



## CPH Continuing Education Units (CEU) Reporting Form

Please PRINT and use a black or blue pen to complete this form.  
See the back of this form for instructions.

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Certification Number \_\_\_\_\_

### Professional Meeting:

Title \_\_\_\_\_  
No Acronyms please

Instructor Last Name/Session \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location (City & State) \_\_\_\_\_ CEUs \_\_\_\_\_

### Self-Directed Study

Title and Publication \_\_\_\_\_  
No Acronyms please

Author Last Name \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CEUs \_\_\_\_\_

### Community Service

Board Name \_\_\_\_\_  
No Acronyms please

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CEUs \_\_\_\_\_

### Author/Educational Materials

Title and Publication \_\_\_\_\_  
No Acronyms please

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CEUs \_\_\_\_\_

I hereby certify that all information submitted on this form is correct and true to the best of my knowledge. I recognize an ethics violation may revoke my certification status.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This form may be mailed or faxed to the ASHS Office.

The mailing address is ASHS CEU, 1018 Duke Street, Alexandria, VA 22314; 703.836.2024 (fax).

See back of form for additional information.

# ASHS Certified Professional Horticulturist Continuing Education Unit Reporting Form

## Instructions

There are Four Activities eligible for Continuing Education Units:

**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:

**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.

**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.

**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 .

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## Exemptions:

To maintain certification, a Certified Professional Horticulturist (CPH) is required to complete 40 Continuing Education Units (CEUs) every two-year cycle. The CPH Board recognizes that extenuating life circumstances can sometimes cause the accrual and maintenance of these CEUs to be a hardship to an individual and his or her family. Therefore, should a CPH contact the Program Coordinator or a CPH Board Member with a claim of hardship due to maternity leave, extended illness, family emergency, military service, or other extenuating circumstances not previously mentioned, the CPH may be considered eligible for one or more of the following exemptions:

1. **Parental Leave**—The number of CEUs required for the reporting period would be reduced by percentage relating to the amount of time the CPH was unable to accrue. For example, if a CPH were on parental leave for six months, this would be 25% of the reporting period. He or she would then be required to complete 30 CEUs (75% of the total requirement) for that reporting period. During this time, the CPH would be required to maintain dues.

2. **Request for Inactive Status**—An example of a request for inactive status would be if a CPH has an ailing family member in need of full-time care. The CPH would request inactive status until able to return to the work community. During this time, the CPH would be required to maintain dues, and would remain in the CPH directory, but would have an “inactive” notation place beside his or her name. A certificate would be issued indicating the “inactive” status. When the CPH returns to active status and reports his/her first CEUs, a certificate will be issued, removing the “inactive” designation.

3. **Flexible Reporting of Maximum “Self-directed Study”**—A CPH may be allowed more flexibility in the types of CEUs accrued. For example, if a CPH were called for military overseas duty for six months, this period of duty would account for 25% of the normal two-year reporting period. The CPH Board would extend “Self-directed Study” time 75% of the normal two-year period, or 30 CEUs accomplished by reading printed or electronic materials.