

COURSE I.D. CODE — DPR USE ONLY Course I.D. Code — DPR Use Only	DATE RECEIVED — DPR USE ONLY Date Received — DPR Use Only
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For complete instructions see pages 2 & 3.

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

A. Course Description ~~A. Course Description.~~ Type or print this application in ink. Complete Section A, B, C, D, F and G. Additional instructions are on the reverse. Enter course information. To request additional dates for this specific course, see instructions on page 2.

COURSE TITLE Course Title			COURSE DATE Course Date	
COURSE LOCATION ADDRESS Course Location Address	(City) City	(State) State (ZIP Code) ZIP Code	STARTING TIME Start Time	End Time
SPONSOR <input type="checkbox"/> Sponsoring Organization or Business Name		Check if County Agricultural Commissioner		Contact Information
CONTACT PERSON Contact Person			EMAIL ADDRESS	
CONTACT PERSON ADDRESS Contact Person Address			TELEPHONE NUMBER E-Mail Address	
CONTACT PERSON ADDRESS Contact Person Address			FAX NUMBER Phone Number	

B. Course Type — Check appropriate boxes **B. Course Type.** Check the appropriate box(es), if applicable. See additional instructions on page 2.

Conference/Meeting Course will occur over two or more days.
 Online
 School / College
 Correspondence
 Course will have concurrent sessions.

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

Open to the Public
 Closed to the Public
 Course Language(s) other than English (optional):
 Spanish
 Other _____

Attendance Fee \$ _____

D. Hours Requested for Each Category **D. Hours Requested.** One Hour Minimum/8 Hour Maximum (see page 2)

E. Hours Approved for Each Category **E. Hours Approved.** DPR Use Only

	HOURS REQUESTED	HOURS APPROVED — DPR USE ONLY	NUMBER OF HOURS APPROVED Total Hours Approved by DPR
Pesticide Laws and Regulations (L)	<input type="text"/> Hours	<input type="text"/> Hours	<input type="text"/>
Aerial Pest Control Equipment and Application Techniques (A)	<input type="text"/> Hours	<input type="text"/> Hours	
Other (O)	<input type="text"/> Hours	<input type="text"/> Hours	

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

F.G. Who is the Targeted Audience? **Target Audience.** Check the boxes identifying the type(s) of license and certificate holders this course is directed to. Estimate Number in Attendance: _____

Pest Control Advisers _____
 Qualified Applicator_s (License) _____
 Qualified Applicator (Certificate) _____

Aerial Applicators _____
 Private Applicators _____
 Others _____

G.H. Course Agenda **Course Agenda.** — Submit a comprehensive agenda. The agenda must include the information as specified on the reverse. Attach a comprehensive course agenda that contains the required information included on page 3.

I. I declare under penalty of perjury, under the laws of the State of California, that all information on this application is true and correct.

APPLICANT'S SIGNATURE Applicant's Signature _____ DATE SIGNED Date Signed _____

H.J. Fees **Fees.** The processing fee is \$45 and covers all course dates that occur within the calendar year, provided that the identical comprehensive agenda is used for each date. Additional fee information is on the reverse. The processing fee is \$45 for the calendar year. Additional fee information is on page 3.

I.K. Notification Status – DPR USE ONLY Notification Status. DPR Use Only.

Based on the information provided ~~en~~in your In-Person Continuing Education Approval Request Application, the course **did not** meet DPR's approval requirements.

Your Continuing Education Approval Request Application is approved.

REVIEWER'S SIGNATURE Reviewer's Signature

DATE SIGNED Date Signed

ACCOUNTING USE ONLY Accounting Use Only

State of California

In-Person CONTINUING EDUCATION APPROVAL REQUEST APPLICATION INSTRUCTIONS Continuing Education Approval Request Application Instructions

LIC-131A (Rev. 07/23) Page 2 of 3

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 ~~the~~ public health, ~~the~~ environment, and property; and encourage safe working conditions for those working with or around pesticides. ~~Continuing education course formats may include: College level instruction; professional or technical seminars; demonstrations relating to pesticides or pest management; and field trial tours. Courses must include at least one hour of approved material. 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, poster and/or vendor displays, professional introductions, registration time, driving time, and breaks will not be approved will not be approved for continuing education credit.~~

In-Person ~~C~~continuing education courses must be approved by ~~the Department of Pesticide Regulation (DPR)~~ before the course date. To obtain course approval, sponsors ~~must~~shall submit the following **at least 30 days before the first course date**:

- ~~1. A Continuing Education Approval Request Application. Applications are available on DPR'S Web site at www.cdpr.ca.gov; at all county agricultural commissioner offices; or by request from DPR's Licensing and Certification program at (916)603-7792. An In-Person Continuing Education Approval Request Application (LIC-131A).~~
2. A comprehensive course agenda. See **Section GH** for ~~what is required in each agenda~~additional information.
3. A \$45 processing fee. See **Section HJ** for fee information.

