# How to Sponsor a Continuing Education Course

**Introduction**

The following information provides details about sponsoring a Department of Pesticide Regulation (DPR) continuing education (CE) course or program.

**Requirements of a CE Sponsor**

- Submit application package: CE application form, comprehensive course agenda, and fee at least 30 days before the course date
- Inform DPR about changes to the course
- Maintain course records
- Provide record of course completion to each attendee

**Application Package**

Submit a complete CE application package, which includes the following items:

**1) Application Form**

Use the Continuing Education Approval Request Application form (DPR-PML-131) located on the DPR Web site: http://www.cdpr.ca.gov/docs/license/forms/dpr-pml-131.pdf.

**2) Comprehensive Course Agenda**

A comprehensive course agenda must include the following information:

- Description of the course
- Title of each session or topic
- Main points of each session
- Duration of each session
- Start and end times of the course, for in-person and webinar courses
- CE category ("Pesticide Laws and Regulations," "Aerial Pest Control Equipment and Application Techniques," or "Other") requested for each session
- Name and affiliation of each speaker. (For some courses, such as correspondence courses, this will not be applicable.)

**3) Fee**

The application fee is $45 per course*. Fees are non-transferable and non-refundable.

\* For courses taking place on multiple days, such as conferences, a separate application form and fee are required for each day if attendees are not required to attend all days. DPR will assign a separate course identification code for each day. Each day requires separate record keeping.

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| **Application Submission Deadline** | Mail the application package to DPR via the U.S. Postal Service at least 30 days before the course date. Mail the application package to DPR using the contact information at the end of this guide.

Do not use a document delivery service such as UPS or FedEx and do not require a signature confirmation as these will likely slow delivery time. Faxed or emailed applications will not be accepted. |
| **DPR Review and Evaluation** | Once received by DPR, the CE Review Committee will evaluate the application form and course agenda. Within 15 business days, DPR will approve the course, or if the CE Review Committee has questions, you will be contacted via phone or email. If the title and main points of the session does not show clearly that the presentation will be discussed within the context of pesticides and pest management, you will be asked for more information. This may include a request for a detailed outline of the presentation provided or approved by the speaker.

DPR cannot approve a CE course if the course has already occurred.

Approval of your application will include hours approved in each CE category and will be sent via fax. If a fax number is not provided on the application, it will be sent via email.

You can check the status of your application by visiting DPR's Web site: http://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm. |
| **Course Criteria** | The following criteria are used by the CE Review Committee when evaluating CE courses for approval:
- The accredited portion of a course must be a minimum of one hour.
- Course topics must be in the context of pesticides or pest management.
- Topics approved for "Pesticide Laws and Regulations" hours must be focused on California or federal <u>pesticide</u> laws and regulations.

Some examples of topics that qualify for CE hours can be found in the "CE Category Example Topics" on DPR's CE Web site: http://www.cdpr.ca.gov/docs/license/conted.htm. |
| **Additional Criteria for Online and Correspond-ence Courses** | Online and correspondence courses must meet the following additional criteria:
- A complete copy of the course in the format in which it will be used must be submitted with the CE application. For example, submit a hardcopy for a correspondence course or a web link, CD, or thumb drive for an online course.
- Courses must include distinct topics, which can be no more than two hours per topic. For courses longer than two hours, each topic must end with review questions. |

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| **Additional Criteria** Cont. | ▪ A final examination that reviews the accredited material and main points must be given. An attendee must receive a score of 70 percent or greater to receive course credit.<br>▪ If the attendee receives a score of less than 70 percent on the final examination, the sponsor may allow the attendee to take a different version of the final examination in order to receive course credit.<br>▪ Different versions of the final examination must provide the attendee with new questions or shuffle the order of the questions.<br>▪ The final examination and review questions will be accredited at one minute per question, with a maximum of twenty questions per hour.<br>▪ For text-based courses (correspondence or online), each 200 words will count as one minute of course time. |
| **Changes to Approved Courses** | If changes are made to an already approved course agenda, you must submit the following information to DPR before the course takes place:<br>▪ Name of the course<br>▪ Date of the course<br>▪ Course identification code<br>▪ Change(s) to be made to the course<br><br>Examples include: changes to speakers, topics, and location.<br><br>Send the information to DPR using the contact information at the end of this guide (email preferred). |
| **Adding Course Dates or Locations** | Only one application package is necessary for CE courses where the <u>same course agenda</u> is presented on different dates and/or at different locations throughout the calendar year (i.e. roadshow).<br><br>To add dates and/or locations to an already approved course agenda, submit the Continuing Education Additional Presentation Request form (DPR-PML-132) at least 15 business days before the course date.<br>The form is located on DPR's Web site at:<br>http://www.cdpr.ca.gov/docs/license/forms/dpr-pml-132.pdf.<br><br>Send the form to DPR using the contact information at the end of this guide (email preferred).<br><br>Note that roadshow courses will receive one course identification code per calendar year. Therefore, <u>attendees will receive CE credit for the series only once</u>. CE sponsors should make this clear in advertising and registration materials. |

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| **Record Keeping** | CE course records must be kept for three years after the course date. Include the following information in your records: |
| | ▪ Licensee names |
| | ▪ License numbers |
| | ▪ Title of the course |
| | ▪ Name of the sponsor |
| | ▪ Location of the course |
| | ▪ Date of the course |
| | ▪ Accurate number of hours each licensee attended for each CE category |
| | ▪ Licensee signatures |
| | ▪ Course identification code |

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| **Records of Course Completion** | CE sponsors must provide a record of course completion to each licensee within 15 business days of course completion. Each record of course completion must include the same information as required in your records. (See **Record Keeping** section.) |

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| **Course Audits** | To maintain course quality, DPR conducts random unannounced audits of approved courses. DPR will check that course content is current, factual, and consistent with the approved agenda and any presentation outlines submitted during the approval process. Additionally, audits are used to verify course attendance and actual CE hours completed by attendees are tracked by the sponsor. DPR views these audits as a means of providing useful feedback to CE sponsors so courses can be improved where necessary and allows course sponsors and DPR to work together to strengthen continuing education required for license renewal. |

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| **DPR Contact Information** | **Mail application packages to the following address:** |
| | Cashier, ATTN: CE |
| | Department of Pesticide Regulation |
| | P.O. Box 1379 |
| | Sacramento, CA 95812 |
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| | Do not use a document delivery service such as UPS or FedEx to and do not require a signature confirmation as these will likely slow delivery time. Faxed or emailed applications will not be accepted. |
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| | **For questions about the CE program:** |
| | Email: CEmail@cdpr.ca.gov |
| | Phone: 916-603-7792 |