

CONTINUING EDUCATION APPROVAL REQUESTS

A HELP MANUAL FOR COURSE SPONSORS



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Legislation new for 2011

The Department of Pesticide Regulation (DPR) is advising continuing education (CE) sponsors about the impact of recent legislation.

Assembly Bill 2122, which went into effect January 2011, amended Section 11502.5 of the Food and Agricultural Code. The bill established minimum course requirements related to pesticides and pest management. It also requires DPR to act to approve or reject CE courses within 15 business days of receipt of an application.

As long as applicants are able to clearly present in their application how their courses emphasize pesticides and pest management, DPR is carrying out the new requirements by approving courses that include plant health, organic and sustainable practices, water and air monitoring, residue mitigation, maximum residue levels, quarantine practices, and the on-farm storage of fumigants.

Additionally, within 15 business days of receiving a CE course application, DPR acts to either approve or deny the application, according to the relevance of the course to pesticides and/or pest management. If deficiencies in the application require that DPR ask the provider for more information before acting on the request, the 15 working days will begin again when complete information is resubmitted to and received by DPR. The DPR Continuing Education Web site (www.cdpr.ca.gov/docs/license/classes.cfm) lists all pending and approved CE courses. Sponsors can check the status of their application and determine if the application has been received and/or approved by DPR.

The full text of 11502.5 can be found towards the back of the text portion of this document in the “Resources” section.

CE sponsors should still submit their applications as early as possible so that there is enough time to resolve any questions about the application and course agenda prior to the requested presentation date. DPR will make every effort to approve a CE course before the course date, but note that CE applications can not be approved after the course date has passed. Therefore, it is in sponsors’ best interest to submit as early as possible.

WHAT IS CONTINUING EDUCATION?

Continuing Education includes educational classes, workshops, seminars, tours, conferences, etc. that teach pest control licensees and certificate holders information on pest management and pesticides. Continuing education (CE) subjects must focus on pesticide and pest management topics that may include: laws and regulations, safety, pest identification, surface water, groundwater and air quality issues, calibration of equipment, labeling requirements, etc. In addition, Assembly Bill 2122, which went into effect January 2011, amended Section 11502.5 of the Food and Agricultural Code. This law requires the Director to approve courses that include plant health, organic and sustainable practices, water and air monitoring and residue mitigation, maximum residue levels, quarantine practices, and the on-farm storage of fumigants, all in the context of pesticides and pest management. All CE classes must be pre-approved by the Department of Pesticide Regulation (DPR) in order to be used for CE credit by license and certificate holders.

WHY IS CONTINUING EDUCATION REQUIRED?

The purpose of continuing education is to ensure license and certificate holders keep their knowledge current in the area of pest control laws and regulations; provide proper, safe and efficient pesticide use; protect the public health, environment and property; and encourage safe working conditions for agricultural and pest control workers. CE recertification helps ensure competency and is in lieu of re-examination.

SUBMITTING THE APPLICATION, COURSE AGENDA, AND FEE TO DPR

In order to get an application approved as quickly as possible, DPR needs a complete "[Continuing Education Approval Request](#)" form (Attachment 1) submitted along with the correct processing fee and a detailed course agenda. Per California Code of Regulations (CCR), Food and Agricultural Code Title 3, Section 6512, course sponsors must mail or hand deliver their application and fees to DPR at least 30 days before the presentation(s) for which CE hours are being requested. DPR does not accept faxed or emailed applications.

Mail your completed CE application to:

Cashier
Department of Pesticide Regulation
Attention: CE
P.O. Box 1379
Sacramento, California 95812

Processing Fee

A \$45 processing fee is required for each distinct CE course agenda submitted during a calendar year for DPR approval. The fee is non-refundable and is used to support the continuing education accreditation program. The processing fee is required of all course sponsors except California County Departments of Agriculture. The fee must be mailed with each new application for CE accreditation. Applications will not be processed without the

fee. Refer to Attachment 2 for the “[Visa/MasterCard Transaction](#)” form if paying by credit card. Subsequent changes to the course agenda, date changes, or additional presentations of the identical agenda within the same calendar year will not be charged a separate fee. “Road Shows” (course agenda is the same but the location and dates of the class varies) only require one \$45 fee per unique agenda per calendar year. Classes with multiple days, where attendees can register for each day and attend different days, must pay a \$45 fee for each day that has a unique agenda. These types of classes will receive a unique ID code number assigned by DPR for each day of the class. If the class occurs on multiple days but all attendees are required to register once and attend all days (e.g. college courses), only one \$45 fee is required and one ID code number will be assigned. However, note that the course sponsor is required to verify that course attendees have attended and completed all sessions and hours to receive full CE credit.

Approval Request Forms

In order for DPR to process your Approval Request form as quickly as possible, the form must be filled out entirely and signed and dated. Be sure to include an accurate e-mail address and phone number so DPR can contact you if additional information is required. The “[Continuing Education Approval Request](#)” form can be found on DPR’s Continuing Education web site: www.cdpr.ca.gov/docs/license/conted.htm. The Approval Request Form is also included as Attachment 1 in the back of this manual for convenience.

To add an additional location and date to a previously approved course agenda, the sponsor will need to submit an “[Additional Presentation Approval Request](#)” form for any new dates and/or locations that are scheduled within the same calendar year as the initial presentation request. This form can be found on DPR’s web site and is also Attachment 3 in this manual. DPR must approve this request before the date of the course has passed; therefore, it is in the sponsors’ best interest to submit the additional dates as early as possible.

Detailed Course Agenda

In addition to the “Continuing Education Approval Request” form and the \$45 processing fee, a detailed course agenda must be submitted that includes the start time and end time of the course. The agenda also needs to show the session titles, speaker name(s) and affiliation(s), the topic(s)’ relation to pest management and/or pesticides, as well as the times allotted for each of the sessions and breaks. It must also identify registration time, driving times, poster session times, and time allowed for meal breaks. See Figure 1 for a suggested Sample Agenda format.

For all online and correspondence CE courses, a full hard copy of the course will need to be provided and/or access via the web should be included with the application. The format that is provided will depend on the type of course. If the course is a correspondence type course (mostly reading with minimal to no student interaction), then the sponsor should send in a hardcopy of the full course. If the course format is interactive (video, narrated, activities, etc.), the course sponsor will need to provide DPR with a web page link to the course or a CD with the course so that DPR can review it as if they were the student. DPR is committed to ensuring that licensees and certificate holders get appropriate CE credit for time spent learning and that online courses from all sponsors are reviewed in a consistent manner.

Refer to page 8 for additional information about online courses and how DPR reviews and accredits them.

Figure 1. 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%

*Note: Poster sessions and vendor displays will receive up to 30 minutes CE credits a day, provided that a detailed description of the name of the company and the topics they are presenting are submitted with your course approval request. See pages 5-10 for more information on how CE hours are accredited.

DPR can only give CE credit to items that specifically focus on pesticides or pest management. Topics that have a separate focus (i.e. mulching, irrigation, plant selection, crop exporting requirements) may only be given partial CE credit or no credit. Each session on the Agenda must show whether it teaches Laws and Regulations (“L”), Aerial Application and Aerial Equipment Techniques (“A”), or Other Information (“O”). Each session listed

on the agenda should be marked with an “L”, “A”, or “O” to indicate the category to which CE credits should be assigned.

30-Day Advance Notice Requirement

The Continuing Education Approval Request form, detailed agenda, and fees must be submitted to DPR at least 30 days prior to the date that the presentation is scheduled (CCR Title 3, Section 6512[b]). The 30-Day requirement was established so that the course or seminar can be delivered to DPR, payment processed, and the course evaluated for CE hour credits, before the date that the training is to be held.

Advantages of turning in CE applications as early as possible and allowing at least 30 days for processing includes:

- There should be sufficient time for the application to be delivered to DPR via US mail, and allow for payment processing.
- DPR will have ample time to ask the course sponsor questions about the course in order to verify it is acceptable for CE credit. If less review time is possible, due to later submittal, the course could be denied due to insufficient time to gather additional information.
- Sponsors will receive the approved CE hours, CE hour categories, and course ID number in advance which will allow the course sponsor to advertise their course accurately and eliminate uncertainties for the sponsor and attendees.
- The CE course will be advertised on DPR’s Web site and available for public access. DPR encourages all licensees/certificate holders to verify a course has been approved for CE hours before attending.

The possible consequences of late submittals include:

- The course may not meet DPR’s CE criteria requirements for continuing education credits and there may not be enough time to correct the course/agenda or application to meet DPR’s requirements.
- If the application was received on or after the date of the training, DPR will not evaluate or approve the course.
- Some licensees may attend the course anticipating more continuing education credits than what is ultimately approved by DPR.

RESPONSIBILITIES of DPR

DPR has the following responsibilities related to Continuing Education:

- Authority to review and approve or reject CE courses, or to approve for fewer hours than was requested.
- Authority to ask for additional information in order to clarify the application subject matter or hours.
- Assigns all course identification code numbers.
- Approves hours for CE courses required by licenses and certificate holders.
- Reviews CE Course Approval Request.
- Authority to audit and evaluate CE courses.
- Authority to audit CE records of licensees and certificate holders when they renew.

- Authority to request additional information regarding course content.
- Provides CE course sponsors with copy of approval, DPR code number, and break down of hours accredited.

SERVICES OFFERED by CECPM

The Continuing Education Center for Pest Management (CECPM) is a non-profit organization that has been established through a cooperative effort with the California Association of Pest Control Advisers (CAPCA) and the Pesticide Applicator Professional Association (PAPA). CECPM provides the following services to their members:

- Tracks CE course attendance hours in a database for all of its members that are licensed and certified pest management professionals in California;
- Provides sign-in sheets and computerized checkout forms free of charge to CE course sponsors to enable their tracking; and
- Provides all members with an individualized CE report which they can use in their license/certificate renewal application.

DPR facilitates these third-party services by sending approved CE course information to CECPM as applications are approved.

CECPM Contact Information:

CECPM
1143 North Market Blvd., Suite 7
Sacramento, CA 95834
Phone: (916) 928-0985
Fax: (916) 928-0705
Email: info4ce@cecpm.com
Web site: www.cecpm.com

DPR's TECHNICAL REVIEW PROCESS AND ASSIGNMENT OF CE HOURS

DPR has a technical review team that evaluates incoming CE course approval requests twice a week. The Approval Request form, course agenda, and any additional supplemental information are reviewed for completeness and relevancy. Once the completed application has been received, the application information and the date it was received will be posted on DPR's CE course website at www.cdpr.ca.gov/docs/license/classes.htm. Applications are reviewed in the order they were received. Sponsors of applications that are missing information may be notified regarding the discrepancy. Any revised submittals will be re-evaluated at the next technical review team meeting.

DPR can only give full CE credit to sessions that focus on pest management or pesticide use per California Code of Regulations, Title 3 Food and Agricultural Code, Section 6512. Assembly Bill 2122, which went into effect January 2011, amended Section 11502.5 of the Food and Agricultural Code. This law requires the Director to approve courses that include plant health, organic and sustainable practices, water and air monitoring and residue

mitigation, maximum residue levels, quarantine practices, and the on-farm storage of fumigants, all in the context of pesticides and pest management. Sessions that are deemed to not be focused solely on pest management or pesticide use information will receive less CE credits or no credit. CE classes must focus on issues and laws and regulations that are part of DPR's licensing program. For example, courses that are focused on irrigation techniques, plant selection, or fertilizers could receive no credit, partial credit or full credit, with the amount of credit given dependent on how much of the course is focused on providing IPM information and techniques to the attendee.

Laws and Regulations hours that a DPR certificate or license holder has to obtain in order to renew their certificate/license must be related to only pesticide laws and regulations per CCR Title 3, Section 6511. The intent of this requirement is to ensure that persons keep their knowledge current in the same California pesticide use laws and regulations for which they have been certified or licensed. Continuing education replaces the need for applicants to repeat an exam.

The following pesticide use laws and regulations will receive hours credit in the CE "Laws and Regulations" category: the California Food and Agricultural Code (FAC) Divisions 6, 7 and 13; California Code of Regulations (CCR) Title 3, Division 6; the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); and the Code of Federal Regulations (CFR), Title 40 parts 150 to 189. In addition, groundwater, storm water, and air quality laws and regulations in relation to pesticide use, as well as, endangered species information would receive credit in the laws and regulations category.

CE sessions that focus on pesticide- and pest management-related laws and regulations, but are not part of the FAC, 3CCR, FIFRA, or 40 CFR [e.g. Department of Fish and Game (DFG) regulations, United States Department of Agriculture (USDA) code] would receive "Other" CE hour credit.

Only sessions that focus on pesticide laws and regulations (e.g. respiratory protection, prevention and treatment of heat stress from wearing PPE, pesticide use reporting, proper handling of pesticides and equipment) will receive CE credit. Sessions that focus on non-pesticide related laws and regulations, such as general labor laws worker safety (e.g. general heat stress, first aid, firearms safety, driver's training) will receive no CE credit. Although some topics may be important for a sound work place safety program, only those that are relevant to pesticide use can receive CE credit from DPR. Course sponsors must provide detail on their agenda about which laws and/or regulations will be discussed in order to receive appropriate credit.

Accredited hours are totaled separately for each of the CE categories [Laws and Regulations ("L"), Aerial Applications ("A"), or Other ("O")]. The total for each CE category is rounded up or down to the nearest half hour. Accredited course instruction must total at least one hour in length to be approved and given a DPR ID number.

Concurrent Sessions

Concurrent sessions are those CE courses in which attendees may attend different topics that are happening at the same time (concurrently) in different rooms/locations. DPR has found that these types of courses present unique challenges for approval of CE hours, due to the fact that some of the topics taking place at the same time may be approvable, while

others may be irrelevant to pesticides and/or pest management. Thus, in order to correctly approve CE hours, the DPR evaluation team will ask the following questions:

- *Is each session during any given time slot (e.g. 9 – 10 am) comparable in subject matter; and therefore, valid for the same type of CE credit?* If the answer is yes, DPR will approve the course for one hour of the appropriate type of CE credit.
- *Are any of the concurrent sessions during a given time slot ineligible for CE hours?* If the answer is yes, then DPR can not accredit any sessions during that time frame for CE hours.

CE courses with concurrent sessions come in a wide variety of sizes and formats. If you have any questions as to whether your particular course can be accredited for CE hours, please call DPR and speak to a CE program representative for advice before submitting your application. If concurrent sessions are unavoidable, the sponsor will need to show that they are using the most effective mechanism to track session attendance. DPR may require a separate application for each concurrent session topic, and require that the sponsor have an individual monitor assigned to each approved session to track attendance.

Figure 2. Example of Acceptable CE Topics by Category*

Laws & Regulations (L)**	Aerial Application and Aerial Equipment Techniques (A)	Other (O)
Pesticide specific laws and regulations	Characteristics, selection, use, care and aerial application equipment	Pest identification & monitoring
Pesticide safety requirements	Aerial application techniques	Integrated pest management (IPM) techniques
Pesticide label requirements	Drift reduction	Pest Control Biotechnology
Pesticide storage, transportation, and disposal requirements	Calibration of liquid & dry systems	Pesticide equipment calibration
Pesticide limit levels in air, water, etc.	Inspection and maintenance of aircraft dispersal system	Pest control techniques
Pesticide registration	Swath marking and flight patterns	Non-DPR CA State agency regulations concerning pesticides or pest management**
Pesticide use reporting		
Pesticides effects on endangered species and their habitat		

Note:

* Topics may be given less than full credit if the focus is not solely on pest management and/or pesticides.

** Laws and Regulations CE hour credits will only be given courses focused on pesticide use laws.

When Partial CE Credit or No Credit is Applicable

The continuing education requirement for licensees is to ensure they receive pest management and pesticide training throughout their career. Sessions that are off topic, such as fertilizing, composting, non-pesticide specific safety, irrigation management, etc. will receive no CE credit or partial credit, at the DPR technical review team's discretion. To ensure you get the most credit, remember to provide as much detail as possible as to how the session relates to pesticides and/or pest management. For topics that are a part of an IPM program, the sponsor needs to show that IPM will be the focus of the course. For a topic that is related to pesticides/pest management, but where pesticides/pest management is not the main focus of the session, a course may get partial CE credit if the percentage of time the session will specifically focus on pest management and/or pesticides is shown on the agenda.

Time for poster sessions and vendor displays may receive up to 30 minutes of CE credit a day provided a detailed description of the session is included. The description needs to include the vendor/company name, presenter name and topics that will be presented. Question and answer sessions that follow a panel of topics relevant to pesticides and pest management may also receive up to 30 minutes of credit as long as the Q&A session is structured and detailed. Additional CE credit for Q&A sessions could be approved if the Course Sponsor makes a specific request to DPR with rationale as to why the Q&A session would require additional time. If the agenda just states "Q & A" and is not linked to relevant topics, it will receive no credit. Exams and testing will receive no CE credit.

The sponsor is allowed one 15-minute break for each 4-hour block of "accredited" instruction. Accredited instruction only includes time related to pest management or pesticide instruction approved by DPR. The break time may be added to the total to equal four hours of instruction. Only two breaks are allowed for an 8-hour class: one in the morning and one in the afternoon. Break time will be accredited as Other "O", unless it is both immediately preceded and immediately followed by sessions accredited for Laws and Regulations "L" category and that the specific four-hour period in question consists primarily of topics in the same category.

Online and Correspondence Course Evaluation

For approval requests for online and correspondence courses, a copy of the full course should be included with the Continuing Education Approval Request form, the course agenda, and the processing fee. The agenda should include the section titles, what each section will discuss, how they pertain to pesticides/pest management, and the time allotted for the student to read/study each section. Each section should be marked as to whether it teaches Laws and Regulations ("L"), Aerial Application and Aerial Equipment Techniques ("A"), or Other Information ("O").

A full hard copy of the course should be provided and/or access via the web should be included with the application. The format that is provided will depend on the type of course. If the course is a correspondence type course (mostly reading with minimal to no student interaction), then the sponsor should send in a hardcopy of the full course. If the course format is interactive (video, narrated, activities, etc.), the course sponsor will need to provide

DPR with a web page link to the course or a CD with the course, so that DPR can review it as if they were the student.

Correspondence style courses are reviewed for relevancy and accuracy of information as well as the time allotted for each section. As a rule of thumb when evaluating the length of the course, DPR uses 200 words per minute (wpm). This number is based on the reading speed of the average person which is 250 wpm.

Interactive style online courses are reviewed for relevancy of the topics and the accuracy of the time allotted.

Online and Correspondence Course Submittal Requirements

As part of the DPR's ongoing efforts to improve and strengthen the Licensing and Continuing Education Program, DPR has been working with an advisory committee [Performance Indicator (PI) subcommittee of the Agricultural Pest Control Advisory Committee (APCAC)]. The role of the advisory committee is to help DPR improve the CE program and make recommendations to ensure the quality of DPR's Licensing and Continuing Education program. The APCAC is comprised of pesticide industry representatives including agricultural pest control advisers, applicators and dealers, pesticide manufacturers, and educational institutions.

Together with the APCAC and its subcommittee, DPR adopted course guidance to evaluate CE hours for all online and correspondence type CE courses that began to be applied January 1, 2011. This development of these guidance criteria was necessary because the assignment of CE hours is much less obvious for online or correspondence courses than it is for in-person training. Thus, expectations for online and correspondence courses have been revised based on the goal of creating a consistency of quality and a means of ensuring licensees'/certificate holders' course participation, professional growth, and competency.

Guidance applied starting January 1, 2011:

- I. Taking into account factors specific to each course, correspondence style online and mailed courses will be assessed in part considering the following guidance:
 - At the time of CE application submittal, a print-out of the full course for word count review.
 - A clearly stated course objective.
 - An examination included at the end to evaluate that the course objective has been met.
 - Student registration with the use of specific identification to validate attendance.
 - Use of word count to evaluate hours to be approved.
 - Word count for determining course length: 200 words per minute.
 - For exams/quizzes: 1 minute per question.
 - No more than 20 quiz/exam questions (i.e. no more than 20 minutes) may receive CE credit per hour.
 - Include a 'shuffle' feature so that the order of questions/answers varies each time the final exam is taken.

II. Interactive/narrated style online courses will be evaluated by DPR by accessing it through a web page link or electronic submittal (e.g. CD, DVD, etc) supplied by the sponsor. Taking into account factors specific to each course, the courses will be assessed in part considering the following guidance:

- A clearly stated course objective.
- Student registration with the use of specific identification to validate attendance.
- An examination included at the end to evaluate that the objective has been met.
- Include a 'shuffle' feature so that the order of questions/answers varies each time the final exam is taken.
- Quizzes are required throughout the course and students must provide the correct answers before they can move forward and/or restrict the student's ability to fast forward through screens.
- Limit the time for the course used in exam questions to 30% of requested time.
- Description as to how the number of hours requested was determined.

