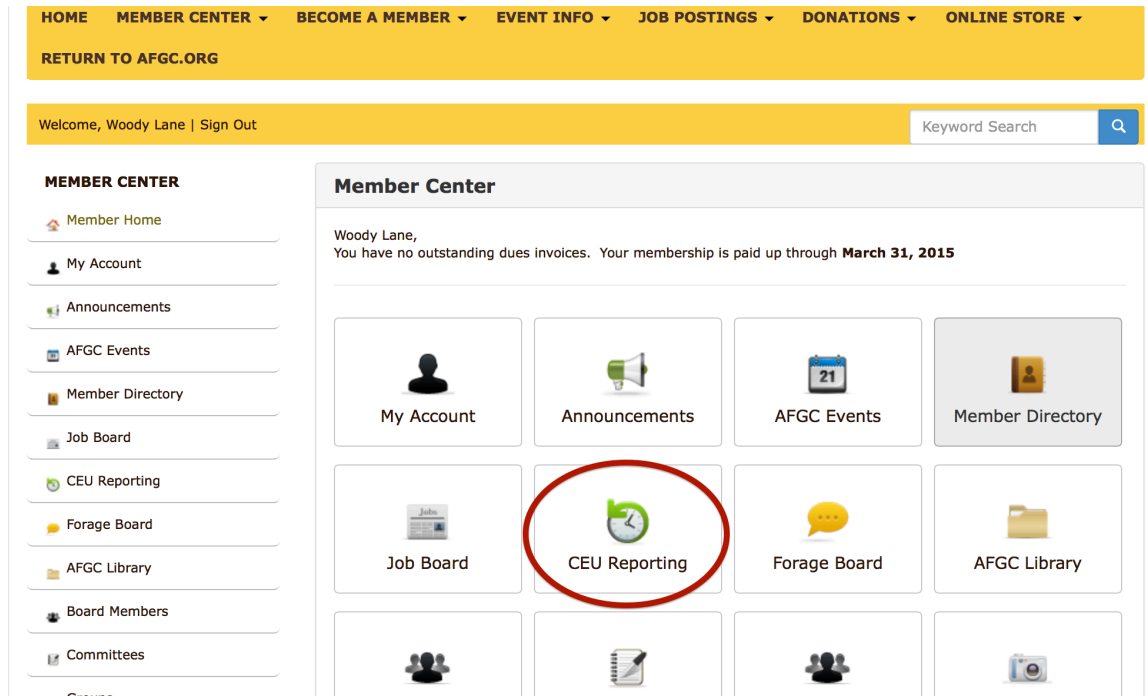


AFGC-CEU Reporting Instructions

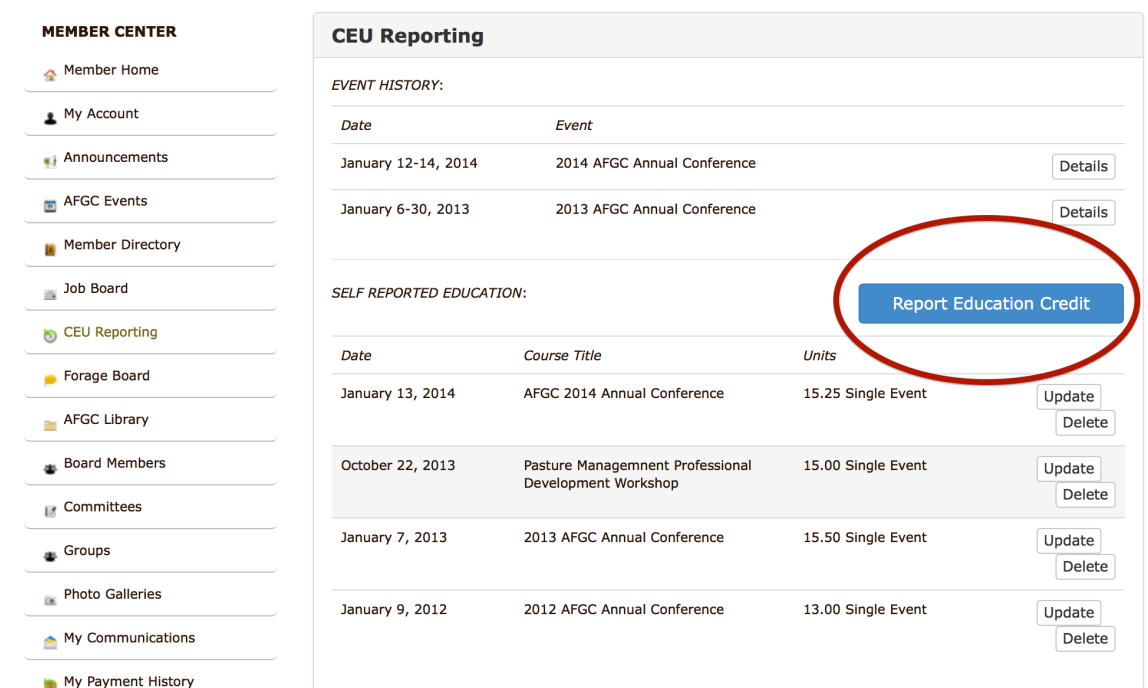
Step 1: Go to www.afgc.org and select Member Login

Step 2: Login as a member using your assigned username (commonly your email address) and the password you created. If you have forgotten your password you may select that on the login screen and a new temporary password will be emailed to you.

Step 3: Select the CEU Reporting Icon as shown in the picture below:



Step 4: Select Report Education Credit as shown in the picture below:



Step 5: Complete the information to report your CEU credit. For course ID enter the number of days the course took place. To calculate the amount of CEU credit use this formula:

The number of CEU's granted per topic is related to contact time as follows:

- 30 to 45 minutes = 0.5 CEU's
- 46 to 75 minutes = 1.0 CEU's
- 76 to 105 minutes = 1.5 CEU's
- 106 to 135 minutes = 2.0 CEU's

After 135 minutes of meeting time, each additional 30 minutes of instruction will equal 0.5 CEU's.

Here is an example of how to complete the credit screen:

The screenshot shows a web interface for reporting CEU credit. On the left is a 'MEMBER CENTER' sidebar with links to Member Home, My Account, Announcements, AFGC Events, Member Directory, Job Board, CEU Reporting (highlighted), Forage Board, AFGC Library, Board Members, Committees, Groups, and Photo Galleries. The main content area is titled 'CEU Reporting' and contains the following fields:

- ADD SELF REPORTED EDUCATION RECORD:**
- Course Title: *** (text input): Sheep Conference
- Course ID: *** (text input): 2 days
- Course Date: *** (date picker): 07/1/2014
- Location:** (text input): Portland, OR
- Instructor:** (text input):
- Course Training Provider:** (text input): Univ. of Rhode Island; USDA
- Units:** (text input):
- Unit Type:** (dropdown menu): Single Event

At the bottom of the form is a blue button labeled 'Add Education Record'.