Submit Your CEUs

Log in to irrigation.org

and navigate to the Submit CEUs page
Select the type of activity from the drop-down menu.

• Most all irrigation training and classes fall under **Attending Irrigation Courses or Seminars**.

• If the training was given by your company/employer, then it is an **In-House Irrigation Course (Tier 2)**

• The website will automatically assign the appropriate tier for your CEUs based on your selection.
Fill in the details and click ‘Add CEUs’

• Put the name of the activity in the Title/Description field, and fill in the remaining details.
• For online classes or seminars, you may leave the city & state information blank.
• Notice that the CEUs were automatically calculated for my tier-3 activity (0.25 CEUs per hour)
• Click ‘Add CEUs’
Submit

• After clicking **Add CEUs**, a pop-up window will appear for you to review your submission. After confirming your entry, click **Submit** at the bottom of the window.
Viewing Your CEUs

- Your submission will appear immediately at the bottom of the page in your **CEU Submission History**. If you see it there, it has been accepted.
- The CEUs needed for your current cycle will also be updated under your name.
- Remember to keep supporting documentation that shows you attended the event!
- The IA audits 10% of certified individuals at random each year. If selected, you will need to prove you attended the events you submitted.

### CEU Submission Form

Current CEU period: 2016 - 2017
Total CEUs submitted for cycle above: 16.18
Number of CEUs needed to complete cycle above: 3.82

### CEU Submission History

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>CEU Period</th>
<th>Type (Tier 2)</th>
<th>Title</th>
<th>Sponsor</th>
<th># CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/2017</td>
<td>2016 - 2017</td>
<td>Irrigation Training</td>
<td>Rainbird Product Update</td>
<td>SiteOne Atlanta, GA</td>
<td>0.34</td>
</tr>
<tr>
<td>12/08/2016</td>
<td>2016 - 2017</td>
<td>Irrigation Training (Tier 3)</td>
<td>Walk trade show floor</td>
<td>IA Las Vegas, NV</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Common Errors

• You can submit a maximum of 20 CEUs per cycle. If an event would put you over 20 CEUs, reduce the hours you are submitting so that you end with exactly 20.

• You can submit a maximum of five tier-2 CEUs and five tier-3 CEUs per cycle. The website will prevent you from adding more than the limit.

• Apple's Safari web browser seems to have trouble with this submission form. Consider using Mozilla Firefox or Google Chrome to submit your CEUs.
Help!

• If you mistyped your entry, put in the wrong date, or have a question, call us at 703.536.7080 and ask for Certification. We can help!

• Review CEU requirements and access a full listing of activities that qualify for CEUs is available at: