



## Recommended procedures for Certified Arborist Exam or CEU request

### Certified Arborist Exam or other credentials

In order to obtain approval from ISA to sponsor a CA Exam, please submit the following information:

- Date, time exam begins, time doors open (always one hour prior) for exam.
- Address/city/state/zip code/location name of the exam site.
- Name, address, phone, email of person sponsoring exam.
- Name, address, phone, email of proctor responsible for exam (the proctor will be receiving the exam materials from ISA).
- Maximum number of participants the facility can hold (usually 20 is the maximum, over 25 requires a proctor and assistant).
- If facility is handicapped accessible.

Please submit request to sponsor an exam to:  
Christine Bowman, IAA Certification Liaison  
[ckb@bellingeronline.com](mailto:ckb@bellingeronline.com)  
765-572-2241

***Important:*** The information must be sent to Certification Liaison a minimum of 5 weeks prior to the proposed exam in order to receive ISA consideration.

### CEU Request

In order to obtain approval from ISA for educational credit to supply CEU's at a workshop, seminar or other qualified event, please submit the following information:

- Name of event
- Address/city/state/zip code/location name of event
- Name, address, phone, email of contact person leading the event
- If event is open to the public
- Agenda detail containing:
  - Title and brief description of the presentation or talk
  - Time talk begins (ie 9:00 am)
  - Time talk ends (ie 10:00)
  - Name of speaker and a brief bio

Please submit request for CEU's to:  
Christine Bowman, IAA Certification Liaison  
[ckb@bellingeronline.com](mailto:ckb@bellingeronline.com)  
765-572-2241

***Important:*** Submit request for CEU approval a minimum of 3 weeks prior to the event.