



Continuing Education Subcommittee Description
TEACH 003-01



Purpose: This SOP describes the purpose and functions of the Continuing Education points Subcommittee.

Scope: This process applies to the purpose, structure, duties and meetings.

References: Application for Continuing Education Points for a Workshop/Webinar; Continuing Education Points Worksheet

Procedure:

1. Purpose: to assign, record, and track continuing education points for AOSA and SCST members
2. Structure: co-chairs (AOSA and SCST)
3. Duties:
 - a. Record points for Registered, Certified, and Professional members for:
 - i. Attendance at qualified meetings
 - ii. Attendance at workshops or seed schools
 - iii. College credits
 - iv. Individualized seed technology training that received prior approval
 - v. Participation in a referee
 - vi. Serving as a Committee or Subcommittee Chair or Vice-Chair
 - vii. Serving as an officer (President, Vice President, Board of Directors)
 - viii. Workshop/webinar/college course instructor, speaker, or trainer
 - ix. Serving as a mentor
 - x. Attendance at an AOSA/SCST sponsored webinar
 - b. Approve points for workshops and webinars
 - c. Send notices in January to members who are delinquent, giving them until May 31 to reach minimum requirement
4. Meetings:
 - a. The subcommittee will communicate by email, meeting by conference call if necessary
 - b. The subcommittee will be part of the Teaching & Training Committee’s open meeting at the annual meeting
 - i. give committee report during the business meeting
 - ii. send report for the Proceedings shortly after the annual meeting

Changelog

Changes Made	Date
Created SOP	8/9/2023
Author: Person in charge of this process	Date: Click or tap to enter a date.
Approved:	
Signature:	Date: Click or tap to enter a date.