Approved Courses

Once a class has been reviewed and approved for accredited CE hours, DPR will fax or email the course sponsor a copy of the original request form. The copy sent back to the course sponsor will show the approved CE hours and the assigned DPR ID code number. DPR's CE course Web site at www.cdpr.ca.gov/docs/license/classes.htm will also be updated to reflect that the course has been approved. The approved course information will also be provided to CECPM. If the sponsor would like to hold the identical course again the following year, they must reapply with DPR, by completing the "[Continuing Education Approval Request](#)" form (Attachment 1) each calendar year. Course accreditation is only good for the calendar year in which the course was submitted.

CHANGES TO THE APPLICATION AFTER SUBMITTAL

Agenda Changes

If there are changes to the agenda information after it is approved (e.g. change in topics or time allotments) a request by email should be made to DPR and an updated agenda submitted. Please email the written request and updated agenda to cemail@cdpr.ca.gov. There is no additional fee, however, some changes to applications (such as a change in topics) may require another review by the DPR's technical review team prior to approval.

Adding Course Dates: Road Shows

In order to add an additional presentation date to a previously approved CE agenda, course sponsors must fill out an amendment request. The "[Continuing Education Additional Presentation Request](#)" form (Attachment 3) must be received and approved by DPR before the course is scheduled to begin. Additional dates will not be approved after the date has passed; and therefore, sponsors are encouraged to submit the dates as early as possible. 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.

DPR COURSE AUDITS

The U.S. EPA requires DPR to conduct audits on approved CE courses. For this reason, DPR has the authority to conduct an audit at random on any CE course in order to ensure that course's content is current, factual, and consistent with the approved agenda that was provided with the CE application form. Audits are also used to verify attendance and CE hours being claimed by course attendees.

The audits are not only useful to DPR to comply with U.S. EPA requirements, but they are also meant to benefit the licensees, as well as CE sponsors. DPR views these audits as a means of providing useful feedback to CE sponsors so that courses can be improved where necessary and so that sponsors and DPR can work together to strengthen the CE program. Course sponsors that are audited will be mailed a copy of the completed audit form along with a letter outlining any areas of improvement that were noted (see Attachment 4 for a copy of DPR's audit form).

The following items will be helpful to DPR during the audit as a measure of a successful CE course for course sponsors and attendees:

- Attendance verification records were filled out and kept by course sponsor, including documentation of:
 - the license or certificate holder's name
 - the license or certificate number
 - title and location of the course
 - name of the instructor or sponsoring organization
 - hours credited
 - DPR course code number
- Sign-in sheets were available for all course participants.
- There was accurate documentation of hours/correct time on checkout documentation (sponsors should note time away from class by attendees and subtract hours if needed).
- Sponsor verified participant identification.
- The CE course followed the agenda approved by DPR.
- There were procedures in place and oversight of late arrivals, early departures, other distractions or non-participation.
- Certificate or documentation of course completion was made available to attendees for their own CE attendance records.

DPR's Audit Form for CE courses is available for your reference as Attachment 4 in the back of this manual.

RESPONSIBILITIES of the COURSE SPONSOR

The Course Sponsor has the following responsibilities to ensure a successful CE Course:

- Provides Verification of Attendance form to course participants who intend to receive CE credit (the document must include the license or certificate holder's name, license or certificate number, title and location of the course, name of the instructor or sponsoring organization, hours credited in each CE category, and DPR course code number);
- Provides the CE sign-in sheets for all course participants;
- Provides the Private Applicator (grower) sign-in sheets;
- Ensures accurate documentation of hours in attendance of licensees and certificate holders and documents number of hours completed (sponsors should note time away from class by attendees and subtract hours if needed); and
- Maintains record of licensees and certificate holders who have successfully completed continuing education for three years from the completion date of the course or program.

REFERENCE SOURCES

For additional information about Continuing Education, refer to the following resources.

- DPR's Continuing Education website: www.cdpr.ca.gov/docs/license/conted.htm
- DPR contact for CE questions: cemail@cdpr.ca.gov
(916) 324-4250
- DPR Licensing, Certification and Continuing Education listserve available: www.cdpr.ca.gov/docs/dept/listserv/listdesc.htm. Receive periodic updates, including any potential changes to the Pest Control License or Certificate Application process, CE requirements, or to the CE Course Approval Request process. All CE course sponsors are encouraged to sign up for this free service.

Laws

- **California Food and Agricultural Code Division 6, Chapter 2, Section 11502.5.**
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=11001-12000&file=11501-11518>

11502.5. General Provisions

(a) The director may adopt regulations to establish the minimum requirements of education, continuing education, training, experience, and examination for applicants for any license or certificate, or renewal of any license or certificate, issued by the director pursuant to this division or Division 7 (commencing with Section 12500). A regulation adopted or amended pursuant to this section pertaining to continuing education

requirements shall establish minimum course requirements related to pesticides and pest management. The director shall approve courses that include plant health, organic and sustainable practices, water and air monitoring and residue mitigation, maximum residue levels, quarantine practices, and the on-farm storage of fumigants, all in the context of pesticides and pest management. The director shall not renew a license or certificate if the person who was issued the license or certificate did not complete the required continuing education during the period of validity of the license or certificate, and the person must take and pass the examination to be again issued such a license or certificate. The director shall act within 15 business days of receipt to approve or reject continuing education courses submitted to meet the requirements of this division or Division 7 (commencing with Section 12500).

(b) The director shall establish, by regulation, fees for the department's licensing and certification programs as established pursuant to this division or Division 7 (commencing with Section 12500). These programs include, but are not limited to:

- (1) License and certificate examination, application, and renewal.
- (2) Approval of continuing education courses and continuing education course providers.
- (3) Changes related to any license or certificate, including, but not limited to, name or address changes, license or certificate replacement costs, duplicate copy of a license or certificate, and changes in qualified person, bond, insurance, or registered officers.
- (4) Penalties for late payment of licensing and certification fees.

(c) The fees established pursuant to this section may include administrative costs, including overhead costs.

(d) The regulations shall provide that the examination fee may be charged to applicants who request the director to reschedule an examination due to the applicant's failure to obtain a passing score or failure to appear for the scheduled examination, and for scheduling an examination to amend a license.

(e) The fees established pursuant to this section shall be set so that the total revenue collected each fiscal year is sufficient to support the expenditure levels for these programs contained in the annual Budget Act. If the director determines that the revenue collected during the preceding year was greater than, or less than, the expenditure levels for these programs set forth in the Budget Act, the director may further adjust the current fees to compensate for the overcollection or undercollection.

(f) Funds collected pursuant to this section shall be deposited in the Department of Pesticide Regulation Fund, and shall be available for expenditure by the department, upon appropriation, for the purposes of carrying out the programs established pursuant to this division or Division 7 (commencing with Section 12500).

