed to do so by employer or client.

## Article III. Relation of Professional to Employer and Client

1. A Registrant shall protect, to the fullest extent possible, the interest of his/her employer or client insofar as such interest is consistent with the law and professional obligations and ethics.
2. A Registrant who finds that obligations to their employer or client conflict with their professional obligation or ethics should work to have such objectionable conditions corrected.

3. A Registrant shall not use, directly or indirectly, an employer's or client's information in any way that would violate the confidence of the employer or client.
4. A Registrant 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.
5. A Registrant 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.
6. A Registrant shall not divulge information given in confidence.
7. A Registrant shall engage, or advise employer or client to engage, and cooperate with other experts and specialists.
8. A Registrant protects the interests of a client by recommending only products and services that are in the best interest of the client and public.
9. A Registrant 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 Registrant shall not falsely or maliciously attempt to injure the reputation of another.
2. A Registrant 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 Registrant shall not use the advantage of public employment (i.e., university, government) to compete unfairly with other certified professions.
4. A Registrant 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 Registrant 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 Registrant shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. A Registrant having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the Board.

Approved by  
ARCPACS/ASA  
11/92

I, the undersigned, agree to adhere to the above Code of Ethics.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_