

Course I.D. Code – DPR Use Only	Date Received – DPR Use Only
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**For complete instructions see pages 2 & 3.**

Type or print this application in ink. Complete all sections, **except** sections E and K.

**A. Course Description.** Enter course information. To request additional dates for this specific course, see instructions on page 2.

Course Title				Course Date	
Course Location Address	City	State	Zip Code	Start Time	End Time
Sponsoring Organization or Business Name					
Contact Person				E-Mail Address	
Contact Person Address	City	State	ZIP Code	Phone Number	

**B. Course Type.** Check the appropriate box(es), if applicable. See additional instructions on page 2.

Course will occur over two or more days.       Course will have concurrent sessions.

**C. Course Availability.** Check the appropriate box(es).

Open to the Public     Closed to the Public      Course Language(s) other than English:  
 Attendance Fee \$ \_\_\_\_\_       Spanish       Other \_\_\_\_\_

**D. Hours Requested.** One Hour Minimum/8 Hour Maximum (see page 2)

**E. Hours Approved.** DPR Use Only

Pesticide Laws and Regulations (L)	[ ] Hours	[ ] Hours	[ ] Total Hours Approved by DPR
Aerial Pest Control Equipment and Application Techniques (A)	[ ] Hours	[ ] Hours	
Other (O)	[ ] Hours	[ ] Hours	

**F. Attendance Estimation.** Estimate the number of attendees. \_\_\_\_\_

**G. Target Audience.** Check the boxes identifying the type(s) of license and certificate holders this course is directed to.

Pest Control Advisers       Qualified Applicators       Others \_\_\_\_\_  
 Aerial Applicators       Private Applicators

**H. Course Agenda.** Attach a comprehensive course agenda that contains the required information included on page 3.

**I. I declare under penalty of perjury, under the laws of the State of California, that all information on this application is true and correct.**

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**J. Fees.** The processing fee is **\$45** for the calendar year. Additional fee information is on page 3.

**K. Notification Status.** DPR Use Only.

Based on the information provided in your In-Person Continuing Education Approval Request Application, the course **did not** meet DPR's approval requirements.

Your In-Person Continuing Education Approval Request Application is approved.

Reviewer's Signature	Date Signed	Accounting Use Only
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## In-Person Continuing Education Approval Request Application Instructions

The purpose of continuing education is to ensure license and certificate holders: keep their knowledge current in the area of pesticide laws and regulations; provide proper, safe and efficient pesticide use; protect public health, the environment, and property; and encourage safe working conditions for those working with or around pesticides. Courses submitted for Department of Pesticide Regulation (DPR) evaluation and approval must include approvable material as detailed in Title 3, California Code of Regulations (3CCR) Section 6512. Note: Sales presentations, professional introductions, registration time, driving time, and breaks will not be approved for continuing education credit.

In-Person continuing education courses must be approved by DPR before the course date. To obtain course approval, sponsors shall submit the following **at least 30 days before the first course date**:

1. An In-Person Continuing Education Approval Request Application (LIC-131A).
2. A comprehensive course agenda. See **Section H** for additional information.
3. A \$45 processing fee. See **Section J** for fee information.

Submit complete applications to DPR at the address below. Electronic (E-Mailed or faxed) applications are not accepted.

Department of Pesticide Regulation  
Attn: Cashier MS-4A  
PO Box 1379  
Sacramento, CA 95812

You will be notified by DPR if your application is determined to be incomplete or if additional information about the course is needed. Information provided in this application about approved courses will be posted on [DPR's Web site](#).

**Section A: Course Description.** DPR will send course approval status information to the contact person listed on the application. **All** fields of Section A must be completed. Requests for approval of additional dates or locations for a course with an agenda identical to a previously approved course, within the same calendar year, shall be made on the Continuing Education Additional Course Date Request form LIC-132 (Rev. 07/23) and submitted to DPR at least 15 business days before the presentation of the course.

**Section B: Course Type.** Indicate if the course will occur over two or more days and/or have any concurrent sessions (see below). In-person continuing education courses may include formats such as professional or technical meetings, seminars, conferences, demonstrations, and traditional school/college level courses in the context of pesticides or pest management.

- **Two or More Days:** Continuing education courses that occur over two or more days require an In-Person Continuing Education Approval Request Application form LIC-131A (Rev. 07/23), comprehensive agenda, and \$45 fee **for each course date**.
- **Concurrent Sessions:** Concurrent sessions are two separate presentations occurring at the same date and time in different rooms or locations. Continuing education courses that have concurrent presentations must submit an In-Person Continuing Education Approval Request Application form LIC-131A (Rev. 07/23), comprehensive agenda, and \$45 fee **for each presentation that occurs concurrently with another**. In addition, courses that include concurrent sessions must include a description of how the course sponsor will track individual attendance.

**Section C: Course Availability.** Select the appropriate box(es) to indicate whether the course is open or closed to the public, any applicable fee for course attendance, and languages other than English in which the course will be offered.

**Section D: Hours Requested.** Indicate the number of hours you are requesting for each CE category. The total number of hours requested **must be**:

- A minimum of one hour,
- No more than eight hours per day, and
- No more than eight hours per application.

**Section E: Hours Approved.** This section is for DPR use only. The number of hours approved is based on the information submitted in the application and comprehensive agenda. Courses will not be approved by DPR for less than one hour and no more than eight hours per day and per application.

**Section F: Attendance Estimation.** Estimate the number of individuals you anticipate will attend the course.

**Section G: Target Audience.** Indicate the type(s) of license or certificate holders the course content is directed to.

## In-Person Continuing Education Approval Request Application Instructions

**Section H: Course Agenda.** Attach a course agenda to this application. A comprehensive course agenda must include the following: a description of the course, the title of each presentation, a time-specific breakdown detailing main points of each presentation, the main points of each session, the start and end time for each presentation, the total course length, the CE category(ies) requested for each presentation ('L,' 'A,' or 'O'), and the name and affiliation of each speaker. For approvable course topics see 3CCR section 6512(b). DPR may request more information about how course content is in the context of pesticides and pest management.

**Section I: Signature Block.** Sign to indicate that the information presented to DPR on this application and any accompanying documents is true and correct.

**Section J: Fees.** Enclose a check, money order, or credit card payment payable to "Cashier, Department of Pesticide Regulation." The processing fee is \$45 and covers this application and any additional course dates with an identical agenda provided in the same calendar year. **Fees are non-transferable and non-refundable.**

**Section K: Notification Status.** This section is for DPR use only.

For assistance completing this form, please E-Mail or call the Continuing Education Program at:  
CEmail@cdpr.ca.gov or 916-603-7792.