(g) The regulations adopted pursuant to this section, or any amendment thereto, shall be adopted by the director in accordance with Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. The adoption of these regulations shall be considered by the Office of Administrative Law as an emergency, and necessary for the immediate preservation of the public peace, health, safety, and general welfare. Notwithstanding any other provision of law, the emergency regulations adopted pursuant to this section shall remain in effect until amended by the director.

Regulations

- **California Code of Regulations, Title 3. Food and Agriculture, Division 6, Sections 6511-6513.** <http://www.cdpr.ca.gov/docs/legbills/calcode/030101.htm>

6511. Continuing Education Requirements.

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. The education shall have been obtained in a course or program approved pursuant to Section 6512.

- (a) Except as provided in (f) and (g), a pest control aircraft pilot shall complete a minimum of 20 hours of approved continuing education relating to pest management and pesticides, including not less than four hours pertaining to pesticide laws and regulations and four hours pertaining to aerial pest control equipment and application techniques.
- (b) Except as provided in (f) and (g), qualified applicator license and certificate holders shall complete a minimum of 20 hours of approved continuing education relating to pest management and pesticides, including not less than four hours pertaining to pesticide laws and regulations.
- (c) Except as provided in (f) and (g), qualified applicator license and certificate holders engaged in the business of maintenance gardening, pursuant to Food and Agricultural Code Section 11704, shall complete a minimum of eight hours of approved continuing education relating to pest management and pesticides, including not less than two hours pertaining to pesticide laws and regulations.
- (d) Except as provided in (f) and (g), qualified applicators who only possess a license or certificate in the seed treatment pest control category shall complete a minimum of four hours of approved continuing education relating to pest management and pesticides, including not less than two hours pertaining to pesticide laws and regulations.
- (e) Except as provided in (f) and (g), an agricultural pest control adviser licensee shall complete a minimum of 40 hours of approved continuing education relating to pest management and pesticides, including not less than four hours pertaining to pesticide laws and regulations.
- (f) Each licensee or certificate holder listed in this Section, whose initially issued license or certificate has been valid for less than 12 months at the time of its renewal, is exempt from the continuing education requirements applicable to that license or certificate.
- (g) Each licensee or certificate holder listed in this Section whose initially issued license or certificate has been valid for 12 to 20 months at the time of its renewal shall complete a minimum of one-half of the continuing education requirements applicable to that license or certificate.

NOTE: Authority cited: Sections 11456 and 11502.5, Food and Agricultural Code.
Reference: Section 11502.5, Food and Agricultural Code.

6512. Approval of Continuing Education Courses.

- (a) A continuing education provider intending to sponsor a continuing education course or program shall be responsible for the following, including but not limited to, administering the continuing education course or program, the agenda and course or program content, attendance verification, and administrative record keeping found in section 6513.
- (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.
- (c) For a course or program previously approved within the calendar year, the continuing education provider shall submit a request to modify the course or program, or add an additional presentation(s) on the Continuing Education Additional Presentation Request form (PR-PML-132 Est. 9/03), hereby incorporated by reference, at least 30 days before the requested presentation(s).
- (d) If the Director determines that the course or program outline and description are not comprehensive, the Director may request that a more detailed and comprehensive outline and description be submitted before making the determination as to whether the course or program meets the criteria specified in (e) below.
- (e) The Director may approve any course or program submitted for evaluation, which meets the following criteria:
 - (1) 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 environmentally sensitive areas, endangered species, drift prevention, pesticide registration, integrated pest management, cultural practices, pesticide worker safety, surface and ground water protection, and biological control methods).
 - (2) The instructional course or program shall be at least one hour total in length.
- (f) The approval of a course or program pursuant to this section shall be valid for the calendar year in which the course or program would be presented.

NOTE: Authority cited: Sections 11456 and 11502.5, Food and Agricultural Code.

Reference: Sections 11502.5, Food and Agricultural Code.

6513. Records of Continuing Education.

- (a) The instructor or sponsoring organization shall maintain a record of licensees and certificate holders who have successfully completed continuing education for three years from the completion date of the course or program.
- (b) Each licensee and certificate holder specified in Section 6511 shall maintain a record for three years of all continuing education approval pursuant to Section 6512 which he/she acquired during each license or certificate period.
- (c) The records specified in (a) and (b) shall include:

- (1) The license or certificate holder's name;
 - (2) License or certificate number;
 - (3) The title and location of the instruction;
 - (4) Name of instructor or sponsoring organization, hours credited; and
 - (5) The identification code number assigned by the director or regional accreditation committee to the course or program.
- (d) Certificates of course or program completion or written statements containing all the information specified in (c), issued by the instructor or sponsoring organization, shall be sufficient to constitute the records specified in (a) and (b).
- (e) The records specified in (a) and (b) shall be submitted to the director upon written request.

NOTE: Authority cited: Sections 11456 and 11502.5, Food and Agricultural Code.

Reference: Sections 11502.5 and 12980.1(c), Food and Agricultural Code.

Private Applicators

6584. Continuing Education Requirements.

(a) Private applicator certificate holders who elect to renew their certification by obtaining continuing education shall have completed the following hours pertaining to the topic areas as described in section 6512(e)(1):

Each private applicator whose certificate has been valid for less than 12 months at the time of renewal is exempt from continuing education requirements applicable to the certificate.

Each private applicator whose certificate has been valid for 12 months to 24 months at the time of renewal shall have completed a minimum of four hours, including a minimum of two hours in pesticide laws and regulations.

Each private applicator whose certificate has been valid for more than 24 months and up to 36 months at the time of renewal shall have completed a minimum of six hours, including a minimum of two hours in pesticide laws and regulations.

(b) The continuing education shall have been obtained in a course or program approved pursuant to section 6512.

NOTE: Authority cited: Sections 11456, 11502, and 11502.5, Food and Agricultural Code.

Reference: Section 14096, Food and Agricultural Code.

ATTACHMENTS

Attachments 1 - 3

CE APPLICATION FORMS

STATE OF CALIFORNIA
**CONTINUING EDUCATION
 APPROVAL REQUEST**

PR-PML-131 (REV. 7/10)

DEPARTMENT OF PESTICIDE REGULATION
 PEST MANAGEMENT AND LICENSING BRANCH
 CONTINUING EDUCATION PROGRAM
 P.O. BOX 1379
 SACRAMENTO, CALIFORNIA 95812
 (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

D. Hours Approved for Each Topic

	HOURS REQUESTED	HOURS APPROVED - DPR USE ONLY	
Laws and Regulations (L)	[] Hours	[] Hours	[] TOTAL NUMBER OF HOURS APPROVED
Aerial Equipment and Aerial Application Techniques (A)	[] Hours	[] Hours	
Other (O)	[] Hours	[] Hours	

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
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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 1379, Sacramento, CA 95812.

