

IMPORTANT REMINDERS for CE SPONSORS

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

- 1) Turn in your application, agenda, and fee as early as possible (30 days before the course is recommended) to allow time for DPR to review and ask questions if needed. DPR cannot approve a course after the course date has passed.
- 2) Check DPR's CE Class web site, www.cdpr.ca.gov/docs/license/classes.cfm, to see how many hours were accredited to your course in each CE category, and ensure that your contact information and course information are correct.
- 3) To add additional CE course dates during the calendar year, sponsors must submit an "Additional Presentation Request" form (DPR-PML-132) in advance of course dates. CE Forms can be found on DPR's Continuing Education web site: www.cdpr.ca.gov/docs/license/conted.htm.
- 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) Sponsors should have mechanism in place to verify the identity of course attendees.
- 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) Document the actual hours attended on the CE attendance record for the attendee; as well as, document in your own records. Subtract time if needed for those attendees arriving late or leaving early.
- 9) Provide CE attendance record to all attendees with the following information:
 - a. DPR Identification code number
 - b. Course date
 - c. Course Title
 - d. Course Location
 - e. Name of sponsoring organization
 - f. License or certificate holder's name
 - g. License or certificate holder's DPR License or Certificate number
 - h. Hours credited in each category (Laws and Regulations, Aerial or Other)

For your convenience, an example attendance record is available on DPR's CE Web site: <http://www.cdpr.ca.gov/docs/license/conted.htm>. Note that CE sponsors may use their own format and method for CE sign-in and for attendance record as long as the information listed above is captured. The information above will satisfy the record keeping requirements for license/certificate holders and for sponsors (Cal. Code Regs., tit. 3, § 6513).

- 10) Keep records of licensees and certificate holders who have completed each course for three (3) years.
- 11) 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.