California Environmental Protection Agency

Department of Pesticide Regulation

Pest Management & Licensing

CONTINUING EDUCATION 101

Margie Lopez Read, REAII

Laurie Brajkovich

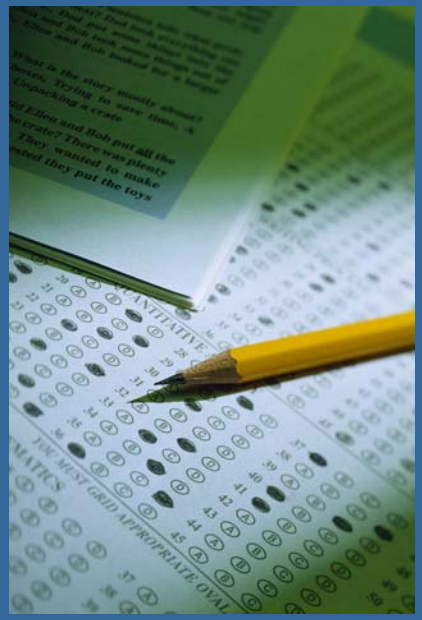
Amy Davidson

Today's Discussion:

- Why require Continuing Education (CE)
- What is allowed for DPR CE
- Application process
- Application tips
- Comments, questions, suggestions

Why do we require Continuing Education?

- Criteria for Recertification
- Mandated by Federal & State Law
- Demonstrates proficiency
- Replaces periodic exams
- Forum for relevant updates
- Documents program effectiveness



CE Requirements

Title 3, Section 6511

'**No license** or certificate issued to a licensee or certificate holder specified in this section **shall be renewed unless** the holder has **completed the required continuing education hours** within each two-year license or certificate period.'

Required CE Hours

Pest control aircraft pilots 20 hours needed Must have at least: 4 hours L & 4 A	**Seed treatment pest control** 4 hours needed Must have at least: 2 hours L
Qualified applicator license and certificate 20 hours needed Must have at least: 4 hours L	**Agricultural pest control adviser** 40 hours needed Must have at least: 4 hours L
Maintenance gardener 8 hours needed Must have at least: 2 hours L	**Private applicators** 6 hours needed Must be: County certified (every three years)

Laws & Regulations (L), Aerial (A), Other (O)

What coursework is allowed for DPR's Continuing Education?

Courses on <u>pest management and/or pesticides</u>, such as:

- Licensing regulations
- Pesticide safety
- Pest identification
- Effective pesticide use
- Labeling requirements
- Integrated Pest Management (IPM)

Approval of CE Courses

Title 3, Section 6512

‘**The instruction shall relate only to pest management and pesticides** (including but not limited to laws and regulations, chemical formulations, labeling and label interpretation, application equipment, pests, identification of environmental sensitive areas, endangered species, drift prevention, pesticide registration, integrated pest management, cultural practices, pesticide worker safety, surface and groundwater protection, and biological control methods).’

Different Types of CE

- Seminars
- Special and concurrent sessions
- Community college courses
- Field ‘tailgate’ meetings
- Road Shows
- Correspondence courses
- On-line training
  - papers posted online
  - Interactive
  - Narrated

Laws and Regulations (L)

The following pesticide use laws and regulations will receive hours credit in the CE "Laws and Regulations" category:

California Food and Agricultural Code

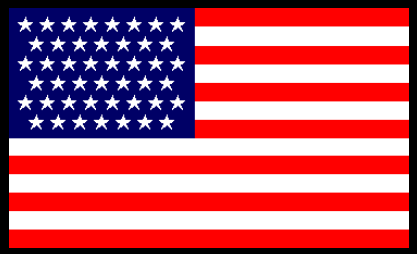
(FAC) Divisions 6, 7 and 13

California Code of Regulations

(CCR) Title 3, Division 6

Federal Insecticide, Fungicide and Rodenticide Act

(FIFRA)



Code of Federal Regulations

(CFR) Title 40 parts 150 to 189

Examples of Acceptable CE Topics by Category

Laws and Regulations (L)

- Pesticide safety and label requirements
- Pesticide storage, transportation, and disposal
- Pesticide level limits for air, water, etc.
- Pesticide use reporting
- Pesticide effects on endangered species and habitat

This is not an all inclusive list.

