



**CERTIFIED
CROP ADVISER**



Local Board Orientation

Feb 6 2026

Introductions

- Staff – Your name, what you do at the Science Societies, where you work
- Board members and admins – type your name, your board and your role on the board in the chat



ASA and ICCA Overview

Lara Bryant and Sara Uttech



What is
ACCESS?



**American Society
of Agronomy**



**Agronomic
Science Foundation**



**Crop Science
Society of America**



**Soil Science
Society of America**

Relationship of ASA, ICCA, Local Boards, and ACSESS Staff



American Society of Agronomy
(ASA) Board of Directors

Fiduciary Oversight



ICCA Program = ASA program

ICCA Board govern at the international level
Local Boards administer at the local level



ACSESS Staff:

provide program support
implement ICCA policy
enforce standards

ICCA Board

- Local Board Chairs are ICCA Board Members
 - Board Representatives
 - Proxy voting – board chair sends names and dates in writing before meetings
- Meeting Dates/Locations 2026
- **2026 Quarterly ICCA Board Meeting Dates:**
 - *Agenda, Minutes, Documents:* www.sciencesocieties.org/certified-crop-adviser/boards/minutes
 - Q1 – Virtual Thursday March 12, 12:00-2:00pm (Central)
 - Q2 – Virtual Thursday June 4, 12:00-2:00pm (Central)
 - Q3 – In-Person & Virtual, Niagara Falls, Ontario Hold August 24-28
 - 1.5 day meeting, tour optional
 - Passports needed
 - Q4 – Virtual Thursday Dec. 10, 12:00-2:00pm (Central)

Local Board Resources

- <https://www.sciencesocieties.org/certified-crop-adviser/boards?q=certified-crop-adviser/boards/>
- Policy and Procedure manual
- Meeting Minutes
- Marketing Platform
- Strategic Plan

Science Societies ASA CSSA SSSA ASF Search this site Log In Donate

CCA Member and Society Programs Events Certification CSA News

CERTIFIED CROP ADVISER

About the program

Get certified

- Certified Crop Adviser
- Programa CCA México
- Certified Professional Agronomist Engineer – Brasil
- International

Exam information

- About the exam
- Exam study tools
- Register

Already certified

- Renew
- Check CEUs
- Specialty certifications
- Promote yourself
- Get TSP certified

Get CEUs

- Purchase courses
- My courses (online classroom)
- Online classroom subscription
- Other CEU opportunities

Offer CEUs

Local CCA boards

- ICCA Board
- Contact your local board

Local board resources

- Find a CCA
- Job boards
- Certified Professional Soil Scientists

Local Board Structure

1.6 Policy manual

- At least 7 members
- Elected by board:
 - Executive Committee
 - Vice Chair, rotates to
 - Chair, rotates to
 - Past Chair
 - Cannot serve more than one 2-year term, or consecutive terms
- Appointed by board chair :
 - Representatives from:
 - State EPA/DNR
 - Extension
 - State Agribusiness Association
 - State Ag or Federal NRCS
 - Chair, Exam and Procedures Committee
 - 3-year terms, 2 term limit
- Elected by all CCAs:
 - At-large members (at least 3 per board, must be CCAs)
 - 3-year terms, 2 term limit

Local Board Committees

- Chair appoints, 3-year terms
- Exam and Procedures
 - Must sign confidentiality and conflict of interest agreement
- Continuing Education
- Standards and Ethics
 - Deals with Ethics complaints
- Executive Committee (Chair, Vice Chair, Past Chair)
 - Serve as budget and finance committee, or Chair may appoint
 - Marketing Committee – Vice Chair may serve or appoint

Local Board Responsibilities (1.6 Policy Manual)

- Administer, promote, and market the program in your jurisdiction
- Ensure CEU opportunities are available
 - Approve CEU applications
- Enforce the Code of Ethics
- Grant certification
 - Approve new CCA and amnesty applications (review and rule on work experience and educational summaries)
- Develop and manage local board exams
- Approve local board expenses consistent with ASA bylaws
- Keep ICCA office staff informed of board changes



Sharing Responsibilities: Board Chair, Admin, or Committee?

