# EDUCATIONAL ACTIVITIES

**Educational activities should be reported at least monthly, or immediately after an event occurs.**

Educational Activities are planned activities, events, and certification programs delivered within your Extension program and are characterized as having the intention to convey research based educational information or services. Educational activities are restricted to events conducted for members of the general public and do not include training or other professional development activities provided to other Extension employees.

**Topic** – If a curriculum was used, list the name (for example NC SafePlates, or Pesticide V Training). When entering meetings, conferences, or consultations enter the specific topic you covered not the name of the meeting or group.

**Type** – There are 3 types of activities to select from: educational program, consultation, and facilitation see the next page for the definitions for the types of educational activities.

**Audience or Group** – Your activity may be for the general public; or your audience may be more specific such as Cattleman's Meeting or Ms. Smith's 4th grade. In the case of consultations identify if it was a farm, business, or home consultation (you do not have to identify the name unless you want this for your future reference). For facilitations, identify the name of the group.

**Registrants/Attendees** – Number of people attending your program.

**Contact Hours** – Reported contact hours are not additive; for example if 10 people attended a two-hour conference, the number of hours reported is 2. ERS will calculate the total number of contact hours for the event by multiplying the number of attendees by the number of contact hours and display the value in the total contact hours block. Remember contact hours represent the amount of time spent with an individual attendee not necessarily the total length of an event.

**Certification** – If a certification is provided you will be prompted to complete a certification report when finished.

**Start and End Date** – Multiday activities should have the same participants registered throughout the duration of the program.

**Description of Activity** – Indicate the key learning objectives.

If this is a team report click on make this a team report and select an existing team or create a new team. Include both county based and campus based team members.

## New Activity Report

| Field | Value |
| --- | --- |
| Objective | ---------- |
| Year | 2018 |
| County | Wilson |
| Topic | Topic |
| Type | Educational Activity |
| Audience/Group | Audience/Group |
| Number of registrants/attendees | |
| Number of contact hours | |

Total hours of activity, e.g., if this is a 4 hour class that meets 3 times, enter 12.

| Field | Value |
| --- | --- |
| Total contact hours | Total cumulative hours |
| Does the activity provide certification? | no |

If "yes", you will get a chance to create a certification report when you're finished here.

| Field | Value |
| --- | --- |
| Start date | mm/dd/yyyy |
| End date | mm/dd/yyyy |
| Description of Activity | Description of Activity |
| Individual report | Make this a team report |

# NC STATE EXTENSION

**Report educational activities that that fall into one of three categories:**

1. **Educational Programs**
   → Presents research based educational content to an external audience.
   → Curriculum based, meaning that a predefined research based lesson plan or outline is used.
   → Participants must register (before, during, or after) for the event.
   → A sign in sheet and demographic information is collected.
   → A fee may or may not be charged.
   → Has a duration of at least 1 hour of information delivery (some youth programs may have a shorter duration).
   → May occur over multiple sessions with a group of participants.
   → Delivered by an Extension educator, Specialist, or paraprofessional.
   → Includes courses, workshops, demonstrations, camps, school programs, educational presentations at meetings or conferences, field days, and tours.

2. **Consultation**
   → Individual or small group assistance provided on-site at a farm, home, or other location in response to a request or known need of an Extension client.
   → Research based information is shared with the client.
   → May be a one-time event or may require multiple follow-up visits.
   → May include sampling, testing, or other techniques.
   → May include coordinating the assistance of an Area Specialized Agent or an Extension Specialist.

3. **Facilitation**
   → May involve facilitating meetings or events that involve various stakeholders such as Extension workgroups, boards, councils, commissions, or coalitions. Facilitating may include organizing the meeting or event; guiding conversations; summarizing diverse viewpoints so that stakeholders can address a problem and create a plan of action to address that problem; or they may seek solutions to a community identified need or opportunity through assessment, planning or implementation.
   → May involve convening groups by bringing together diverse stakeholders who represent a range of perspectives on a topic, often from different organizations to lead collective action. Convening is the leadership work of calling and planning the meeting, engaging other entities to join in the work, and secure commitment for agreed upon action.
   → May involve representing Extension by participating in meetings or events that build diverse partnerships, collaboration, coalition building, and networks for effective problem solving and action within and across communities. Able to provide subject matter expertise during group discussions. May include representing Extension on workgroups, boards, councils, commissions etc.

**NC STATE** EXTENSION

## Certifications

**Certification activities should be reported at least monthly, or immediately after a training/testing occurs.**

The number recertified and number of new certifications may not necessarily equal the number who received training. There may be individuals who receive training that do not qualify for certification or those who do not successfully pass certification requirements.

If you do not track whether attendees successfully achieve or maintain certification or if your training is only partial credit toward the total CEUs required for certification, leave the recertified and new certification blocks blank and only report the number of individuals that received training.

### New Certification Program Report

| | |
|---|---|
| Year | 2018 |
| County | Wilson |

| Certificate | Received Training | Recertified | New Certifications |
|---|---|---|---|
| --------- | Received Training | Recertified | New Certifications |

+ add another

✔ Save    ➔ Cancel

*You are not required to report the number recertified or new certifications if your training only partially fulfills the CEU certification requirements.*

## Reportable Certifications:

Acidified Foods
Animal Waste Land Applicators
Aquaculture License
Auxin Training
Babysitter Safety Certified (Youth)
Beef Quality Assurance
Beekeeper – Certified
Beekeeper – Journeyman
Boater Safety
Certified Crop Advisor
Certified Plant Professional
Certified Roadside Farmers Markets
Certified Safe Farm
Certified Turfgrass Professional
Certified Volunteer Administrator
Child Care
CPR Certified (Adult)
CPR Certified (Youth)
Dairy Goat Production
Environmental Educator
Extension Master Food Volunteer
FAMACHA

First Aid Certified (Adult)
First Aid Certified (Youth)
Food Production Manager (Safe Plates)
Food Safety Handler (ServSafe Handler)
Food Safety Manager (ServSafe Manager)
Food Safety Modernization Act (FSMA)
GAP (Good Agricultural Practices)
GHP (Good Handling Practices)
GMP (Good Manufacturing Practices)
HAACP (Hazard Analysis and Critical Control Points)
Hospitality
Hunter Safety – Shooting Sports (Youth)
ISA Arborist
Junior Master Gardener
Landscape Industry Certified
Licensed Irrigation Contractor
Licensed Landscape Contractor
Master Gardener Volunteer
Meat Goat Producer
Organic Certification
Pesticide Applicator
Pork Quality Assurance

Rain Garden Certification
Registered Forester
Respirator Fit Test
Septic System Installers & Inspect.
Stormwater BPM Inspect. & Maint.
Structural Pest Control
Transport Quality Assurance
Water/Wastewater Operator
Worker Protection Std. Trainer
YQCA

# NC STATE EXTENSION