Examples of Acceptable CE Topics by Category

Aerial Application and Aerial Equipment Techniques (A)

- Use of aerial application equipment
- Aerial application techniques
- Drift control
- Calibration of liquid & dry systems
- Inspection and maintenance of pesticide dispersal system

This is not an all inclusive list.

Examples of Acceptable CE Topics by Category

Other (O)

- Pest identification
- Integrated Pest Management (IPM)
- Pest Control Biotechnology
- Pesticide equipment calibration
- Pest control techniques
- Non-DPR CA State agency regulations

This is not an all inclusive list.

Topics “not” included in DPR’s Continuing Education

Disclaimer

If your content is not included and you can describe to DPR that it is in fact relevant to pesticide use and pest management,

you are welcome to submit a justification explaining how your course is acceptable.

We will re-evaluate the course for its applicability to the CE Licensing & Certification Program.

Topics “not” included in DPR’s Continuing Education

Laws specific to other states or countries
Non pesticide environmental regulations
Irrigation water conservation
Fertilizer products
Certain Structural Board regulations
Crop advising topics
General field worker safety

You may <u>not</u> advertise CE hours that have <u>not</u> been approved.

Options for flexibility

As part of an IPM topic:

Nutrients are OK!

Focus on pest ID and pesticide use:

Structural Board topics are OK!

Focus on pesticide monitoring results:

Water Board/Air Board topics are OK!

Worker Safety during/after pesticide use:

OSHA requirements OK!

If a mix of approvable and non-approval subject matter:

Partial Credit is OK!

Additional CE hours approvable if justified.

CE Approval Process: The Application

STATE OF CALIFORNIA
CONTINUING EDUCATION APPROVAL REQUEST
PR-PML-131 (REV. 09/03)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 324-4250
FAX - (916) 324-9006
Web site: http://www.cdpr.ca.gov/

NOTE: DPR MUST receive this application at least 30 DAYS in advance of the course/seminar presentation date. *Applications submitted after the class begins will be automatically denied.*

DPR I.D. CODE NUMBER - DPR USE ONLY	DATE RECEIVED - DPR USE ONLY

A. Course Description
Type or print this application in ink. Complete Section A, B, C, E, and F. Additional instructions are on the reverse.

COURSE/SEMINAR TITLE	COURSE/SEMINAR DATE
COURSE/SEMINAR LOCATION ADDRESS (City) (State) (ZIP Code)	STARTING TIME
PROVIDER ORGANIZATION(S)	EMAIL ADDRESS
CONTINUING EDUCATION PROVIDER CONTACT PERSON	TELEPHONE NUMBER ( )
CONTINUING EDUCATION PROVIDER ADDRESS (City) (State) (ZIP Code)	FAX NUMBER ( )

B. Course Availability *- Check the Appropriate Box(es).*

☐ Classroom ☐ Field Trial ☐ Open to the Public ☐ Closed to the Public ☐ Attendance Fee $ _

C. Hours Requested for Each Topic	HOURS REQUESTED	***D. Hours Approved for Each Topic*** HOURS APPROVED - DPR USE ONLY
Laws and Regulations (L)	Hours	Hours
Aerial Equipment and Aerial Application Techniques (A)	Hours	Hours
Other (O)	Hours	Hours

TOTAL NUMBER OF HOURS APPROVED

E. Who is the Targeted Audience? Estimate Number in Attendance: _

Pest Control Advisers (AA) _____ Aerial Applicators (AP/JP) _____ Private Applicators _____
Ground Applicators (QC) _____ Ground Applicators (QL) _____ Others _____

F. Course Outline *- Submit this application with **one** copy of the agenda and the $45 processing fee **at least 30 days** in advance of the course/seminar.*

