California Department of Pesticide Regulation

Changes to Continuing Education Regulations that Affect Sponsors and Licensees

Effective January 1, 2014

Introduction

The following information provides the new continuing education (CE) requirements for course sponsors and the Department of Pesticide Regulation (DPR) licensees.

What's New for CE Sponsors?

CE Course Agenda

The comprehensive course agenda, which is submitted with the CE application, must include the following information:

- Title of each session or topic
- Main points of each session
- Duration of each session
- Start and end times of the course, if applicable
- Name and affiliation of each speaker, if applicable

Note that the following items are still required to be included in the comprehensive course agenda:

- Description of the course
- CE category ("Pesticide Laws and Regulations," "Aerial Pest Control Equipment and Application Techniques," or "Other,") requested for each session

Changes to Approved Course Agenda

If a change is made to an already approved CE course, the following information must be submitted before the course takes place:

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

Adding Course Dates or Locations

To add a date or location to an already approved CE course, the Continuing Education Additional Course Date Request form (DPR-PML-132, REV. 01/13) must be submitted at least 15 business days before the course date.

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Multiple Day Courses

For courses that cover multiple days, such as conferences, a separate CE application form and fee are required for each day, if attendees are not required to attend all days.

Laws and Regulations Defined

"Pesticide Laws and Regulations" hours must focus on California or federal pesticide laws and regulations.

Examples of topics approvable for "Pesticide Laws and Regulations" hours include: pesticide labels, pesticide use safety, protection of endangered species related to pesticide use, air or water quality protection measures related to pesticides, etc.

Examples of topics not approvable for "Pesticide Laws and Regulations" hours include: vertebrate trapping laws/regs, gun safety laws/regs, etc.

Criteria for Online and Correspon-dence Courses

For online and correspondence courses, the following criteria must be met:

- A complete copy of the course in the format in which it will be used must be submitted with the CE application. For example, submit a hardcopy for a correspondence course, or a web link, compact disc, or thumb drive for an online course.
- Courses must include distinct topics, which can be no more than two hours per topic. For courses longer than two hours, each topic must end with review questions.
- A final examination that reviews the accredited material and main points must be given. An attendee must receive a score of 70 percent or greater to receive course credit.
- If the attendee receives a score of less than 70 percent on the final examination, the sponsor may allow the attendee to take a different version of the final examination in order to receive course credit.
- Different versions of the final examination must provide the attendee with new questions or shuffle the order of the questions.
- The final examination and review questions will be accredited at one minute per question, with a maximum of twenty questions per hour.
- For text-based courses (correspondence or online), each 200 words will count as one minute of course time.

Record of Course Completion

CE sponsors must provide a record of course completion to each licensee within 15 business days of course completion. On each record the sponsor must include the information required to be kept in the CE course records. (See **Record Keeping** section.)

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Record Keeping

The CE course records kept by the sponsor and provided to licensees must include the following information:

- Name of the sponsor
- Date of the course
- Accurate number of hours each licensee attended for each CE category
- Licensee signatures

Note that the following information is still required to be kept in the sponsor's records:

- Licensee names
- License numbers
- Title of the course
- Location of the course
- Course identification code

What's New for DPR Licensees?

Record of Course Completion

CE sponsors must provide a record of course completion to each licensee within 15 business days of course completion. On each record the sponsor must include the information required to be kept in the CE course records. (See **Record Keeping** section.)

Record Keeping

The CE course records kept by the licensee must include the following information:

- Name of the sponsor
- Date of the course
- Accurate number of hours the licensee attended for each CE category
- Licensee signature

Note that the following information is still required to be kept in the licensee's records:

- Licensee name
- License number
- Title of the course
- Location of the course
- Course identification code