Pest Management & Licensing

New CE Regulations for Sponsors and Licensees

December 2013
Laurie Brajkovich
Lisa Estridge
Today’s Discussion

- Why make changes to the continuing education (CE) regulations
- What are the changes and who do they affect
- When do the changes become effective
- CE & Licensing Resources
- Comments, questions
History
Original CE Requirements
California Code of Regulations, Title 3

- The “Director may approve any course or program which meets…” the criteria listed (CCR 6512)
- The “instruction shall relate only to pest management and pesticides…” (CCR 6512)
- Laws and regulations hours for license renewal must “pertain to pesticide laws and regulations” (CCR 6511)
Why make changes to the CE regulations?

• Clarity/Consistency for sponsors regarding DPR criteria for review and approval of CE courses

• “Level playing field” for all CE courses

• Optimize CE course quality

• Emerging course formats

• Enforceable
Rulemaking Process and Timeline

- **2010**: Determined a need
- **2010-2012**: Developed regulation concepts
  - APCAC advised DPR
  - Informal meetings with APCAC sub-committee
  - Workshops in August 2012 for public involvement
  - DPR Director approval of APCAC recommendation
- **2013**: Formal rulemaking
  - Drafted regulation language
  - Public comment period
  - Formal hearing
  - Filed with OAL – September 2013
- **January 1, 2014**: Regulations become effective
Changes that Affect CE Sponsors
Course Agenda

Must now include:
- Title of each session
- Main points of each session
- Start and end time of each session or duration for online/correspondence courses
- Name and affiliation of each speaker

The following items are still required:
- Description of the course
- CE category requested for each session
Example Course Agenda

Sample Comprehensive Course Agenda

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Date(s):</th>
<th>Start time: 9:00 AM</th>
<th>End time: 10:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Buzz about Bees</td>
<td>January 3, 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time requested per CE category (L, A, O)</th>
<th>Start and end time or Duration</th>
<th>Speaker name(s) and Affiliation(s)</th>
<th>Title/Topic of session</th>
<th>Description of how this topic focuses on pest management or pesticides and Main Points of course/topic</th>
<th>% of time focused on pest management or pesticides</th>
</tr>
</thead>
</table>
| 30 min Other 30 min Laws                | 9-10:00 AM                      | Lisa Estridge, DPR                | The Buzz about Bees     | Description: Presentation about the current state of beehive health as it relates to pesticide use in California.  
Main Points: Impacts of pesticide use on beehive health. Safe use of pesticides on crops that are pollinated by bees. | 100%                                           |

- No specific format, but must include all required information
- DPR template online: [http://www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)
Amendments to Approved Courses

Submit the following to DPR:

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

Email preferred: cemail@cdpr.ca.gov
Adding Course Dates/Locations to an Approved Agenda

✨ Submit form DPR-PML-132 at least 15 business days prior to course date

Email preferred: cemail@cdpr.ca.gov
Multiple Day Courses

⭐ Separate CE application package and fee must be submitted
⭐ One course ID code per day
⭐ Daily attendance tracked
⭐ Records kept for each day

⭐ Exception: Courses where licensees are required to attend all days/sessions and attendance is actively tracked
Laws & Regulations CE hours

⭐ Must focus on California or Federal pesticide laws and/or regulations

Example “Laws & Regs” topics:
label review, safety, protection of endangered species, air quality, water quality, Healthy Schools Act, personal protection equipment… as long as the focus is on pesticides

Not “Laws & Regs” topics:
other states’ laws and regs, MRLs, DFW trapping regs…
Criteria for Online and Correspondence Courses

⭐ Submit a complete copy of the course in the format it will be used
  ⭐ Correspondence- hardcopy
  ⭐ Online- web link, CD, USB, etc.

