Are you planning an educational event with content that applies to arboriculture? Individuals that hold certifications from the International Society of Arboriculture (ISA) can earn continuing education units (CEUs) at your event. This helps them maintain their certification status. Please be aware that the acceptance of an event for ISA CEUs is governed by International Society of Arboriculture policies and these policies are strictly adhered to and enforced. While ISA Chapters and Components typically review all requests for assigning pre-approved CEUs for events within their region, ISA reviews CEU requests for events that are of national and international scope.

As an event organizer, you can follow these steps to get CEUs assigned, approved, and processed for attendees:

1. Complete the “pre-approval form” (use the one found at the ISA Southern Chapter website and save it in your files) You can also download it HERE.

2. Send the completed “pre-approval form” to the Chapter office isasouthern@isasouthern.org along with a program agenda. The agenda should provide at least the following information:
   a. Event title, date, location (address if appropriate). If the event is virtual, such as a webinar (live or re-broadcast), list “webinar” in the city location on the form. List the date of the live event or the specific date of re-broadcast. If the event is to be recorded and available “on-demand” by learners, there are additional requirements for learners to earn a CEU (see next page).
   b. Session times, topics, presenter name, and a brief description of each session’s topic.
   c. Break times (if any), including lunch, etc

3. The Chapter office will review the form you submit and the event agenda and then assign the correct number and type of ISA CEUs based on the program length and content. Each session/event is assigned a specific ISA CEU code that is unique to that event.

4. The Chapter then sends the pre-approval info to ISA so they can officially record the event and the ISA CEU codes. ISA is the official monitor for credentials and records ISA CEUs that credential holders earn at workshops and other events.

5. Once the CEU codes are pre-approved, the Chapter will then generate and send you a confirmation letter and the official sign-in sheets you can use at the event. Participants that are ISA credential holders sign the sheet to verify their attendance at each event/session. Wait until the end of each session or the event to collect signatures. (Note: See the second page of this document for guidelines for webinars.)

6. After the event is over, scan the signed sheets (or a list of attendees that you can verify attended with name and certification number) and email them directly to isa@isa-arbor.com. No need to follow up with the Chapter or send us the signed sheets. Send them directly to ISA. They have pre-approved CEU codes on file and will then credit the CEUs to the
applicable ISA credential holders when submitted appropriately according to the data required on the sign-in sheets.

If you have any questions, the Chapter office can answer them or help you to create and deliver a successful event.

A few extra notes: Keep in mind that ISA CEUs are assigned only for content that is relevant to arboriculture and applies to the domains associated with specific credentials. Information about specific credentials, application process, and their domains (topic areas) can be found on the ISA website at: https://www.isa-arbor.com/Credentials/Which-Credential-is-Right-for-You

Information about maintaining credentials can be found on the ISA website at: https://www.isa-arbor.com/Credentials/Maintaining-Credentials

The following are helpful guidelines we use to review and pre-assign ISA CEUs, these guidelines are not exhaustive and were created based on ISA Continuing Education Policies and relevant examples and technology at time of publication. These are subject to change.

ISA CEUs for virtual events (webinars)

You have options when preparing and delivering virtual content (for example, a webinar). While technology is creating new ways to deliver continuing education material, it creates new demands on the ways that you keep track of attendees to verify their attendance at an event/session. Here are a couple of common scenarios for dealing with CEU assignment and reporting for virtual events:

Live webinars/synchronous learning events:
A live webinar or broadcast is one that may include a live presentation by a presenter that shares their screen or provides live video content.

For this type of event, there is no need for you to share a CEU code on the screen or announce a CEU code to the attendees. However, you will need to keep track of registrants that log-in for your event. When you promote your event, set up an on-line registration site for them and collect their name and their ISA Certification number. An ISA Certification number starts with two letters, followed by a string of digits, and ends with letters for each of their certifications. (For example SO-0000A) It can save some work on your part if you remind them what a Certification number looks like so they don’t confuse it with their ISA membership number.

o Attendees must “attend” at least 80% of the session to be eligible for a CEU credit. Your platform for delivering the webinar may have “attendance tracking” capabilities, but not all services provide this.
**Non-Live webinars/learning events:**
A non-live webinar or a re-broadcast is one that may include a presentation of a recorded event.

- As with a live webinar, there is no need for you to share a CEU code on the screen or announce a CEU code to the attendees. However, you will need to keep track of registrants that log-in for your event. When you promote your event, set up an on-line registration site for them and collect their name and their ISA Certification number. An ISA Certification number starts with two letters, followed by a string of digits, and ends with letters for each of their certifications. (For example SO-0000A) It can save some work on your part if you remind them what a Certification number looks like so they don’t confuse it with their ISA membership number.

- The re-broadcast should occur at a pre-published specific date and time. The host of the event is in control of starting the event at its beginning and ending the broadcast at the end of the pre-recorded presentation. The attendee (or learner) can not access this material “on-demand” and watch the material when and how (i.e., with video controls) they want. They cannot have access to fast-forward, rewind, or start and stop features during the presentation recording.

- Attendees must “attend” at least 80% of the session to be eligible for a CEU credit AND you must verify this 80% with some type of “attendance tracking” capabilities, but not all services provide this.

**Asynchronous/self-guided events**
Asynchronous events are events that have been recorded and are to be offered to an audience asynchronously (meaning, anyone can access at any time, there is no specific date and time the attendees and/or speaker are present at the same time).

- In order to earn CEUs for an asynchronous learning product, there must be an attached assessment tool (quiz), this would then be coded based on the number of question on the quiz, (20 questions = 1 CEUs, 30 questions = 1.5 CEUs). The Continuing Education provider must provide the assessment tool/quiz and grading for it, those who receive 80% or higher scores on these assessments can earn the CEUs for this product.

- **Asynchronous/self-guided content (e.g., video content or recordings available on YouTube) SHOULD NOT include a CEU code at the end of the recording. These events, if any, were coded for live/synchronous delivery only and can only be repurposed if it is pre-approved and recoded for this delivery modality with an additional assessment tool.**

These and other guidelines/policies for credential holders and continuing education providers are available at: [https://www.isa-arbor.com/Credentials/Maintaining-Credentials](https://www.isa-arbor.com/Credentials/Maintaining-Credentials)