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	
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CONTINUING EDUCATION APPROVAL REQUEST INSTRUCTIONS

The purpose of continuing education is to ensure license and certificate holders keep their knowledge current in the area of laws and regulations; provide proper, safe and efficient pesticide use; protect the public health, environment and property; and encourage safe working conditions for agricultural and pest control workers. Examples of pest management and pesticides continuing education instruction may include: College level instruction, demonstrations or presentations of current applied research; professional or technical seminars; demonstrations relating to pesticides or pest management; and field trial tours. *Note: Sales presentations or exams/testing will not be approved.*

Instruction for "continuing education" in pesticides and pest management must be *preapproved* by the Department of Pesticide Regulation (DPR). To obtain approval, sponsors must submit items 1-3 below to **Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 1379, Sacramento, CA 95812**. **1)** Continuing Education Approval Request (form PR-PML-131). Copies of this form are available on DPR's web site at <http://www.cdpr.ca.gov>, at all county agricultural commissioner offices, or you may call the Licensing and Certification Program at (916) 324-4250, and a form will be mailed to you. **2)** Course outline/agenda and course description (see **Section F** for additional requirements). The outline must include time for break-outs, course title, description and speaker's name. At least one hour of pest management or pesticides course material must be presented. **3)** \$45 processing fee (see **Section G** below).

This information must be received by DPR **at least 30 days before the course is scheduled to begin**. **Applications received after the course begins will be automatically denied**. You will be notified within 20 days if your application is determined to be incomplete. The maximum time for DPR to approve or deny course accreditation is 30 days. If the course is approved it will be posted on DPR's web site at <http://www.cdpr.ca.gov>

Section A: Course Description. This information is used for record keeping and contact purposes. We will send approval status information to the person at the address listed on the application.

Section B: Course Availability. This information may be provided to persons who inquire about continuing education opportunities.

Section C: Hours Requested for Each Topic. Indicate the number of hours you are requesting for each topic. **Minimum instruction must be one hour in length.** One 15-minute break may be included during each four-hour instruction presentation.

Section D: Hours Approved for Each Topic. This section will be completed by DPR staff. Approval is based upon the information you submit.

Section E: Who is the Targeted Audience? Who are you targeting? How many will be in attendance?

Section F: Course Outline. The topics on the outline must clearly state that it is pest management or pesticides, otherwise approval will be denied. A brief explanation must be provided to clarify the topic if you wish credit. Sign and date the application. Include one copy of the course outline and a description of the course and number of hours you are recommending for each topic. Mark the copy of the outline with appropriate L, A, or O to indicate the topic which best describes the course and note the number of hours you are requesting for each L, A, or O. For example, you would mark "New Laws Affecting Pest Control Businesses" with a "L" for 'Pesticide Laws and Regulations' and a "2" if the course is two hours in length. Training course topics are:

Pesticide Laws and Regulations 'L': Examples: California and federal laws and regulations impacting pest control and the use of pesticides. Courses pertaining to the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), California Food and Agricultural Code and accompanying regulations, or other pesticide regulatory codes; pesticide worker safety; pesticide storage, transportation, and disposal; endangered species; ground water protection; pesticide labeling; licensing and certification requirements for pesticide applicators and advisers; and pesticide registration.

Aerial Equipment and Aerial Application Techniques 'A': Examples: Characteristics, advantages, disadvantages, selection, use, cleanup, and care of aerial application equipment and application techniques; drift reduction; calibration of liquid and dry systems; dispersal equipment; swath marking and flight patterns.

Other Pesticides or Pest Management Topics 'O': Topics about pest management and pesticides other than the two course topics listed above. Examples: Pest identification, crop ecosystems, pest life histories, economic thresholds, cultural practices, biological control, plant and animal management systems, chemical control and other components of pest management systems. Other examples include characteristics, advantages, selection, use, cleanup, and care of ground equipment; use of compressed air, back-pack, low-pressure, high-pressure hydraulic, and air-blast sprayers; ultra-low volume, injection pump, dust and granular applications; application and drift reduction techniques; and equipment calibration.

Section G: Fees. Enclose a check, money order, or credit card payment (must include original signature on Visa/Master Card Transaction form, DPR-105, available on DPR's web site at <http://www.cdpr.ca.gov>), payable to "Cashier, Department of Pesticide Regulation." The processing fee is \$45. The fee covers 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 1379, Sacramento, CA 95812.

Section H: Notification Status. This section will be completed by DPR staff, then returned to you. It will tell you if we need additional information to process your application or inform you about DPR's approval or denial of the course/seminar for continuing education accreditation.

If you need assistance completing this form, please call the Continuing Education Accreditation Program at (916) 324-4250. **Applications submitted without the \$45 processing fee will be discarded.**

VISA / MASTERCARD TRANSACTION



INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier
 Department of Pesticide Regulation
 P.O. Box 4015
 Sacramento, CA 95812-4015

Continuing Education Sponsors:

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

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)											CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE		
BANK CARD NUMBER (16 DIGITS)												BANK CARD EXPIRATION DATE		TOTAL AMOUNT OF PAYMENT	
													\$.		
TELEPHONE NUMBER														()	

 SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

 FOR PAYMENT OF:

 NAME OF LICENSEE OR SPONSOR

 MAILING ADDRESS (Street or P.O. Box Number)

 (City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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**CONTINUING EDUCATION
ADDITIONAL PRESENTATION REQUEST**

DPR-PML-132 (REV. 08/11)

P.O. BOX 1379
SACRAMENTO, CALIFORNIA 95812
(916) 324-4250
FAX - (916) 324-9006
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
----------------------	-------------------

COURSE/SEMINAR TITLE

Additional course/seminar address(es)	Additional course/seminar date(s)	Additional course/seminar starting time(s)
Course/seminar contact person	Telephone number	Fax number

DPR USE ONLY

Reviewer's signature	Date signed
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Approved Denied

Reason for denial: _____

Attachment 4

DPR CE COURSE AUDIT FORM

DEPARTMENT OF PESTICIDE REGULATION
 PEST MANAGEMENT AND LICENSING BRANCH STAFF
 CONTINUING EDUCATION COURSE EVALUATION FORM

Course Title: _____ Location: _____

Sponsor's Name: _____ Instructor's Name _____

ID Code#: _____ Date: _____ Number of People in Attendance _____

Evaluation Conducted by: 1) _____ 2) _____

General

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Was identification of attendee verified (i.e. driver's or DPR license)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Information is pertinent to pesticides and/or pest management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Information is accurate and correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. New information about pesticides and/or pest management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Review of current information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Information followed the course outline or agenda approved by DPR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Information is too general or vague	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Information is too technical or difficult to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Questions or issues were adequately addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Met the CE hours approved by DPR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Information well received by audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Laws and Regulations Course

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Information covers pesticide use laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Federal Insecticide Fungicide and Rodenticide Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. California Food and Agricultural Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Business and Profession Code – Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other, list here _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Laws and Regulations Course (cont.)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
2. Information covers pesticide use regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Code of Federal Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Title 3 California Code of Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Title 16 California Code of Regulations – Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other, list here _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Review of proposed or newly implemented laws/regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Review of current laws/regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Information is accurate or correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Information followed course outline or agenda approved by DPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Met the CE hours approved by DPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Questions or issues were adequately addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attendance Verification Procedure and Oversight