- Develop and manage local board exams
 - Exam and Procedures Committee
- Approve local board expenses consistent with ASA bylaws
 - Board
 - Budget
 - Board
 - Admin submits to ICCA
- Keep ICCA office staff informed of board changes
 - Admin
- Administer, promote, and market the program
 - Board and Admin
- Ensure CEU opportunities are available
 - Continuing Education Committee
 - Approve CEU applications
 - CEU review committee (4.3.3, Policy Manual)
 - Admin may be point of contact
- Enforce the Code of Ethics
 - Standards and Ethics Committee
- Grant certification
 - Board
 - Approve new CCA and amnesty applications (review and rule on work experience and educational summaries)
 - Board (Chpt 3)
 - Admin may be point of contact

Support Center Overview

Lacey Edwardson



Support Center Staff

- **Lacey Edwardson** – staff management, day-to-day management
- **Matthew Davey** - certifications, exam support, AZ, CA, IN, KS, MN, MO, ND, SD, WI
- **Emma Johnston** – membership, certifications, AK, AR, BC, IA, ID, IL, KY, NE, NV, OR, PA, UT, WA
- **Penny Magana** – certification, AB, AL, CO, CT, DE, FL, GA, LA, MA, MB, MD, ME, MI, MS, MT, NB, NC, NF, NH, NJ, NS, NY, OH, OK, ON, PE, RI, SC, SK, TN, TX, VA, VT, WV, WY
- **Chloe Nowicki** – membership, membership processes
- **Michele Lovejoy** – on going projects and TSP