APPLICANT'S SIGNATURE	DATE SIGNED

G. Fees. *Enclose a check/money order/credit card payment payable to Cashier, Department of Pesticide Regulation. The processing fee is $45. The fee includes all additional presentations within the calendar year and with the same agenda.* ***Fees are non-transferable and non-refundable.*** *Mail to Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.*

H. Notification Status - DPR USE ONLY | ***ACCOUNTING USE ONLY***

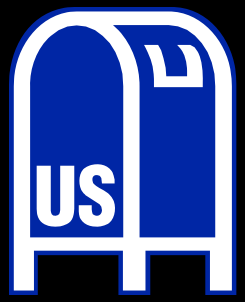
☐ Based upon the information provided on your Continuing Education Approval Request application, the course/seminar **did not** meet DPR's approval requirements.

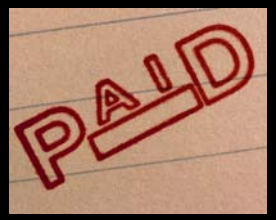
☐ Your Continuing Education Approval Request application cannot be processed until you provide more detailed information on how subject/topic relates to pesticides or pest management. Please explain: _____

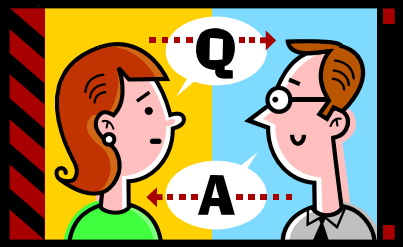
☐ Your Continuing Education Approval Request Application is **approved**.

REVIEWER'S SIGNATURE	DATE SIGNED

CE Approval Process – Time Line







You Mail it! Received and processed by DPR Cashier	Reviewed by CE review committee	Correspond with applicant to clarify any questions/concerns we have	Approve Assign DPR ID Fax approval
7-13 days	2-7 days	*0-? Days*	1-3 Days

Best case scenario: 10 days for complete review

Potential scenario: 23 -? days for complete review

Approval of Continuing Education Courses

Title 3, Section 6512.

(b) Requests for evaluation and approval of a courses or program offering continuing education in pest management and pesticides **shall be submitted** by the continuing education provider to the Director at **least 30 days before presentation of the education.** The request for evaluation and approval shall be made on the Continuing Education Approval Request form (PR-PML-131, Rev. 09/03), hereby incorporated by reference, and shall be **accompanied by a comprehensive written outline, description of the course or program,** and a **$45 fee for each course**.

Advantages of Application Lead Time (30 days)

- Time for DPR Q&A on application
- Advance notice of hours for ads
- Class will be listed on DPR website
- Eliminates CE hour uncertainties

DPR's Role Includes:

1. Process payment
2. Log applications
3. Assignment to committee
4. Evaluation of course content
5. Dialogue with sponsors
6. Determine approvable hours
7. Assign DPR code (DPR ID)
8. Notify sponsor of status
9. Conduct CE audits

CE Applications Approved by DPR 2007-2010

836 CE application had been approved at the end of the March

Application Tips for Quick Turnaround

- Timely submittal
- Complete application form
- Clarity in the agenda
- Accurate request for hours
- Include correct fee
- Provide contact information

  Cell phone is recommended

STATE OF CALIFORNIA

CONTINUING EDUCATION APPROVAL REQUEST

PR-PML-131 (REV. 09/03)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 324-4250
FAX - (916) 324-9006
Web site: http://www.cdpr.ca.gov/

NOTE: DPR MUST receive this application at least 30 DAYS in advance of the course/seminar presentation date. *Applications submitted after the class begins will be automatically denied.*

DPR I.D. CODE NUMBER - DPR USE ONLY	DATE RECEIVED - DPR USE ONLY

A. Course Description

Type or print this application in ink. Complete Section A, B, C, E, and F. Additional instructions are on the reverse.