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Adequate procedure and oversight to assure attendees present during entire presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Number of late arrivals _____			
b. Number of early departures _____			
c. Number of part-time attendees, leaving and returning during presentation _____			
2. Action(s) were taken by instructor/sponsor to address a, b, and c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Describe action(s) taken _____			
3. Certificate or document was provided for verification of attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructions given to minimize distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructor

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Instructor(s) is knowledgeable on the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Instructor(s) is prepared and presented the subject effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Instructor(s) used written and audio/visual presentation effectively to balance with verbal presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructor used appropriate equipment and/or visual aids to make presentation effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility

Yes **No** **N/A**

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Facility is conducive to learning. | | | |
| a. | Large enough for number of people attending | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Comfortable seating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Tables or other surface for writing, holding written material | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Adequate lighting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Comfortable temperature | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | Unobstructed view of instructor and visual presentation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

General

1. Overall experience or impression of the course:

2. Comments and/or areas for improvement:

Attachment 5

APPROVED SUBJECT MATTER

Laws & Regulations CE Category

APPROVED TOPICS for LAWS & REGULATIONS CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.		
	<u>CE Agenda Criteria Topics</u> LAWS AND REGULATIONS	<u>EVALUATION: Use as a general topic area</u>
I.	<i>Federal EPA and FIFRA topics</i>	OK
	A. Registration, sale, possession, and use of pesticides	OK
	B. Part 137 Dispensing Pesticides in Congested Area Operation	OK, also applicable for Aerial
II.	<i>Cal EPA and CFAC Regulations</i>	OK
	A. Methyl Isothiocyanate (MITC) Mitigation	OK
	B. Volatile Organic Compounds (VOC) Regulations	OK
	C. National Pollutant Discharge Elimination System (NPDES) Permit Requirements	OK if about pesticide permits
III.	<i>Other Pesticide Regulatory Codes Germane to Pesticides and Pesticide Use</i>	OK if applicable to California
IV.	<i>Pesticide and Field Worker Safety</i>	OK
	A. Worker Protection standard provisions of federal regulations	OK
	B. Exposure precautions, emergency treatments and first aid procedures	OK
	C. Worker protection training/communications, safety requirements, and decontamination procedures	OK
	D. Personal protective equipment (PPE): types, proper usage, cleaning and disposal or storage	OK
V.	<i>Pesticide Storage, Transportation and Disposal</i>	OK
	A. Proper storage, containers and transportation of product	Ok if about pesticide products
	B. Proper disposal of unused product or containers, human and environmental hazards	Ok if about pesticide products
	C. Exemptions from requirements	OK
VI	Surface and Ground Water Protection	OK if about existing/proposed pesticide code/regulations in California

APPROVED TOPICS for LAWS & REGULATIONS CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.			
		<u>CE Agenda Criteria Topics</u> LAWS AND REGULATIONS	<u>EVALUATION: Use as a general topic area</u>
	A.	Surface and Ground Water Contamination resulting from product use	OK if about pesticide code/regulation/regulatory limits in California
	B.	Chemicals on ground water protection list	OK if about DPR groundwater protection list
	C.	Surface or ground water protection restrictions and specified use requirements	OK if about DPR pesticide use requirements
VII.		<i>Pesticide Labeling and label interpretation</i>	OK
	A.	Licensing of pesticide products and label requirements	OK
	B.	Lapses in product registration	OK
	C.	Amendments to registered label	OK
	D.	Pesticide classification and restrictive statements	OK
	E.	Pesticide use directions, target pests, and crop/plant species use	OK if about label requirements
	F.	Acceptable application intervals and restricted-entry statements	OK if relevant to California
	G.	Misuse and deviations from label directions	OK
VIII.		<i>Licensing and Certification Requirements for Pesticide Applicators and Advisers</i>	OK if relevant to California and DPR, but not Structural Board
	A.	Types of licenses/certificates and minimum requirements (MQs)	For VIII A-E: OK if relevant to California, but not Structural Board
	B.	County registration renewal requirements	
	C.	Continuing education information and record keeping requirements	
	D.	License/certificate renewal requirements	

APPROVED TOPICS for LAWS & REGULATIONS CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.			
		<u>CE Agenda Criteria Topics</u> LAWS AND REGULATIONS	<u>EVALUATION: Use as a general topic area</u>
	E.	Violations and fraudulent actions	
IX.		<i>Pesticide Regulation and Registration</i>	OK
	A.	Pesticide Registration Process	OK
	B.	Classification of pesticides for general or restricted use	OK
		restricted materials classification	OK
		federal and state restrictions	OK if relevant to California
	C.	Restricted Use Permit Requirements	OK
		permits and written recommendations prior to use	OK if about restricted material pesticide permits, and/or PCA written recommendations
		application compliancy with sales and use provisions-federal and state	Topic unclear
X.		<i>Pesticide Recommendations and Use Reporting Requirements</i>	OK if about pesticide use reports, and/or PCA written recommendations
	A.	PCA written recommendation components and requirements, including documentations and retention requirements	OK
XI		<i>Drift Prevention Regulations</i>	OK if relevant to California
	A.	Spray drift definitions, occurrences, impacts, and off-site movement	OK if relevant to California
	B.	Dormant Spray Regulations	OK
XII.		<i>Pesticide Air Quality Regulations</i>	OK
XIII.		<i>Pesticide Effects on Environmental and Endangered Species Endangered Species Identification</i>	OK
	A.	Endangered species range maps	OK
	B.	Endangered species identification	OK

Attachment 6

APPROVED SUBJECT MATTER

Other CE Category

APPROVED TOPICS for OTHER CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO THE USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR THE APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO THE PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.

		CE Agenda Topics -- Other Category	<u>EVALUATION: Use as a general topic area</u>
I.		<i>Pest identification, Pest Monitoring and Beneficial Pest Levels</i>	OK
	A.	Pest ID and Pest Life Cycles	OK
	B.	Pest Classifications and Characteristics	OK
	C.	Pest Resistance and/or Tolerance to Pesticides/Fungicides/Herbicides	OK
II.		<i>Crop Ecosystems</i>	OK if about pest management
	A.	Levels of ecological organization, biochemical cycles in the ecosystem, and other ecosystem factors affecting pest populations and pest management/IPM	OK
	B.	Biodiversity and the physical environment management impact on pest control	OK
III.		<i>Economic Thresholds, Treatment Guidelines, and Monitoring of Pests</i>	OK
	A.	Pest population thresholds and resulting damage	OK
	B.	Density of pest populations and cost of pest control product applications	OK
	C.	Pest control measures and incremental return/economic injury affecting IPM	OK
	D.	Plant Disease Forecasting Models	OK
IV.		<i>Cultural Practices and General Commodity Production Factors</i>	OK only if about pest management or pesticides
	A.	Feasible mitigation measures in cultural pest control	OK
	B.	Mechanical and physical methods of control	OK if about pest control
	C.	Plant health and its effect on pest/disease populations	OK
		Soil health, fertility, and plant nutrition considerations	OK only if about pest management
		Water drainage systems and run-off prevention	OK only if about pesticide run-off prevention
		Crop physiology in relation to pest susceptibility	OK
		Alternate cropping systems and crop rotation in pest resistant programs	OK
V.		<i>Biological Control Methods/Biotechnology</i>	OK if about Pest Management
	A.	Organic production and its role in pest/disease prevention	OK