CEU System

Lacey Edwardson



Budget and Finance Overview

Sanford Moore and Lara Bryant



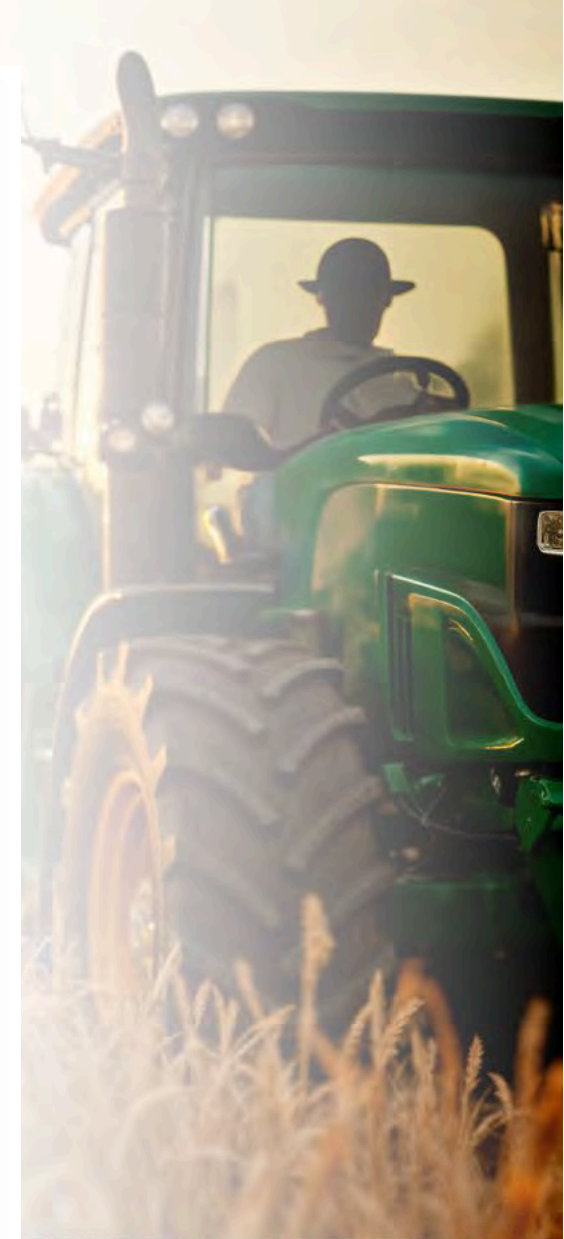
Revenue Allocations for 2026

- ICCA Retains:
 - ICCA Exam Fees, minus proctor fees
 - ICCA Annual Renewal Fees
- Local/Regional/Country CCA Boards Retain:
 - Local Exam revenues, minus proctor fees
 - Local annual renewal fees; prices set concurrent with budget process
- Specialty fees are split:
 - Exams - \$100 to ICCA and \$20 to local board
 - Renewals - \$40 to ICCA and \$10 to local board
 - CA Manure - \$40 ICCA, \$40 Western Region

Reporting Book:
As of Date:
Location:

ACCRUAL
11/30/2025

	Month To Date	Year To Date		Month To Date	Year To Date	Year To Date
	11/30/2025	11/30/2025		11/30/2024	11/30/2024	11/30/2025
	Actual	Actual	Operating Budget	Actual	Actual	Variance
Net Assets	29,297.53	(1,109.62)	0.00	32,612.40	42,134.77	
Revenues						
Certification Revenue						
CEU Self Study Exam Fees	99.00	126.00	0.00	24.00	153.00	(27.00)
Reinstatement Fees	0.00	320.00	0.00	0.00	0.00	320.00
Board Exam Fees	(150.00)	2,330.00	5,500.00	0.00	4,200.00	(1,870.00)
Board Renewal Income	1,850.92	20,359.21	25,300.00	2,036.76	21,853.38	(1,494.17)
Board Renewal Fees 4R NMS	7.56	82.53	0.00	6.72	73.36	9.17
Board Renewal Fees - SSp	3.36	36.68	0.00	3.36	36.68	0.00
Board Renewal Fees - PASp	3.36	36.68	0.00	5.04	55.02	(18.34)
Total Certification Revenue	1,814.20	23,291.10	30,800.00	2,075.88	26,371.44	(3,080.34)
Interest Income	0.00	46.14	0.00	46.14	46.14	0.00
Other Revenue	0.00	0.00	319.00	0.00	0.00	0.00
Total Revenues	1,814.20	23,337.24	31,119.00	2,122.02	26,417.58	(3,080.34)
Expenses						
Consulting	2,291.67	22,916.70	25,212.00	2,916.67	35,000.04	12,083.34
Telecommunications	9.92	98.48	473.00	9.28	111.64	13.16
Supplies & Services	0.00	314.27	462.00	0.00	300.00	(14.27)
Distribution and Postage	0.00	79.86	22.00	0.00	13.75	(66.11)
Computer Expense	70.50	448.50	363.00	42.00	531.50	83.00
Marketing and Promotion	0.00	119.71	231.00	0.00	0.00	(119.71)
Publication Expenses	7.69	125.81	44.00	37.54	241.40	115.59
Miscellaneous	0.00	96.53	462.00	0.00	214.89	118.36
Certification Program Expense	247.00	247.00	2,530.00	0.00	410.20	163.20
Total Direct Expenses	2,626.78	24,446.86	29,799.00	3,005.49	36,823.42	12,376.56
Net Income/(Loss) From Operations	(812.58)	(1,109.62)	1,320.00	(883.47)	(10,405.84)	9,296.22
Net Income/(Loss)	(812.58)	(1,109.62)	1,320.00	(883.47)	(10,405.84)	9,296.22
Total Net Assets	28,484.95	(2,219.24)	1,320.00	31,728.93	31,728.93	