COURSE/SEMINAR TITLE	COURSE/SEMINAR DATE
COURSE/SEMINAR LOCATION ADDRESS (City) (State) (ZIP Code)	STARTING TIME
PROVIDER ORGANIZATION(S)	EMAIL ADDRESS
CONTINUING EDUCATION PROVIDER CONTACT PERSON	TELEPHONE NUMBER ( )
CONTINUING EDUCATION PROVIDER ADDRESS (City) (State) (ZIP Code)	FAX NUMBER ( )

B. Course Availability *- Check the Appropriate Box(es).*

☐ Classroom ☐ Field Trial ☐ Open to the Public ☐ Closed to the Public ☐ Attendance Fee $ _

C. Hours Requested for Each Topic	HOURS REQUESTED	***D. Hours Approved for Each Topic*** HOURS APPROVED - DPR USE ONLY
Laws and Regulations (L)	Hours	Hours
Aerial Equipment and Aerial Application Techniques (A)	Hours	Hours
Other (O)	Hours	Hours

TOTAL NUMBER OF HOURS APPROVED

E. Who is the Targeted Audience? Estimate Number in Attendance: _

Pest Control Advisers (AA) _____ Aerial Applicators (AP/JP) _____ Private Applicators _____

Ground Applicators (QC) _____ Ground Applicators (QL) _____ Others _____

F. Course Outline *- Submit this application with one copy of the agenda and the $45 processing fee at least 30 days in advance of the course/seminar.*

APPLICANT'S SIGNATURE	DATE SIGNED

G. Fees. *Enclose a check/money order/credit card payment payable to Cashier, Department of Pesticide Regulation. The processing fee is $45. The fee includes all additional presentations within the calendar year and with the same agenda.* ***Fees are non-transferable and non-refundable.*** *Mail to Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.*

H. Notification Status - DPR USE ONLY | ***ACCOUNTING USE ONLY***

☐ Based upon the information provided on your Continuing Education Approval Request application, the course/seminar **did not** meet DPR's approval requirements.

☐ Your Continuing Education Approval Request application cannot be processed until you provide more detailed information on how subject/topic relates to pesticides or pest management. Please explain: _____

☐ Your Continuing Education Approval Request Application is **approved**.

REVIEWER'S SIGNATURE	DATE SIGNED

Course and Agenda Title

"Course Date"
"Online"
"Various" or "Road Show"

Provide best contact option i.e. Cell phone

Identify number of CE hours the course will provide

Signature and date signed

Good Agenda Contents

Course outline:

- Date, Time, Location
- Topics to be discussed
- Start/finish time of each topic
- Category for each topic

Topics' descriptions:

Include how each topic relates to pesticide use or pest management

Sample Agenda

Sample Agenda Form

Title: **Start time:** **End time:**

CE Hrs Requested/ CE Category (L, A, O)	Time (e.g. 10:30 – 11:00)	Speakers Name/ Affiliation	Title/Topic & How it Relates to Pest Management or Pesticides	% of Time Related to Pest Management or Pesticides
			Topic: How does this topic relate to pesticides or pest management?	
			Topic: How does this topic relate to pesticides or pest management?	
			Topic: How does this topic relate to pesticides or pest management?	

Sample Agenda Example

Agenda: April 28, 2010

Title: Pesky Pests Pesticide Service Annual Refresher Start time: 10:00 am End time: 3:00pm

CE Hrs Requested/ CE Category (L, A, O)	Time (e.g. 10:30 – 11:00)	Speakers Name/ Affiliation	Title/Topic & How it Relates to Pest Management or Pesticides	% of Time Related to Pest Management or Pesticides
2.0 L	10:00-12:00 am	Mr. Pesticide with Pesky Pests Pesticide service	**Topic:** *California Pesticides Laws and Regulations Annual Refresher* What is required for the pesticide business owner? **How does this topic relate to pesticides or pest management?** The course will cover updates and provide a refresher to Worker Safety, Labeling, Storage, and Use Reporting requirements. (Refresher of the Ca Food and Ag Code, Divisions 6, 7 and 13, and FIFRA).	100%
2.0 O	1:00 – 3:00	Mr. Pesticide with Pesky Pests Pesticide service	**Topic:** IPM strategies for managing pests common to California. -ants, bees, spiders, gophers, rats, cockroaches, and weeds. **How does this topic relate to pesticides or pest management?** Emphasizes the importance of using least hazardous Pest control methods, and reminds staff of the methods used to manage ants, bees, spiders, gophers, rats, cockroaches, and weeds.	100%