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

~~Cashier, ATTN: CE Continuing Education
Department of Pesticide Regulation
P.O. Box 1379
Sacramento, CA 95812~~

Department of Pesticide Regulation
Attn: Cashier MS-4A
PO Box 1379
Sacramento, CA 95812-4015

~~Sign and date application before submission.~~ 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 at www.cdpr.ca.gov.

Section A: Course Description. Section A: Course Description. This information is for record keeping and contact purposes and may be posted to DPR's Web site. DPR will send course approval status information to the contact person listed on the application. **All** fields of Section A must be completed. Requests for 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, Rev. 07/23) and submitted to DPR at least 15 business days before the presentation of the course.

~~Section B: Course Type.~~ **Section B: Course Type.** This information is for record keeping purposes. Indicate if the course will occur over two or more days and/or have any concurrent sessions (see below). In-person continuing education courses may include formats such as professional or technical meetings, seminars, conferences, demonstrations, and traditional school/college level courses in the context of pesticides or pest management.

- **Two or More Days:** Continuing education courses that occur over two or more days require an In-Person Continuing Education Approval Request Application form (LIC-131A, Rev. 07/23), comprehensive agenda, and \$45 fee **for each course date.**
- **Concurrent Sessions:** Concurrent sessions are two separate presentations occurring at the same date and time in different rooms or locations. Continuing education courses that have concurrent presentations must submit an In-Person Continuing Education Approval Request Application form (LIC-131A, Rev. 07/23), comprehensive agenda, and \$45 fee **for each presentation that occurs concurrently with another.** In addition, courses that include concurrent sessions must include a description of how the course sponsor will track individual attendance.

~~Section C: Course Availability.~~ **Section C: Course Availability.** This information is for record keeping purposes and may be posted to DPR's Web site. 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 for Each Category.~~ **Section D: Hours Requested.** Indicate the number of hours you are requesting for each CE category. The total number of hours approved requested must be at least:

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

~~Section E: Hours Approved for Each Category.~~ **Section E: Hours Approved** This section is ~~completed by DPR staff for DPR use only. Approval~~ The number of hours approved is based on the information submitted in the application and comprehensive agenda. Courses will not be approved by DPR for less than one hour and no more than eight hours per day and per application.

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

~~Section F: Who is the Targeted Audience?~~ **Section G: Target Audience.** Who are you targeting? How many will be in attendance? Indicate the type(s) of license or certificate holders the course content is directed to.

Section G: Course Agenda. Section H: Course Agenda. Attach a course agenda to this application. A comprehensive course agenda must include the following: a description of the course, the title of each ~~session~~presentation, a time-specific breakdown detailing main points of each presentation, the start and end ~~(or for online and correspondence courses the duration of each session)~~time for each presentation, the total course length, the CE category(ies) requested for each ~~session~~presentation ('L,' 'A,' or 'O'), and the name and affiliation of each speaker. ~~The instruction must focus on pest management and/or pesticides. 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.

~~Examples of topics in each category include:~~

~~Pesticide Laws and Regulations 'L': California and federal pesticide laws and regulations pesticide storage, transportation, and disposal; endangered species; ground water protection; pesticide labeling; licensing and certification requirements for pesticide applicators and pest control advisers; and pesticide registration requirements.~~

~~Aerial Pest Control Equipment and Application Techniques 'A': Characteristics, advantages, disadvantages, selection, use, cleanup, and care of aerial application equipment; application techniques; drift reduction; calibration of liquid and dry systems; dispersal equipment; swath marking; and flight patterns.~~

~~Other Pesticide or Pest Management Topics 'O': Pest identification; crop ecosystems; pest life histories; economic thresholds; cultural practices; biological control; plant and animal management systems; chemical control; and other components of pest management systems.~~

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

Section H: Fees. Section J: Fees. Enclose a check, money order, or credit card payment ~~(must include original signature on Visa/Mastercard Transaction Form, DPR-105, available on at www.cdpr.ca.gov, 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. The fee covers all additional presentations within the calendar year with the same agenda.~~ **Fees are non-transferable and non-refundable. Applications submitted without the \$45 processing fee will be discarded.** Mail to: Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 1379, Sacramento, CA 95812.

Section I: Notification Status. Section K: Notification Status. This section ~~will be completed by DPR staff, before it is returned to you~~ is for DPR use only.

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