

IMPORTANT REMINDERS

Tips and reminders for Continuing Education (CE) sponsors to ensure that you have a successful CE course:

- 1) Check DPR's CE Class web site: www.cdpr.ca.gov/docs/license/classes.cfm at any time to: check the status of your CE application, see how many hours were accredited to your course in each CE category, and ensure that your contact information and course information are correct.
- 2) To add additional dates during the calendar year, sponsors must submit an "Additional Presentation Request" form (DPR-PML-032) in advance of course dates. DPR will not approve a CE course after the course date has passed. CE Forms can be found on DPR's Continuing Education web site: www.cdpr.ca.gov/docs/license/conted.htm.
- 3) Sponsors should have mechanism in place to verify ID of attendees.
- 4) Email DPR ahead of time if there are any changes to the course agenda (e.g. time, location, subjects): cemail@cdpr.ca.gov.
- 5) Provide sign-in sheets for both commercial applicators and private applicators.
- 6) Subtract time for those arriving late and/or leaving early. Include the actual hours attended on the CE attendance record for the attendee; as well as, document in your own records.
- 7) Remind attendees that CE is in lieu of re-examination; therefore, attendees should plan on staying the entire course, limit distractions (i.e cell phone use), and pay attention to speakers.
- 8) Provide CE attendance record to all attendees with the following information:
 - a. The identification code number assigned by the Director
 - b. Course date
 - c. The title and location of the instruction
 - d. Name of sponsoring organization
 - e. License or certificate holder's name
 - f. License or certificate holder's DPR ID number
 - g. Hours credited in each category (Laws and Regulations, Aerial or Other)
 - h. Signature of sponsor

For your convenience, an example record of attendance is available on DPR's CE web site: www.cdpr.ca.gov/docs/license/forms/ver_of_attnd.doc. Note that CE sponsors may use their own format and method for the certificates/receipts to record an attendee's attendance as long as the information listed above is captured.

- 9) Keep records of licensees and certificate holders who have completed each course for three (3) years.
- 10) Sign-up for periodic updates from DPR about Licensing and CE:
www.cdpr.ca.gov/docs/dept/listserv/listdesc.htm

If you have any questions regarding this reminder or DPR's CE and Licensing Program, you may contact Laurie Brajkovich at lbrajovich@cdpr.ca.gov or 916-445-9903.