

ASHS Certified Professional Horticulturist Continuing Education Unit (CEU) Reporting Form Instructions

The Four Activities eligible for Continuing Education Units (CEUs) are:

Professional Meetings: (no maximum) Short courses, workshops, clinics, conferences, symposia, seminars, field days, college courses, scientific presentations, distance education. Provide location (City, State) and who sponsored the meeting and the name of lecturer(s),

i.e. ASHS Annual Conference, St. Louis, MO – Cut Flowers Workshop – John Doe.

Self Directed Study: (20 CEU maximum) scientific journals (reported by article, 1 CEU = about 2,500 word article), books, videos. Must provide the name of journal, title of article i.e. *HortTechnology* (10)2 pgs. 140-145.

Community Service: (10 CEU maximum) elected to professional boards, service to profession (e.g., professional society committees, exam committees, standards/ethics panel, certification boards, editorial boards), city, town, county committees, expert witness, community service related to profession.

Author/Educational Materials: (10 CEU maximum) Title of scientific papers and books, popular articles, consultant reports, preparing educational materials. Provide name of publication work is published in i.e. *HortTechnology* (10)2 pgs. 140-145.

About the Reporting Form:

A. Audit

This form is subject to audit by the certifying board. If you are audited you will be requested to provide documentation of your attendance. Registrants should keep documentation on file, such as meeting agendas.

B. Reporting

You may report one activity for each of the four categories per form. It is best to report the activity as soon after completion as possible. This will allow ASHS to provide you with up to date CEU statements and information.

C. The CCA Board Approved CEUs

You **MUST** fill out this form if the activity you attended was CCA Board Approved and you signed in to earn CEUs. They will not appear automatically on your CEU statement.

Completing the Form:

1. Write in your full name (first, middle initial, last) and certification number.
2. Select the primary category (categories). i.e., Professional Meetings, Self Directed Study, Community Service and/or Author/Education Materials. You may report up to one activity for each of the four categories per form.
3. Date and Location: Write in the date of the activity and location. If the activity occurs over a period of several days, the date of completion will appear on your report.
4. Calculating Continuing Education Units:

One hour of activity = one CEU. Round off to the nearest one-half hour. Use the following guidelines for individual items.

Activity Time

30 to 45 minutes = 0.5 CEUs

46 to 75 minutes = 1.0 CEUs

76 to 105 minutes = 1.5 CEUs

5. Submission:

- a. Sign and date the form. (Note: Providing false information is a violation of the ASHS Certified Professional Horticulturist Code of Ethics and may cause the revocation of your certification.)
- b. Fax to: 703-836-2024 or mail to: ASHS, CEUs, 1018 Duke Street, Alexandria, VA 22314-2851