

The following information is about DPR's policies on continuing education (CE) time increments, rounding, and best practices for awarding CE credit to attendees. The goal is to ensure consistency across CE courses and to support sponsors in requesting and providing CE hours to licensees for renewal.

DPR - CE Application Approval Increments and Rounding

DPR approves CE hours based on the instructional time in the categories of Pesticide Laws and Regulations ('Laws'), Aerial Pest Control Equipment and Application Techniques ('Aerial'), and 'Other'.

- CE is approved by DPR in increments of 0.5-hour or 1.0-hour. These increments help ensure CE hours are easy for licensees to track and apply toward their renewal.
- For a course with multiple presentations, the time of each presentation is summed together for each CE category. Those total times are rounded to determine the CE hours approved for the course. Rounding once at the end minimizes compounding errors if every presentation was rounded to the nearest half hour.
- The following table includes examples of rounding.

	CE Hours Requested	CE Hours Approved	Total	Description
Example 1	1.25 Laws 1.25 Other	1.5 Laws 1.0 Other	2.5 hours	In this instance, DPR rounds Laws up and Other down. Rounding both categories up would exceed the instructional time by 30 minutes.
Example 2	0.75 Laws 1.25 Other 1.75 Aerial	1.0 Laws 1.0 Other 2.0 Aerial	4 hours	In this instance, DPR rounds Laws and Aerial up. The combined instructional time (3.75 Hours) rounds to 4 hours.

Sponsors - CE Certificate of Completion Credit Increments and Rounding

- One hour of attendance is equivalent to one hour CE credit. For consistency, sponsors should award CE on course completion certificates in increments of 0.25, 0.5, 0.75, and 1.0-hour based on verified attendance time.
 - To determine CE hours for an attendee that did not attend the full duration of a course, total their times for each category based on the presentations attended and round the totals to the nearest quarter-hour.
- Breaks and time spent not actively participating in a course do not receive credit. (i.e. time spent presenting a topic on the agenda or an excessive amount of time spent absent from the room)
 - It is the sponsor's responsibility, as the witness to an individual's attendance in a course, to determine when a credit reduction should be made.
 - Within 0.25 increments, if there is partial credit based on attendance, sponsors should round minutes greater than or equal to 7.5 minutes to the next highest 0.25 value and round minutes less than 7.5 minutes to the next lowest 0.25 value (or no credit).

For example:

- A 15-minute presentation that an attendee is present for 9 minutes, should reflect as 0.25 on a certificate of completion.
- A 15-minute presentation that an attendee is present for 7 minutes, should reflect as zero (no credit) on a certificate of completion.

- d) Credit amounts stated on certificates of completion should reflect the sum of the time spent in a course across all presentations.
- e) The following table includes examples of rounding situations on certificates of completion based on an individual's attendance that a sponsor may encounter for a course.

	DPR Course Approval	Attendee Time Spent Participating	Certificate of Completion Provided
Example 1 Licensee arrives late and then leaves early	Topic 1 – 15 minutes Laws Topic 2 – 45 minutes Other Topic 3 – 15 minutes Other Topic 4 – 15 minutes Laws Topic 5 – 30 minutes Aerial 0.5 Laws 1.0 Other 0.5 Aerial	Topic 1 – 9 minutes Laws Topic 2 – 45 minutes Other Topic 3 – 15 minutes Other Topic 4 – 15 minutes Laws Topic 5 – 14 minutes Aerial 24 minutes Laws 60 minutes Other 14 minutes Aerial	The sponsor should sum the total hours the attendee is present in the course and then round each category to the appropriate 0.25 increment. 0.5 Laws 1.0 Other 0.25 Aerial
Example 2 Licensee leaves early	Topic 1 – 45 minutes Laws Topic 2 – 60 minutes Other Topic 3 – 50 minutes Aerial Topic 4 – 15 minutes Laws 1.0 Laws 1.0 Other 1.0 Aerial	Topic 1 – 45 minutes Laws Topic 2 – 60 minutes Other Topic 3 – 0 minutes Aerial Topic 4 – 0 minutes Laws 45 minutes Laws 60 minutes Other 0 minutes Aerial	The sponsor should sum the total hours the attendee is present in the course and then round each category to the appropriate 0.25 increment. 0.75 Laws 1.0 Other 0 Aerial

Helpful Tips

- Check the DPR approved application for the hours a course is approved for prior to the course date.
- Make sure CE awarded to attendees aligns with the DPR approved course application and agenda.
- Track attendance using reliable methods such as sign-in/out sheets or electronic systems.

CE Information

CE application forms, templates, resources, and regulatory requirements can be found on DPR's [Continuing Education](#) webpage

DPR CE Contact

Email: CEmail@cdpr.ca.gov

Phone: 916-603-7792