

Submit Your CEUs

Log in to irrigation.org

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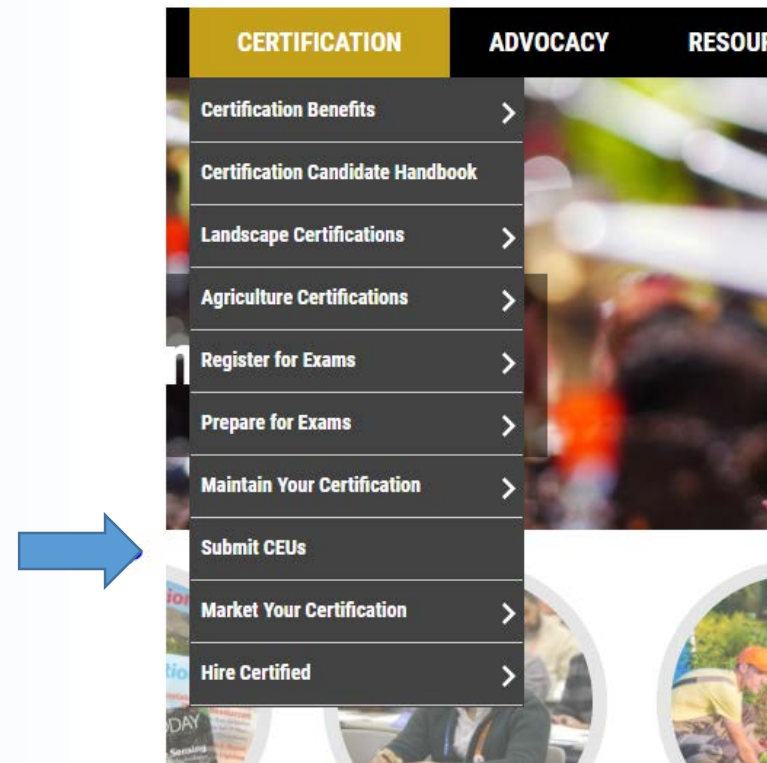
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and navigate to the [Submit CEUs](#) page



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.

Current CEU period: 2018 - 2019
Total CEUs submitted for cycle above: 0.00
Number of CEUs needed to complete cycle above: 20.00

Type of Activity:
Category:
Date of Activity:
Title/Description:
Sponsoring Organization:
City:
State/Province:
of CEUs:
CEUs:

CEU Submission

- Attending In-House Irrigation Courses or Seminars
- Attending Irrigation Courses or Seminars
- Attending Irrigation or Green Industry Trade Shows
- Attending or Teaching Business Courses or Seminars
- Attending or Teaching Green Industry Courses or Seminars
- Earning Additional CID Specialty
- Earning CIC, CLIA, CGIA, CLWM, CAIS, CIT Certification

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'

CEU Submission Form

Your Name

Current CEU period: 2016 - 2017

Total CEUs submitted for cycle above: 15.18

Number of CEUs needed to complete cycle above: 4.82

Type of Activity:

Attending Irrigation or Green Industry Trade Shows ▾

Category:

Irrigation Training (Tier 3)

You have earned 0 out of a maximum of 5 per year allowed in this category.

Date of Activity:

12/8/17

Title/Description:

Walk trade show floor

Sponsoring Organization:

IA

City:

Las Vegas

State/Province:

Nevada ▾

of Hours of Attendance:

4.00

CEUs:

1

Attending irrigation or green industry trade shows, including walking the show floor or attending c employer or affiliate trade association booth does not qualify to earn CEUs.

- CEUs earned at the rate of one-quarter (0.25) CEU per hour of attendance.

- A maximum of five (5) CEUs per cycle can be earned in this category.

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.


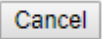
CEU Submission Confirmation

Type of Activity: Attending Irrigation or Green Industry Trade Shows
Category: Irrigation Training (Tier 3)
You have earned 1 out of a maximum of 5 per year allowed in this category.

Date of Activity: 12/8/2016
Title/Description: Walk trade show floor
Sponsoring Organization: IA
City: Las Vegas
State/Province: NV
of Hours of Attendance: 4
CEUs: 1

Attending irrigation or green industry trade shows, including walking the show floor or attending corporate sales meetings. Staffing an individual's employer or affiliate trade association booth does not qualify to earn CEUs.

- CEUs earned at the rate of one-quarter (0.25) CEU per hour of attendance.
- A maximum of five (5) CEUs per cycle can be earned in this category.

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

Your Name

Current CEU period: 2016 - 2017

Total CEUs submitted for cycle above: 16.18

Number of CEUs needed to complete cycle above: **3.82**

Add CEUs

CEU Submission History

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

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:

<http://www.irrigation.org/IA/Certification/Maintain-Your-Certification/CEU-Requirements/IA/Certification/CEU-Requirements.aspx>