

Course I.D. Code – DPR Use Only	Date Received – DPR Use Only
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For complete instructions see pages 3 and 4.

Type or print this application in ink. Complete all sections, **except** section E and L.

A. Course Description. Enter course information. To request additional dates for this specific course, see instructions on page 3.

Course Title				Course Date	
Sponsoring Organization or Business Name				Start Time	End Time
Contact Person				E-Mail Address	
Contact Person Address	City	State	ZIP Code	Phone Number	

B. Course Type. Check the appropriate box.

Interactive Online Webinar

C. Course Availability. Check the appropriate box(es).

Open to the Public Closed to the Public

Attendance Fee \$ _____

Course Language(s) other than English:

Spanish Other _____

D. Hours Requested. One Hour Minimum/8 Hour Maximum
(see instructions on page 3)

Pesticide Laws and Regulations (L)	<input type="text"/>	Hours
Aerial Pest Control Equipment and Application Techniques (A)	<input type="text"/>	Hours
Other (O)	<input type="text"/>	Hours

E. Hours Approved. DPR Use Only

<input type="text"/>	Hours	Total Hours Approved by DPR
<input type="text"/>	Hours	
<input type="text"/>	Hours	

F. Attendance Estimation. Estimate the number of attendees. _____

G. Target Audience. Check the boxes identifying the type(s) of license and certificate holders this course is directed to.

Pest Control Advisers Qualified Applicators

Aerial Applicators Private Applicators Others _____

H. Course Syllabus or Agenda. Attach the appropriate documentation for your course type. Interactive Online courses must submit a comprehensive course syllabus and Webinar courses must submit a comprehensive course agenda. The syllabus or agenda must include the information detailed under Section H on page 4.

I. Course Formatting Acknowledgement. Attach the completed Course Formatting Acknowledgement included on page 2.

J. I declare under penalty of perjury, under the laws of the State of California, that the information submitted is true and correct.

Applicant's Signature _____ Date Signed _____

K. Fees. The processing fee is \$45 for the calendar year. Additional fee information is on page 4.

L. Notification Status. DPR Use Only

Based on the information provided in your Interactive Online and Webinar Continuing Education Approval Request Application, the course **did not meet** DPR's approval requirements.

Your Interactive Online and Webinar Continuing Education Approval Request Application is approved.

Reviewer's Signature	Date Signed	Accounting Use Only
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Interactive Online and Webinar Continuing Education Approval Request Application

Course Formatting Acknowledgement

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Course Formatting: Interactive Online and Webinar courses submitted to DPR for approval must contain the features and attachment(s) detailed on this sheet. All features and attachment(s) must be included to be considered for DPR continuing education course approval. Complete all sections of this form and include it with the Interactive Online and Webinar CE course application. **Check the appropriate box(es) and sign and date below to acknowledge that the requirements have been met.**

1. DPR has been provided access to the course in the same format that the course will be presented to attendees.

Web Site Address:

Login / Username (if applicable):

Password (if applicable):

2. The course uses at least one of the DPR approved methods for verifying the identity of attendees. Check the box of the option(s) listed below that will be used to verify course attendance. **Must choose at least one option.**

- A means to visually observe the attendee throughout the duration of the course, such as web cameras or proctored locations.

Sponsor Explanation:

- Inclusion of the following verification of fraud statement that attendees are required to agree to prior to starting the course:
"Allowing someone other than the person identified as the course attendee to complete this online continuing education course, in order to qualify for Department of Pesticide Regulation approved continuing education hours, constitutes fraud. Committing fraud in connection with meeting any license requirement, including to obtain renewal of any license or certificate issued by the Department of Pesticide Regulation or a County Agricultural Commissioner may result in civil and criminal penalties or license denial, suspension, or revocation.
By selecting yes, I verify and attest to the fact that I am the person whose name and license or certificate number appears in course sign-in dialogue box and on the license or certificate.
Yes _____
No _____"

3. Course Features. The course includes the following required features.

- A minimum of three course features per hour for monitoring and ensuring course participation and attendance, such as: quiz or review questions, random pop-up questions, check boxes, and/or key codes. For interactive online courses, at least one of these three features must occur at an irregular interval.
- Automatic logout feature if course monitoring features are not responded to in a timely manner by the attendee.
- Features to prevent an attendee from fast forwarding through any portion of the course or participating in more than one course simultaneously.
- Features for time stamping the course and tracking attendee participation including: when the attendee starts the course, completes the course, and total time spent on the course.
- A username and password used to access the course that is unique to each attendee.
- (Only if applicable) Interactive online courses longer than one hour must have a minimum 5-question quiz every hour that meets the requirements listed in 4.
- A minimum 10-question final examination meeting the requirements listed in 4.