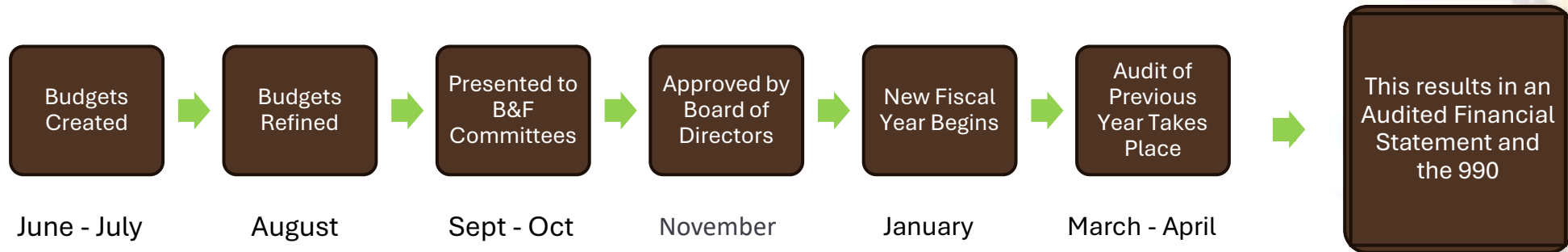
Company name: CCA Boards
Report name: General Ledger report
Reporting Book: ACCRUAL
Other books: ALLOC
Include reporting book: Yes
Created on: 1/27/2026
Location:

Posted dt.	Doc dt.	Doc	Memo/Description	Location	Department	Project	Restriction	JNL	Debit	Credit	Balance
43020 - CEU Self Study Exam Fees (Balance forward As of 11/01/2025)											0.00
11/1/2025	11/1/2025		Web Batch		4005		UR	PTJ		9.00	-9.00
11/7/2025	11/7/2025		Web Batch		4005		UR	PTJ	36.00		-45.00
11/12/2025	11/12/2025		Web Batch		4005		UR	PTJ		9.00	-54.00
11/13/2025	11/13/2025		Web Batch		4005		UR	PTJ		18.00	-72.00
11/20/2025	11/20/2025		Web Batch		4005		UR	PTJ		9.00	-81.00
11/24/2025	11/24/2025		Web Batch		4005		UR	PTJ		18.00	-99.00
Totals for 43020 - CEU Self Study Exam Fees									0.00	99.00	-99.00
Net change for - CEU Self Study Exam Fees											-99.00
43050 - Board Exam Fees (Balance forward As of 11/01/2025)											0.00
11/30/2025	11/30/2025		November 2025 CCA Local Board Exam Remote Proctor Fee Transfer- IBT PROCTOR FEE TRANSFER		4005		UR	GJ	150.00		150.00
Totals for 43050 - Board Exam Fees									150.00	0.00	150.00
Net change for - Board Exam Fees											150.00
43060 - Board Renewal Income (Balance forward As of 11/01/2025)											0.00
11/30/2025	11/30/2025		MI Rev Rec Mbr/Subs 11302025		4005		UR	PTJ		1,850.92	-1,850.92
Totals for 43060 - Board Renewal Income									0.00	1,850.92	-1,850.92
Net change for - Board Renewal Income											-1,850.92
43062 - Board Renewal Fees 4R NMS (Balance forward As of 11/01/2025)											0.00
11/30/2025	11/30/2025		MI Rev Rec Mbr/Subs 11302025		4005		UR	PTJ		7.56	-7.56
Totals for 43062 - Board Renewal Fees 4R NMS									0.00	7.56	-7.56
Net change for - Board Renewal Fees 4R NMS											-7.56
43063 - Board Renewal Fees - SSP (Balance forward As of 11/01/2025)											0.00
11/30/2025	11/30/2025		MI Rev Rec Mbr/Subs 11302025		4005		UR	PTJ		3.36	-3.36
Totals for 43063 - Board Renewal Fees - SSP									0.00	3.36	-3.36
Net change for - Board Renewal Fees - SSP											-3.36
43067 - Board Renewal Fees - PASp (Balance forward As of 11/01/2025)											0.00
11/30/2025	11/30/2025		MI Rev Rec Mbr/Subs 11302025		4005		UR	PTJ		3.36	-3.36
Totals for 43067 - Board Renewal Fees - PASp									0.00	3.36	-3.36
Net change for - Board Renewal Fees - PASp											-3.36
50115 - Consulting (Balance forward As of 11/01/2025)											0.00
11/12/2025	11/12/2025	5435	Bill - Nebraska Agri-Business Association: November Consulting		4005		UR	APJ	2,291.67		2,291.67
Totals for 50115 - Consulting									2,291.67	0.00	2,291.67
Net change for - Consulting											2,291.67
51000 - Telecommunications (Balance forward As of 11/01/2025)											0.00
11/12/2025	11/12/2025	5435	Bill - Nebraska Agri-Business Association: November Telecom		4005		UR	APJ	9.92		9.92
Totals for 51000 - Telecommunications									9.92	0.00	9.92
Net change for - Telecommunications											9.92
51030 - Computer Programming (Balance forward As of 11/01/2025)											0.00
11/12/2025	11/12/2025	5435	Bill - Nebraska Agri-Business Association: November Computer		4005		UR	APJ	70.50		70.50
Totals for 51030 - Computer Programming									70.50	0.00	70.50
Net change for - Computer Programming											70.50
52005 - Printing & Paper (Balance forward As of 11/01/2025)											0.00
11/12/2025	11/12/2025	5435	Bill - Nebraska Agri-Business Association: Novemer Printing		4005		UR	APJ	7.69		7.69
Totals for 52005 - Printing & Paper									7.69	0.00	7.69
Net change for - Printing & Paper											7.69
56025 - Board Meeting Expenses (Balance forward As of 11/01/2025)											0.00
11/12/2025	11/12/2025	5435	Bill - Nebraska Agri-Business Association: November Board Meeting	NE001	4005		UR	APJ	247.00		247.00
Totals for 56025 - Board Meeting Expenses									247.00	0.00	247.00
Net change for - Board Meeting Expenses											247.00
Grand total									2,776.78	1,964.20	812.58