⭐ Courses longer than 2 hours
  ⭐ Sections- no more than 2 hours
  ⭐ Each section must end with review questions
Final exam that reviews the approved material and main points must be given
- 70% or better to receive CE credit

What if a licensee fails a final exam?
- A re-exam can be offered, but must be a different version of the final exam
- Different version = new questions or shuffle the order of the questions and answers
Criteria for Online and Correspondence Courses

Text-based correspondence and online courses are approved at one minute per each 200 words

The final exam and review questions are approved at one minute per question (with a max of 20 questions per hour)

**Example:**
8,000 words + 20 exam questions = 1 hour
Changes that Affect both Licensees and Sponsors
Record of Course Completion

⭐ CE Sponsors must provide a record of course completion to each licensee within 15 business days of course completion

• No specific format, but must include all required information

• DPR template online: http://www.cdpr.ca.gov/docs/license/conted.htm
Record Keeping

Records must now include:

- Sponsor name
- Course date
- Number of hours attended in each CE category
- Licensee’s signature

The following items are still required:

- Licensee’s name and license #
- Course location, ID code, and title
Effective Date:

January 1, 2014

- Courses submitted on or after January 1st must meet new requirements
- What if a course is submitted that does not meet the new requirements?
  - DPR will hold the fee and give the sponsor until the end of the 2014 calendar year to re-submit
  - No refunds will be issued
CE and Licensing Resources
DPR Web site

www.cdpr.ca.gov

Licensing, Certification and Continuing Education
Electronic Mailing List

✓ Sign up to receive important CE info for sponsors and licensees
DPR CE Web site
http://www.cdpr.ca.gov/docs/license/conted.htm

For Licensees

License Holders

Licenses and certificates cannot be renewed unless the holder has completed certain minimum continuing education hours relating to pesticides or pest management within each two-year license or certificate period.

License or certificate holders with questions should contact the Licensing Program at licenseemail@cdpr.ca.gov or by phone at (916) 445-4038. Please note that DPR does not track CE hours obtained by DPR license and certificate holders and all license and certificate holders are required to keep records from CE course sponsors that verify their CE attendance hours. These records are required to be turned in to DPR for license/certificate renewal.

- Continuing education general information for licensees, PDF (152 kb)
- Continuing education record renewal summary, PDF (90 kb) (PR-PML-123)
- Continuing education requirement summary for advisers and applicators, PDF (14 kb)
- UCIPM pest management education education program
- DPR approved CE courses

DPR approved CE courses
Approved and Pending Continuing Education Classes

The following files are in PDF format.

2013 November
2013 December
2014 January
2014 February
2014 March
2014 April

2014 May
2014 June
2014 July
2014 August
2014 September
2014 October

Continuous, on-line and correspondence classes

Applications Pending Initial Evaluation (1)

Applications Pending Additional Information from Course Sponsor (4)

Previous Years Archives

» 2013 Class Archive
» 2012 Class Archive

DPR approved CE courses
For Sponsors

CE Course Sponsors

A $45 fee is required for continuing education accreditation for courses. This processing fee is for each continuing education course agenda in a calendar year submitted for review. The fee is non-refundable and is used to support the continuing education accreditation program. It must be mailed with each new application for continuing education approval request. Applications will not be processed without the fee. Course sponsors should send their application(s) and fee(s) to DPR at least 30 days in advance of their course date. Subsequent changes to the course agenda, date changes, or additional presentations of the same agenda within the same calendar year will not be charged a separate fee. Additional dates of presentations of the same agenda within the same calendar year need to be sent to DPR using the “Continuing education additional presentation request” form and approved before the course date.

Forms and templates for CE course sponsors:

- Continuing education approval request, PDF (52 kb) (PR-PML-131)
- Sample CE course agenda template, WORD (35 kb)
- Continuing education additional presentation request, PDF (685 kb) (PR-PML-132)
- Visa/master card transaction, PDF (12 kb) (DPR-105)
- Sample CE Verification of Attendance Certificate, WORD (24 kb)

Resources for CE course sponsors:

- Approved and pending continuing education courses
- Important reminders for sponsors, PDF (15 kb)
- How to sponsor a continuing education course, PDF (113 kb)
- New Legislation for 2011, PDF (14 kb)
- DPR Audit form for continuing education courses, PDF (20 kb)
Updated Resources

- How to Sponsor a Continuing Education Course
- CE category topic lists
- Important Reminders for CE Sponsors

2013 Stats

- CE Courses approved- 1,350 (as of Dec 1)
- Avg. approval turn-around- 5 business days
Questions?

cemail@cdpr.ca.gov

916-445-9903