

Continuing Education Units Program Application

Submit this application to have your program considered for CEU approval toward Irrigation Association certification renewal.

CONTINUING EDUCATION PROGRAM APPROVAL

Programs considered for IA continuing education units must include training related to at least one of the core competency areas of the IA certification programs.

CORE COMPETENCY AREAS

- Irrigation Audit Procedures
- Irrigation Design
- Irrigation Equipment and Technology
- Irrigation Hydraulics and Pumps
- Irrigation Maintenance and Repair
- Irrigation Scheduling
- Irrigation Installation
- Electrical (low voltage irrigation only)
- Soil-Water-Plant Relationships
- Irrigation Water Conservation
- Irrigation Industry Business Functions

The training course cannot be proprietary in nature and must be available to all IA members.

CONTINUING EDUCATION PROVIDER QUALIFICATIONS

Presenters should be proficient in subject areas being taught.

CONTINUING EDUCATION PROGRAM APPLICATION PROCEDURES

Complete the IA CEU Program Application. A separate application should be completed for each course that an individual or organization wishes to offer IA CEU's. Multiple course offerings with different presenters should include a description of each of the courses offered with the credentials of each of the presenters listed in the application. Course descriptions and learning objective must be included in the application and include the length of instructional time. Application must outline current education, experience, certifications and licenses held by the presenting individual.

An application fee is assessed for each course, lecture or program application submitted for IA CEU approval (please see cost below). This fee is required prior to the IA reviewing an application for continuing education units. If an application is approved, your program will be listed as an approved program for continuing education units in IA materials.

LENGTH OF COURSE SUBMITTED	COST PER APPLICATION
4 hours or less	\$50
>4 to 8 hours	\$100
Over 8 hours	\$200

An original copy of all applicable program brochures showing dates, times and session titles offered must accompany each application. If you wish to include the IA logo with your marketing brochures and advertising, contact the IA at 703.536.7080.

If approved, a specific number of CEUs will be awarded. CEU value is dependent upon the amount of time a participant shall spend in the actual lecture/learning environment and based on the three tier system the IA has established.

IRRIGATION ASSOCIATION TIER BREAKDOWN

IRRIGATION TRAINING - TIER 1	
Cap	No cap (maximum) on the number of CEUs per year earned in this category
	CEUs in this category are earned at the rate of 1 CEU per hour of attendance.
Qualifying activity	Attending irrigation educational courses or seminars
	Teaching irrigation education courses or seminars
Training definition	Irrigation educational courses and seminars are typically sponsored by, but are not limited to, trade associations, educational institutions, IA-licensed providers or professional irrigation instructors. Courses may be offered by manufacturers and distributors.
	Subject matter within this tier is directly related to irrigation and cannot be brand specific.
	Examples of acceptable courses: irrigation scheduling, irrigation hydraulics or irrigation installation. Backflow classes fall in this category. The 40-hour backflow course earns 10 CEUs, and recertification course earns 5 CEUs.
IRRIGATION TRAINING - TIER 2	
Cap	No cap (maximum) on the number of CEUs per year earned in this category
	CEUs in this category are earned at the rate of 0.5 CEUs per hour of attendance.
Qualifying activity	Judging an irrigation competition
	Attending "in-house" or brand-specific irrigation courses or seminars
	Teaching "in-house" or brand-specific irrigation courses or seminars
Training definition	Irrigation courses and seminars are typically sponsored by, but are not limited to, irrigation manufacturers, distributors or an individual's employer.
	Subject matter is directly related to irrigation and is typically brand specific.
IRRIGATION TRAINING - TIER 3	
Cap	A maximum of 5 CEUs per year can be earned in this category.
	CEUs in this category are earned at the rate of 0.25 CEUs per hour of attendance.
Qualifying activity	Attending irrigation or green industry trade shows
	Attending or teaching green industry courses or seminars
	Attending or teaching business courses or seminars
Training definition	Irrigation or green industry trade show attendance is considered for walking the trade show floor or attending corporate sales meetings. Staffing of an individual's employer or affiliate trade association booth does not qualify in this category.
	Green industry courses and seminars are typically sponsored by, but not limited to, manufacturers, distributors, trade associations and educational institutions.
	Subject matter is indirectly related to irrigation and can be brand specific.
	Landscape lighting, pesticide and hardscape classes and seminars do not qualify for IA CEUs.
	Business courses and seminars are typically sponsored by manufacturers, distributors, trade associations and educational institutions. Subject matter is directly related to irrigation industry business functions.

CLASS APPROVAL

Classes that are approved by the IA will be issued a class number, number of CEUs and tier approved for course. Providers should give students a certificate that includes their name, title of class, course number, date of class, total contact hours (length of course) and signature of presenter.

RENEWAL

Approval that is granted by the IA is valid for one year from the date of acceptance. The class may be presented multiple times throughout the one-year time frame for no additional charge as long as no significant change to the class is made. After expiration of the one-year time period, a new application and fee must be submitted to the IA for review. Past acceptance of a class for CEUs does not guarantee future acceptance.

Continuing Education Units Program Application

Complete this application.

CONTACT INFORMATION

1. Name of individual or organization applying for IA CEU approval:
2. Name of official contact person for event:
3. Mailing address and phone # for contact person:

STREET	SUITE/APT. #
CITY	STATE/PROVINCE
POSTAL CODE	COUNTRY
PHONE	FAX
WEBSITE	EMAIL

COURSE INFORMATION

1. Title of course for which you are submitting CEU approval:
2. Location(s) the course will be held:
3. Date(s) of the activity/course:
4. Enter core competency and tier you feel (see previous pages) your activity/course falls.
5. Briefly describe the activity/course objectives for which you are submitting for IA CEU approval.
6. Who is the target audience for your event?
7. Upon completion of the program, students will be able to
8. Amount of contact hours each participant shall spend in actual lecture, excluding breaks:

INSTRUCTOR QUALIFICATIONS

1. Credentials of presenter (education, experience, certifications, licenses, etc.)
2. Previous presentation experience

SUBMISSION CHECKLIST

- Completed application for each course/lecture/topic submitting for CEU approval status
- All applicable program brochures showing event description, date, time and session titles
- \$_____ single event

PAYMENT INFORMATION

- Check enclosed
 - CHARGE:** VISA MasterCard American Express Discover
- (If you do not feel comfortable including your credit card information here, call the IA office and we can process the payment over the phone.)*

CARD NUMBER	EXPIRATION DATE (MONTH/YEAR)
NAME ON CARD	
SIGNATURE	DATE

Amount enclosed or authorized in US \$ _____
(Payable to Irrigation Association in US\$ drawn on U.S. bank)

Mail, email or fax application and appropriate forms to:

Irrigation Association
 8280 Willow Oaks Corporate Drive
 Suite 400
 Fairfax, VA 22031
 Tel: 703.536.7080 | Fax: 703.536.7019
 education@irrigation.org | www.irrigation.org