



Certified Agricultural Consultant Checklist and Worksheet

FULL NAME _____

FOR OFFICE USE ONLY	
Fee Paid / Date Paid	
Approved By / Date	

Minimum of five (5) years consulting experience. Consulting must have been completed for a fee. Include copy of resume.

EDUCATION				
Activity Description	Sponsoring Organization	CE Hours	Program Dates	Program Location (City, State)
TOTAL HOURS:		0	* This log is subject to audit. Members may be required to submit documentation to support this log.	

I hereby certify that the above information is correct and that I have earned the above listed credits as indicated.

Signature : _____

Dated: _____

Send log and supporting documents to:	ASAC 605 Columbus Ave South New Prague, MN 56071 Email: krisytmach@gandgcomm.com
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See Page 2 for additional information



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To achieve the designation of Certified Agricultural Consultant (CAC) candidates must have or be the following:

- 1 Be an Active Member in good standing for at least two years.
- 2 A minimum of five years of agricultural consulting experience at the time that application submission.
- 3 Attend at least one ASAC annual meeting
- 4 Achieved a minimum of 16 Continuing Education hours from the approved sources. Approved sources of CE credit hours include the following as well as the list shown in the “Maintaining Certification” section:
 - A. Ethics and Standards Course as provided by ASAC authorized instructor(s) during ASAC’s Annual Meeting, with one attendance required every five years for two CE hours credit. As an alternate, a maximum of two CE hours credit may be obtained by attending another authorized organization’s Ethics course, provided approval is obtained in advance from ASAC’s Continuing Education Committee.
 - B. Attend 32 hours of presentations during ASAC sponsored meetings within a rolling 5-year period, with 16 hours of CE credit being available at each ASAC Annual Meeting. CE credit hours available at other ASAC meetings will be determined in advance by the Continuing Education Committee. CE credit is not available for attendance of any social functions.

To maintain CAC certification, a member must maintain 60 hours of Continuing Education every five years. Of the 60 hours, at least 12 hours must come from the list below:

- 1 Up to ten (10) hours earned from non-ASAC meetings relating to an individual’s professional discipline is credited for one CE credit for every one hour of attendance.
- 2 Successful graduate level study involving at least 20 clock-hours of classroom attendance, with one CE credit hour awarded for each hour of attendance.
- 3 Attendance at up to 20 clock-hours of seminars, workshops and other presentations involving an individual’s professional discipline, with one CE credit hour awarded for each hour of attendance. Proof of attendance must be obtained via a written statement by the program’s official presenter or sponsor.

Conducting up to 20 clock-hours of seminars, workshops, speeches and other presentations involving an individual’s professional discipline, with one CE credit hour awarded
- 4 for each hour conducting. Proof of conducting must be obtained by either providing a printed copy of the official program or via a written statement by the program’s official presenter or sponsor.

Authoring at least 200 words of published commentary regarding an individual’s professional discipline, with every 200 words equivalent to one CE credit hour. A maximum of
- 5 20 CE credit hours will be recognized over a 5-year rolling period. Proof of authorship must be confirmed by providing a copy of the published work to the Continuing Education Committee.

Formal presentations involving speeches and participating in panel discussions qualify for one hour of CE credit for every one-half hour of personal presentation with a
- 6 maximum of 20 CE credit hours over a 5-year rolling period. Proof of involvement must be confirmed by providing a copy of the official program or via a written statement by the program’s sponsor.

Providing proof of attendance at seminars, workshops and other presentations is a common requirement for attorneys, accountants and other professions. It is the responsibility
- 7 of the ASAC member to provide proof of attendance. Every effort should be made to submit a copy of the official program or other acceptable documents (e.g. a printout of official posted Continuing Education credit hours, showing the presentation name, date(s) of the program/training and number of credit hours earned during attendance).

In the event that providing sufficient documentation is not possible for an individual Continuing Education request, the ASAC member can list the activity on the above certification worksheet with the understanding that member adheres to the ASAC Code of Ethics. The worksheet is subject to audit and review by the Continuing Education Committee. False documentation will be addressed by ASAC’s Grievance Committee for review and possible dismissal from ASAC.