

IMPORTANT REMINDERS FOR CE SPONSORS

Requirements and reminders for continuing education (CE) sponsors for a successful course:

- 1) Once your course has been approved, check DPR's CE Web site, <www.cdpr.ca.gov/docs/license/classes.cfm> to verify how many hours in each CE category your course was approved for and to ensure your contact and course information are correct.
- 2) If there are any changes to the approved course (e.g. time, location, subjects, speakers) notify DPR as soon as possible; E-mail correspondence is preferred <CEmail@cdpr.ca.gov>. It is recommended that sponsors have additional pesticide or pest management material prepared in case a presenter runs short of their approved time or is unable to attend last minute.

***NOTE: CE credit is given on a one-to-one basis, one hour of CE equals one hour of DPR-approved instruction. It is illegal to falsify hours on certificates and accredit more time than an individual attended and completed. Falsifying CE hours earned could result in civil penalties or an enforcement action that jeopardizes attendees' license or certificate.**

- 3) Provide a record of course completion to each attendee within 15 business days of course completion. Each record must include nine items:
 - a. licensee's name
 - b. license number
 - c. course title
 - d. course sponsor's name
 - e. course location
 - f. course date
 - g. number of hours attended per CE category (Laws and Regulations, Aerial, or Other)
 - h. licensee's signature
 - i. course identification code

For your convenience, a sample record of course completion 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, as long as the information listed above is included.

- 4) Attendance verification documents (e.g. certificates, scantrons) must not be given out early or left unattended during the course.
- 5) CE sponsors and license and certificate holders must keep the records listed in #3 above for three (3) years. Sponsors can use a sign-in sheet for their records as long as all of the required information (items a-i) is included. License and certificate holders can use the record of course completion given to them by the course sponsor as their record.
- 6) Sign up to DPR's listserve to receive periodic updates from DPR about Licensing and CE. Join the Licensing, Certification and Continuing Education electronic mailing list subscription at: <www.cdpr.ca.gov/docs/dept/listserv/listdesc.htm>.
- 7) Remind attendees that CE is in lieu of re-examination. Ask attendees to limit distractions, and silence cell phones or take essential phone calls outside.
- 8) To add course dates or locations to an approved CE course agenda (i.e. provide a roadshow course), submit an "Additional Presentation Request" form (DPR-PML-132) at least 15 business days before the roadshow course date. CE forms can be found on DPR's CE Web site at: <www.cdpr.ca.gov/docs/license/conted.htm>.
- 9) If the course is a roadshow (same agenda with multiple dates or locations scheduled), let attendees know before they attend they will receive CE credit only once during the calendar year for the roadshow series.
- 10) DPR conducts random audits on courses to ensure the integrity of the CE program and verify the course content is current, factual, and consistent with the 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 accurately recorded and tracked by the sponsor.

If you have any questions regarding this reminder or DPR's CE and Licensing Program, you may contact us at: <CEmail@cdpr.ca.gov> or 916-324-4250.