

How to Sponsor a Continuing Education Course

Introduction The following information provides details about sponsoring a Department of Pesticide Regulation (DPR) continuing education (CE) course or program, including regulations that take effect January 1, 2014.

- Requirements of a CE Sponsor**
- Submit application package: CE application form, comprehensive course agenda, and fee at least 30 days before the course date
 - Inform DPR about changes to the course
 - Maintain course records
 - Provide record of course completion to each attendee
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Application Package Submit a complete CE application package, which includes the following items:

1) Application Form

Use the Continuing Education Approval Request Application form (DPR-PML-131 REV. 01/13) located on the DPR Web site:
<<http://www.cdpr.ca.gov/docs/license/forms/pr-pml-131.pdf>>

2) Comprehensive Course Agenda

A comprehensive course agenda must include the following information:

- Description of the course
- Title of each session or topic
- Main points of each session
- Duration of each session
- Start and end times of the course, for in-person and webinar courses
- CE category ("Pesticide Laws and Regulations," "Aerial Pest Control Equipment and Application Techniques," or "Other,") requested for each session
- Name and affiliation of each speaker. (For some courses, such as correspondence courses, this will not be applicable.)

3) Fee

The application fee is \$45 per course*. Fees are non-transferable and non-refundable.

* For courses taking place on multiple days, such as conferences, a separate application form and fee are required for each day if attendees are not required to attend all days. DPR will assign a separate course identification code for each day. Each day requires separate record keeping.

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**Application
Submission
Deadline**

Mail the application package to DPR via the U.S. Postal Service at least 30 days before the course date. Mail the application package to DPR using the contact information at the end of this guide.

Do not use a document delivery service such as UPS or FedEx and do not require a signature confirmation as these will likely slow delivery time. Faxed or emailed applications will not be accepted.

**DPR Review
and Evaluation**

Once the application package has been received by DPR, the CE Review Committee will evaluate the application form and course agenda. Within 15 business days, DPR will approve the course, or if the CE Review Committee has questions, you will be contacted via phone or email. DPR cannot approve a CE course if the course has already occurred.

Approval of your application will include hours approved in each CE category and will be sent via fax. If a fax number is not provided on the application, it will be sent via email.

You can check the status of your application by visiting DPR's Web site:
<http://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm>

Course Criteria

The following criteria are used by the CE Review Committee when evaluating CE courses for approval:

- The accredited portion of a course must be a minimum of one hour.
- Course topics must focus on pesticides or pest management.
- Topics approved for "Pesticide Laws and Regulations" hours must be focused on California or federal pesticide laws and regulations.

Some examples of topics that qualify for CE hours can be found in the "Examples of CE Topics" on DPR's CE Web site:
<<http://www.cdpr.ca.gov/docs/license/conted.htm>>

**Additional
Criteria for
Online and
Correspondence
Courses**

In addition, online and correspondence courses must meet the following criteria:

- A complete copy of the course in the format in which it will be used must be submitted with the CE application. For example, submit a hardcopy for a correspondence course or a web link, CD, or thumb drive for an online course.
 - Courses must include distinct topics, which can be no more than two hours per topic. For courses longer than two hours, each topic must end with review questions.
 - A final examination that reviews the accredited material and main points must be given. An attendee must receive a score of 70 percent
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**Application
Package Cont.**

- or greater to receive course credit.
- If the attendee receives a score of less than 70 percent on the final examination, the sponsor may allow the attendee to take a different version of the final examination in order to receive course credit.
- Different versions of the final examination must provide the attendee with new questions or shuffle the order of the questions.
- The final examination and review questions will be accredited at one minute per question, with a maximum of twenty questions per hour.
- For text-based courses (correspondence or online), each 200 words will count as one minute of course time.

**Changes to
Approved
Courses**

If changes are made to an already approved course agenda, you must submit the following information to DPR before the course takes place:

- Name of the course
- Date of the course
- Course identification code
- Change(s) to be made to the course

Examples include: changes to speakers, topics and location.

Send the information to DPR using the contact information at the end of this guide (email preferred).

**Adding Course
Dates or**

Only one application package is necessary for CE courses where the same course agenda is presented on different dates and/or at different locations throughout the calendar year.

To add dates and/or locations to an already approved course agenda, submit the Continuing Education Additional Presentation Request form (DPR-PML-132 REV. 01/13) at least 15 business days before the course date. The form is located on DPR's Web site at:
<<http://www.cdpr.ca.gov/docs/license/forms/pr-pml-132.pdf>>

Send the form to DPR using the contact information at the end of this guide (email preferred).

Note that these classes will receive one course identification code per calendar year. Therefore, attendees will receive CE credit for the series only once. CE sponsors should make this clear in advertising and registration materials.

Record Keeping

CE course records must be kept for three years after the course date. Include the following information in your records:

- Licensee names
- License numbers
- Title of the course
- Name of the sponsor
- Location of the course
- Date of the course
- Accurate number of hours each licensee attended for each CE category
- Licensee signatures
- Course identification code

Records of Course Completion

CE sponsors must provide a record of course completion to each licensee within 15 business days of course completion. Each record of course completion must include the same information as required in your records. (See **Record Keeping** section.)

Course Audits

To maintain course quality, DPR conducts random unannounced audits of approved courses. DPR views these audits as a means of providing useful feedback to CE sponsors so that courses can be improved where necessary. This also allows course sponsors and DPR to work together to strengthen the licensing and CE programs.

DPR Contact Information**Mail application packages to the following address:**

Cashier, ATTN: CE
Department of Pesticide Regulation
P.O. Box 1379
Sacramento, CA 95812

Do not use a document delivery service such as UPS or FedEx to and do not require a signature confirmation as these will likely slow delivery time. Faxed or emailed applications will not be accepted.

For questions about the CE program:

Email: <cemail@cdpr.ca.gov>
Phone: 916-324-4250
Fax: 916-324-9006