APPROVED TOPICS for OTHER CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO THE USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR THE APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO THE PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.		
	CE Agenda Topics -- Other Category	<u>EVALUATION: Use as a general topic area</u>
	B. Beneficial insects and their habitats	OK
	C. Genetically modified crops for pest prevention	OK
VI.	<i>Plant and Animal Management Systems</i>	OK if about Pest Management and/or pesticides
	A. Eradicating animal pests or significantly reducing impacts of animal pests	OK
	B. Pest control programs in cooperation with neighboring landholders, other State agencies and local government	OK
	C. Invasive species control and quarantines	OK
VII.	<i>Chemical Control and Other Components of Pest Management Systems</i>	OK
	A. Comparative effectiveness of IPM and conventional chemical controls in pest management systems	OK
VIII.	<i>Ground Application Equipment and Application techniques</i>	Items VIII A-F OK if about pesticide application equipment and techniques
	A. Characteristics and Advantages of Ground Application Equipment	
	B. Selection, Use, Clean Up and Care of Ground Application Equipment	
	C. Use of Compressed Air, Back-pack, Low-pressure, High-pressure hydraulic, and air-blast Sprayers	
	D. Ultra-low Volume, Injection Pump, Dust and Granular Applications	
	E. Drift Prevention Techniques	
	F. Equipment Calibration	
IX.	<i>Chemical Formulations and Toxicology</i>	OK if about pesticides
	A. Minimal exposure pesticides	OK
X.	<i>Identification of Environmentally Sensitive Areas</i>	OK if about pesticide application considerations
	A. Impacts of Pesticides on Pollinators	OK

APPROVED TOPICS for OTHER CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO THE USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR THE APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO THE PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.		
<u>CE Agenda Topics -- Other Category</u>		<u>EVALUATION: Use as a general topic area</u>
B.	Impacts of Pesticides on People	OK
C.	Human, wildlife, and environmental exposure/impacts	OK
XI	<i>Movement of Pesticides</i>	OK
A.	Pesticide Drift Protection Practices, Applications, and Drift reduction Techniques	OK
B.	Pesticide residue movement due to irrigation run off, erosion tillage and leaching	OK
XII.	<i>Integrated Pest Management Practices (IPM) and IPM Techniques</i>	Items XII A-O OK if about pest management
A.	Levels of ecological organization and how they relate to pest management	
B.	Ecosystems and biochemical cycles	
	Management of ecosystems and the importance to pest management	
C.	Pest problems and their effect on ecology	
D.	Purpose and benefits of IPM, understanding pest control techniques and practices	
E.	Using pesticide in an IPM program	
F.	IPM monitoring programs and practices	
G.	Pest control sample and monitoring methods	
	Includes using pheromones, sticky traps, etc.	
H.	Meteorological monitoring systems, instruments, and computer-assisted data collecting	
I.	Use of GPS & GIS for monitoring pests, pesticide applications, plant damage, etc.	
J.	Environmental quality improvement programs	
K	Additional considerations when setting up an IPM Program	
L	Crop loss dues to pest damage	
M	Non-target pests/organisms and the environment	
N	Harvest and crop yields	

APPROVED TOPICS for OTHER CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO THE USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR THE APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO THE PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.		
	CE Agenda Topics -- Other Category	<u>EVALUATION: Use as a general topic area</u>
	O Fertilizing, composting, irrigation management, and other crop production methods essential to sustainability in a successful IPM program	
XIII.	<i>Pest/Disease Control Techniques and Practices</i>	OK
	A. Pest/Disease Identification, pest types, and life cycles	OK
	B. Pest/Disease resistance and tolerance	OK
	C. Pesticide resistance monitoring	OK
	D. Pest/Disease monitoring, field mapping and computer-assisted data recording tools	OK
	E. Field trials and pest/disease control experiments	OK
XIV.	<i>Professional Development for Advisers and Applicators</i>	OK if about pesticides and/or pest management
	A. Pest control advising and legal/liability issues	OK if about pesticides and/or pest management
	B. Technology tools used in pest control operations	OK if about pesticides and/or pest management
XV.	<i>Other Government Agency Laws and Regulations Pertaining to Pesticides and/or Pest Management</i>	OK if applicable in California

Attachment 7

APPROVED SUBJECT MATTER

Aerial CE Category

APPROVED TOPICS for AERIAL CE HOURS

PERFORMANCE INDICATOR SUBCOMMITTEE WORK PRODUCT

EVALUATIONS PERTAIN TO THE USE OF THE SUBJECT AS A GENERAL TOPIC AREA. ACTUAL AGENDA ITEMS FOR THE APPLICATIONS WILL NEED TO INCLUDE MORE DETAIL TO ENSURE RELEVANCE AS AN APPROVABLE TOPIC. ALL FINAL AGENDA TOPICS WILL NEED TO INDICATE RELEVANCE TO THE PESTICIDE OR PEST MANAGEMENT IN CALIFORNIA.

<u>CE Agenda Topics - Aerial Category</u>		
<i>I.</i>	<i>Application Equipment and Application Techniques</i>	Items I A-J OK if about pesticide application equipment and techniques
A.	Aerial Dispersal System Components	
B.	Aerial Application Guidance Systems	
C.	Aerial Application Technology	
D.	Characteristics, Advantages, Disadvantages of Aerial Application Equipment	
E.	Selection, Use, Clean Up and Care of Aerial Application Equipment	
F.	Drift Reduction	
G.	Calibration of liquid and Dry Systems	
H.	Inspection and Maintenance of Dispersal Equipment/Systems	
J	Swath Marking and Flight Patterns	
<i>II.</i>	<i>Part 137 Dispensing Pesticides in Congested Area Operation</i>	
<i>III.</i>	<i>Professional Aerial Applicator Support System (PAASS)</i>	OK if about pesticide applications

Attachment 8

EXAMPLE VERIFICATION OF CE CERTIFICATE

Verification of Attendance

*Continuing Education Meeting Accredited by the
Department of Pesticide Regulation*

DPR Code #: _____ *Course Date:* _____

Course Location: _____

Course Title: _____

Sponsor Name: _____

Certification of Completion

Name of Attendee: _____

DPR License/Certificate Number: _____

CE Hours Breakdown: _____ *Laws*

_____ *Other*

_____ *Aerial*

Total CE Hours _____

Meeting Sponsor Signature: _____ *Date:* _____

*Submit this form with your renewal application to the Department of Pesticide Regulation.
Keep a copy of your own for your records. Licensees/certificate holders must keep records for 3 years.*