Requested: 2 hours Laws and 2 hours Other

Approved for: 2 hours Laws and 2 hours Other

Sample Agenda

Pest Management Conference 8:00 am – 6:00 pm

CE Hrs Requested	Time	Speaker/ Affiliation	Title/Topic & How it Relates to Pest Management or Pesticides	% of Time Related to Pest Management or Pesticides
0	8:00 am – 9 am	NA	Registration	NA
1.25 hr **L**	9:00 am – 10:15 am	Betty Beatle, Department of Pesticide Regulation	License renewal, School & Day Care pesticide use reporting, groundwater protection	100%
0.25 hr **L** & 0.25 hr **O**	10:15 – 10:45 am	Jill Acre, Happy Farms Pesticide Company	"One Stop" herbicide update – new formulations, uses, labeling and safety	100%
	10:45 am – 11 am	NA	Break	NA
0.75 hr **L**	11:00 am – 12 pm	Ken Mothman, County Firefighter	Hazmat storage and handling safety; how to handle a spill or exposure emergency. Session will mostly focus on pesticides	75% Some info will be in regards to fuel and oil products
0	12:00 pm – 1 pm	NA	Lunch	NA
1.75 hr **O**	1:00 pm – 2:45 pm	Jenny Pester, County Ag Dept	Effects of the Light Brown Apple Moth on Plants and Crops, Identification and Management of the Moth	100%
	2:45 pm – 3 pm	NA	Break	NA
1.0 hr **O**	3:00 pm – 5 pm	John Fertile, Harvest Insectory & Kim Waters, County Farm Advisor	Organic Pest Control Methods and Maximizing Irrigation Management benefits.	50% Session also discusses irrigation and drought management techniques
0.5 hr **O**	5:00 pm – 6 pm	Paul Woods, Pesticides Incorporated	New pesticides poster session: New chemicals, use safety	100%

Example of appropriately assigned CE hours

Example 1: Session includes Other and Laws CE hours

0.25 hr **L** & 0.25 hr **O**	10:15 – 10:45 am	Jill Acre, Happy Farms Pesticide Company	"One Stop" herbicide update – new formulations, uses, labeling and safety	100%

100% of the 1/2 hour class will discuss herbicides.

Half of the time will be on new formulation & uses.

Half of the time will be on label requirements and worker safety.

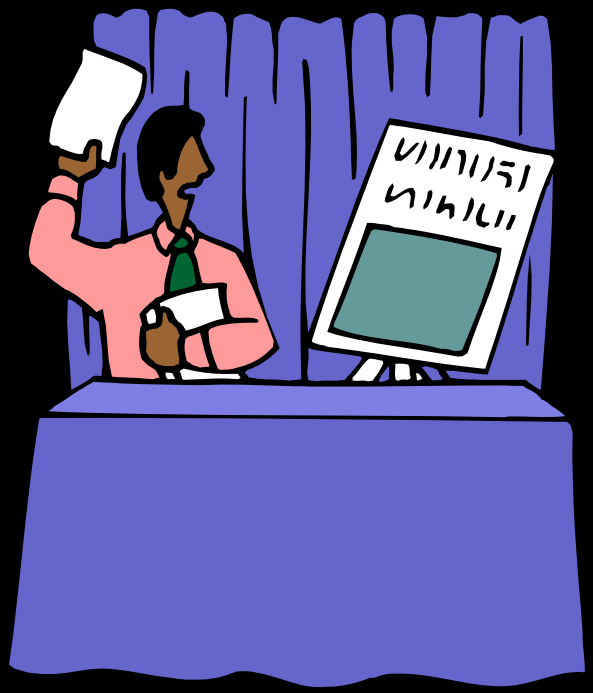
Approvable for 0.25 hour "Other" and 0.25 hour "Laws".