Budget's Connection to Strategic Objectives

- *Our budget should encompass initiatives that directly support our strategic objectives and advance our organizational mission.*
- *In effect, a budget serves as a numerical strategic plan.*
- *Although we have not yet fully realized this ideal, we are making notable progress toward that goal.*
- *Our current challenge extends beyond the containment of expenses; we are also confronted by revenue limitations.*
- *To address these issues; it is imperative that we pursue creative solutions and reimagine our financial strategy.*
- *Innovation within our financial model is essential to ensuring sustainable growth and long-term success.*

Our Budget Process



Significant Audit Areas



CliftonLarsonAllen

Cash and investments

Accounts receivable, deferred revenue and revenue

Property and equipment

Accrued benefits

Net assets

Revenue and related receivables

Expenses

Financial statement disclosures



Auditors' Report



**Management's
responsibilities**



Auditors' responsibilities



Opinion

Financial statements
presented fairly

In accordance with
generally accepted
accounting principles



**Report on supplementary
information**

Marketing

Dan Linehan





Exam Study Resources

Ann Edahl



Communications

Lacey Edwardson and Lara Bryant



What do boards receive from ICCA Staff?

- Financials
- CCA applications
- Retired applications
- Transfer requests
- Exam Statistics
- CEU Compliance Reports
- Board lists (on request)
- List of CCAs in your state/region/country

What do boards send to ICCA Staff?

- Monthly/quarterly invoices
- Updated board lists
- New admin contracts
- Yearly budgets
- Application worksheets



Component Relations

- Quarterly calls with board chair and admin
- In the Know (4th week of the month)
- CCA Connect (with memberships department)
- CCA Board Success Series – every 2 months
- Orientation manual
- Certification Dashboard
- Strategic Plan and Operational Plan



Q&A

Lara Bryant, with ASA staff