4. Quizzes and Examinations. Include a complete copy of all quiz and final examination questions with this application.

- Questions are directly derived and answerable from content presented during the course.
- Questions are in multiple choice formatting with only one correct answer and at least two plausible but incorrect options. Options may not include "all of the above", "none of the above", or other all-inclusive response options.
- Quizzes and examinations require a minimum passing score of 70% or greater. Interactive online course quizzes must be passed before the attendee is allowed to advance in the course.
- Quizzes and examinations that are available for retest, if the sponsor allows for this, must be presented in different versions than the original.

Applicant's Signature

Date Signed

Interactive Online and Webinar Continuing Education Approval Request Application Instructions

The purpose of continuing education is to ensure license and certificate holders: keep their knowledge current in the area of pesticide laws and regulations; provide proper, safe and efficient pesticide use; protect public health, the environment, and property; and encourage safe working conditions for those working with or around pesticides. Courses submitted for Department of Pesticide Regulation (DPR) evaluation and approval must include approvable material as detailed in Title 3, California Code of Regulations (3CCR) Section 6512. Note: Sales presentations, professional introductions, registration time, driving time, and breaks will not be approved for continuing education credit.

Interactive Online and Webinar continuing education courses must be approved by the Department of Pesticide Regulation (DPR) before the course date. Requests for approval of interactive online courses must be submitted at least 60 days before the course date. Requests for approval of webinar courses must be submitted at least 30 days before the course date. To obtain course approval, sponsors shall submit the following:

1. An Interactive Online and Webinar Continuing Education Approval Request Application (LIC-131B).
2. A course syllabus for Interactive Online courses, **or** a course agenda for Webinar courses. See **Section H** for additional information.
3. The Course Formatting Acknowledgement. See **Section I** for additional information.
4. A \$45 processing fee. See **Section K** for fee information.

Submit complete applications to DPR at the address below. Electronic (E-Mailed or faxed) applications are not accepted.

ATTN: CE
Department of Pesticide Regulation
PO Box 1379
Sacramento, California 95812

You will be notified by DPR if your application is determined to be incomplete or if additional information about the course is needed. Information provided in this application about approved courses will be posted on DPR's Web site.

Section A: Course Description. DPR will send course approval status information to the contact person listed on the application. **All** fields of Section A must be completed. Interactive Online courses that are available continuously should indicate the first date that they will be made available to attendees. Webinar courses requesting approval of additional dates or locations for a course with an agenda identical to a previously approved course, within the same calendar year, shall be made on the Continuing Education Additional Course Date Request form (LIC-132) and submitted to DPR at least 15 business days before the presentation of the course.

Section B: Course Type. Select the appropriate course type. Interactive Online and Webinar continuing education course formats may include: interactive video lectures, pre-recorded presentations, and broadcasted professional or technical seminars in the context of pesticides or pest management.

Section C: Course Availability. Select the appropriate box(es) to indicate whether the course is open or closed to the public, any applicable fee for course attendance, and languages other than English in which the course will be offered.

Section D: Hours Requested. Indicate the number of hours you are requesting for each CE category. The total number of hours requested **must be:**

- A minimum of one hour,
- No more than eight hours per day, and
- No more than eight hours per application.

Section E: Hours Approved. This section is for DPR use only. The number of hours approved is based on the information submitted in the application and comprehensive syllabus or agenda. Courses will not be approved by DPR for less than one hour and no more than eight hours of continuing education per day and per application.

Section F: Attendance Estimation. Estimate the number of individuals you anticipate will attend the course.

Section G: Target Audience. Indicate the type(s) of license or certificate holders the course content is directed to.

Section H: Course Syllabus or Agenda.

- **Interactive Online courses:** Attach a course syllabus to this application. A comprehensive course syllabus must include the following: a description and detailed outline of the course including the learning objectives of the course, the amount of time allocated to each learning objective, and the CE category(ies) requested for each learning objective ('L,' 'A,' or 'O').
- **Webinar courses:** Attach a course agenda to this application. A comprehensive course agenda must include the following: a description of the course, the title of each presentation, a time-specific breakdown detailing main points of each presentation, the start and end time for each presentation, the CE category(ies) requested for each presentation ('L,' 'A,' or 'O'), and the name and affiliation of each speaker.

For approvable course topics see 3CCR section 6512(b). DPR may request more information about how course content is in the context of pesticides and pest management.

Section I: Course Formatting Acknowledgment. Complete the Course Formatting Acknowledgement checklist on page 2 and submit with the rest of your application. All listed items must be present and complete as specified.

Section J: Signature Block. Sign here to indicate that the information presented to DPR on this application and any accompanying documents is true and correct.

Section K: Fees. Enclose a check, money order, or credit card payment payable to "Cashier, Department of Pesticide Regulation." The processing fee is \$45 and covers this application and any additional course dates with an identical agenda provided in the same calendar year. **Fees are non-transferable and non-refundable.**

Section L: Notification Status. This section is for DPR use only.

For assistance completing this form, please E-Mail or call the Continuing Education Program at:
CEmail@cdpr.ca.gov or 916-603-7792.