Poster Sessions

Poster sessions and vendor displays receive up to 30 minutes CE credits a day.

Application must include:

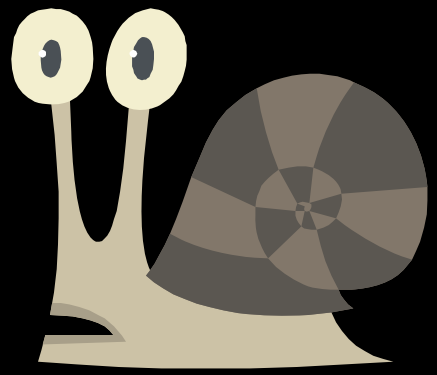
- Topics to be displayed
- Vendor/company ID
- Representatives' names



More time may be approved for poster sessions if sufficient justification is provided.

Question & Answer Sessions

- Q & A sessions receive 30 minutes of credit
  - Must be part of relevant presentations
  - Additional CE hours approvable if justified
  - A description of what the Q & A session will cover must be provided



Concurrent Sessions

Monday April 28, 2010

	Room 1	Room 2
8:00-9:00am	Identifying Pest in CA 1 hour Other	CA pesticide regulations: FAC, CCR, FIFRA 1 hour Laws
9:00-9:10am	**Break**	**Break**
9:10-10:10am	REI requirements 1 hour Laws	CA Pesticide regulations (continued) 1 hour Laws

Approvable for 1 hour Other & 1 hour Laws.

Road Shows

Same agenda, dates and locations vary

- One single fee
- Topics must not change
- Additional days can be added

CE Additional Presentation Request

Used to add additional presentation of the same course.

STATE OF CALIFORNIA
CONTINUING EDUCATION
ADDITIONAL PRESENTATION REQUEST
PR-PML-132 (EST. 9/03)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 324-4250
FAX - (916) 445-4033
Web site: http://www.cdpr.ca.gov

NOTE: In order to add a presentation to a previously approved continuing education presentation, you must fill out this amendment request. The completed request must be received by DPR at least 30 days before the course is scheduled to begin. There is no fee to add a presentation to a previously approved class, provided that the agenda is identical and the additional presentation occurs in the same calendar year.

Type or print this application in ink. Complete all sections above the double line. The DPR I.D. code number and approval date can be found on your original application form.

DPR I.D. CODE NUMBER	DPR APPROVAL DATE
A-	

COURSE/SEMINAR TITLE

Include course title (Same as what was previously approved)

Additional course/seminar location(s)	Additional course/seminar date(s)	Additional course/seminar location(s)	Addition course/seminar date(s)

Course Agenda Changes

No additional fee

Will require approval

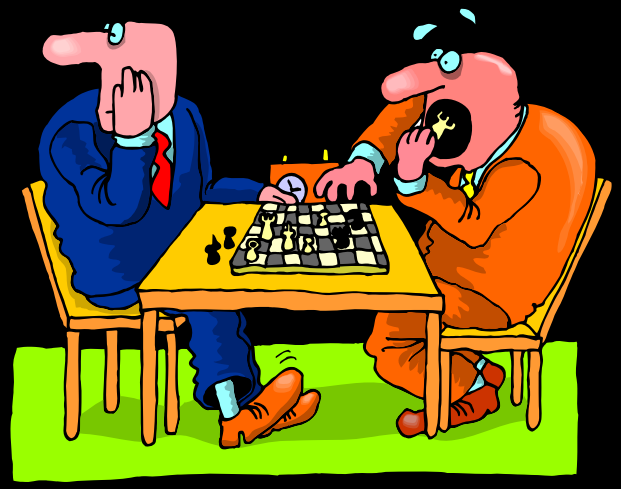
Changes may include: topics, course time allotments, dates, locations etc.

Submit a written request and updated agenda to DPR by email cemail@cdpr.ca.gov.

