

**CERTIFIED TEXAS NUTRIENT MANAGEMENT SPECIALIST
CEU REPORTING FORM
SOIL AND CROP SCIENCES
TEXAS A&M UNIVERSITY**

Instructions:

1. This form is to be used to document Certified Texas Nutrient Management Specialists CEUs on a yearly basis. You are required to have 5 CEUs in nutrient management or related areas per year. Related areas include soil fertility and water quality related to nutrient management.

2. Activities eligible for CEUs are:

a. **Courses / Professional Meetings:** (3 CEU maximum) Short courses, workshops, clinics, conferences, symposia, seminars, field days, Texas Cooperative Extension county programs, scientific presentations, distance education.

b. **Self Directed Study:** (3 CEU maximum) Scientific journals, Extension publications (reported by article, 1 CEU for 2,500 word article), books, videos, internet courses.

c. **Community Service:** (3 CEU maximum) Elected to professional boards, service to city, town, and/or county related to nutrient management.

d. **Author of Educational Materials:** (3 CEU maximum) Author of Research and/or Extension manuscripts, books, handbooks, and popular articles.

3. This form is subject to audit by NRCS/TCE. If you are audited, you will be requested to provide documentation of your attendance. Documentation must include dates of the activities, provide reasonable proof of your involvement, and show that the claimed activity was relative to nutrient management. Registrants should keep documentation on file such as registration receipts, meeting agendas, certificates of attendance, CEU certificates, etc.

a. Annual audits will be conducted by selecting certified specialists at random. Special audits may be conducted for any specialist whose certification is under review for violation of the certification agreement.

b. Failure to comply with an audit will result in a review of your certification and may result in revocation.

4. 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 Texas Cooperative Extension, Soil and Crop Sciences, to provide you with up to date CEU statements and information, via the web site <http://nmp.tamu.edu> as soon as possible.

5. To complete the form:

- a. Enter your last name, first name and middle initial.
- b. Enter your Texas certification number.
- c. Enter information into the category(ies). You may report up to one activity for each of the four categories per form.
- d. Date of the activity.
- e. CEUs: For each category, write in the number of CEUs you are claiming. One hour of activity = one CEU. Round to the nearest one-half hour. Use the following guidelines for individual items.

Activity Time	Number of CEUs
30 to 45 minutes	0.5 CEUs
46 to 75 minutes	1.0 CEUs
76 to 105 minutes	1.5 CEUs

f. Submit the form. (Note: Providing false information is a violation of the certification and may cause the revocation of your certification.)

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Last Name: _____

First Name: _____

Middle Initial: _____

E-mail: _____

Texas Certification Number: _____

Courses / Professional Meetings:

Title: _____

Instructor Last Name / Host Organization: _____

Number of CEUs: _____

Date(s) of Professional Meeting: _____

Self-Directed Study:

Publication: _____

Title: _____

Author Last Name: _____

Number of CEUs: _____

Date Completed: _____

Community Service:

Board Name: _____

Number of CEUs: _____

Date Completed: _____

Author of Educational Materials:

Title: _____

Publication Information: _____

Number of CEUs: _____

Date Completed: _____