Online Courses

Online and correspondence courses pose unique challenges:

- **Assignment of ‘CE hours’**
- **Accountability**
- **Consistent review**



Current Guidelines for Online Course Evaluation

- Course content
- Evaluation of ‘Hours’
  - Word Count
  - Other mechanism

Performance Review
DPR & APCAC

Online and correspondence courses
Other topics to be evaluated

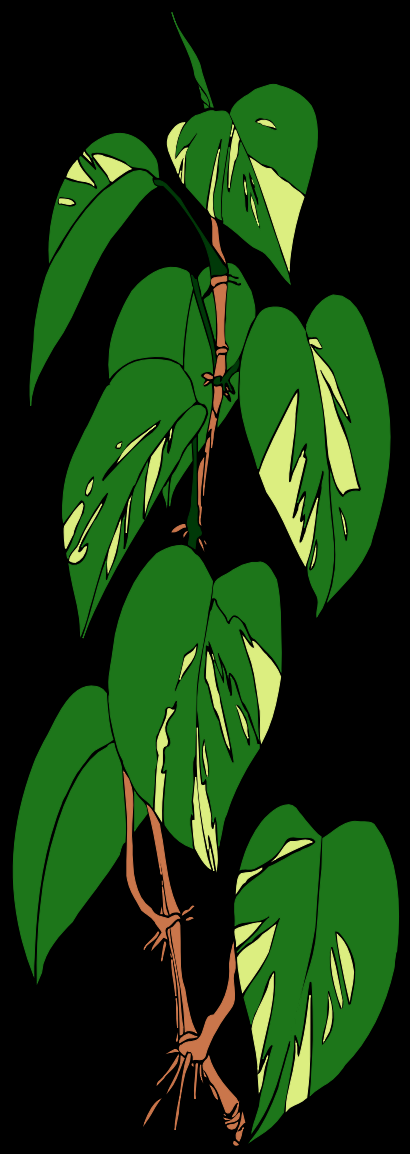
Updates and announcements

List Serve: http://www.cdpr.ca.gov/docs/dept/listserv/sub1113.htm
CE Web site: http://www.cdpr.ca.gov/docs/license/conted.htm

CE Sponsor Check List

- Submit application **on time**
- **Verify and document** full attendance
- **Provide a sign-in sheet** for participants
- **Submit documentation** (promptly) after class
- Maintain documentation **records - three years**

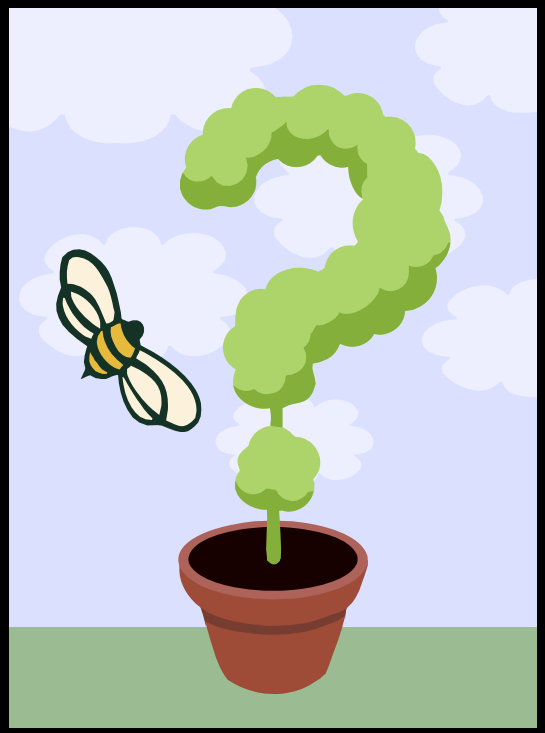
DPR Audits



- Requirement of USEPA
- Ensures match to application
- Sponsors receive audit documents
- Provides feedback to sponsors

Validates quality CE process

Questions, Ideas, Comments?



cemail@cdpr.ca.gov