Welcome to the 2015
Hot Topics and
Updates on Integrated
Pest Management
Seminar!

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS

Cathi Boze

Mariposa County Agricultural Commissioner

Pesticide Licensees

CONTINUING EDUCATION SIGN-IN SHEET

Course Title _____ Date _____

Person in Charge _____ Phone ( ) _____

Location _____
(City) (State)

IDENTIFICATION CODE

____ - ____ - ____

HOURS

Hours column to be left blank unless attendee's hours are less than the accredited hours approved. →

CE Hours

SIGNATURE	DPR License/Certificate#	OFFICE USE ONLY L	G	A	O	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Important Notice to all licensees:

Your meeting sponsor is required to maintain continuing education (CE) attendance documentation in accordance with CCR Title 3, Section 6513. This sign-in sheet will be submitted by the meeting sponsor to CECPM for data tracking of CE attendance credit for your California Department of Pesticide Regulation (CDPR) license/certificate record, which may include reporting of CE attendance credit to CDPR. By signing this document you acknowledge that CECPM is authorized to report the CE attendance credit pertaining to your CDPR license/certificate to CDPR, a public agency of the State of California, and may in turn be subject to disclosure under the California Public Records Act (CPRA).

↑

DPR NUMBER: If you have more than one license or certificate, enter your **highest ranking** license or certificate number as ranked below:

1.

Copyright © 2005 CECPM. All rights reserved.

SCANTRON Mark Reflex® EM-274316-2-6

CONTINUING EDUCATION CHECKOUT FORM

Continuing Education Center For Pest Management

Last Name (PLEASE PRINT) First Name

Meeting Code Date

Meeting Name Meeting Location

Time In Time Out

Important

- Make dark marks with pencil or pen (blue or black ink).
- Pencil – Erase completely to make changes.
- Pen – Request a new form to make changes.
- DO NOT BEND or FOLD FORM.

DPR License/Certification Number

Print your DPR license/certificate number (5-digit license holders always use 0 as the first number)

Use the example on the right.

Mark your DPR license/certificate number on the left.

EXAMPLE – DPR License/Certification Number

0 9 6 3 5 7

I certify that this document is a true and complete record of my attendance at this meeting.

X

Meeting Attendee Signature

Meeting attendee will receive total accredited course hours unless otherwise noted below by meeting sponsor.

For Meeting Sponsors Use Only

Please mark actual hours earned for each category, if attendee was not present for entire meeting. (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

CE Form Information

- **Code:** M-1149-15
- **Date:** 11/18/2015
- **Name** Hot Topics and Updates on Integrated Pest Management
- **Location:** Catheys Valley, CA
- **Time In:** 8:00 a.m.
- **Time Out:** 3:00 p.m.
- **Hours:** 3.0 “Other” + 2.0 Laws

Please Note: if you do not have a PCA, QAL, or QAC card, DO NOT sign the CE sign-in sheet or fill out a Continuing Education Scantron form!!

Attention pesticide applicators and advisors:

- License and certificate holders with last names beginning with "M" to "Z" will be renewing this year.
- DPR requires 20 hours of continuing education for most license or certificate categories.
- DPR requires 40 hours of continuing education for pest control advisors
- If renewing multiple licenses or certificates, licensees only need sufficient CE hours to meet the license or certificate with the most required CE hours.
- All CE hours **must be** obtained by December 31, 2015, for 2015 renewals.
- In order to receive your renewed license/certificate by January 1, 2016, the completed renewal package needs to be submitted to DPR by **November 19, 2015.**
- **Take your CE courses early to avoid the end of year worries! Submit your renewals to DPR by November 19th if you plan on doing any work starting in January 2016!**
- **Plan ahead!**

Private Applicators

Private Applicator (Grower) Sign-in Information Sheet

❖ ***Private Applicator (PA) Certificate Continuing Education***

- **Private Applicator (PA) Certificate Numbers**

The Private Applicator (PA) Certificate numbering system suggested by the Department of Pesticide Regulation (DPR) is as follows:

PA-County Number-4 or 5 digit sequential number, such as PA-00-00000.

Some counties include sequential lettering or numbering based on permit numbers.

Private Applicators should record their complete PA certificate number when signing in on the Private Applicator sign-in sheet at accredited meetings for Continuing Education (CE) hours.

- **Sign-in Procedures**

Meeting sponsors are to provide Private Applicators requesting CE hours with a Private Applicator Sign-in sheet. This sheet is separate from the sign-in sheet provided for other DPR license holders.

Private Applicators DO NOT complete the computerized checkout forms provided by the Continuing Education Center for Pest Management (CECPM).

Meeting sponsors are to provide each Private Applicator requesting CE hours with a Certificate of Completion or a written statement verifying attendance that includes the certificate holder's name, certificate number, meeting identification code number and CE hours earned, meeting title, date, location, and sponsor's name or organization.

- **Submitting Continuing Education (CE) Hours**

Private Applicators are responsible for submitting their Continuing Education (CE) Hours to ***their local County Agricultural Commissioner's office***. Private Applicator CE Hours are not tracked by DPR or CECPM.

For additional Private Applicator information please contact your local County Agricultural Commissioner's office.

Private Applicator (Grower)
Sign In Sheet

Meeting Title:	Date:
Location:	Sponsor:
Accreditation Code Number:	Laws & Regulations:
	Other Hours:

This sign-in sheet is for Growers Only.
Those holding a QAL or QAC must sign the DPR sign-in sheet.

Official Use Only	License Number: PA-Cnty #-00001	Print Name	Signature

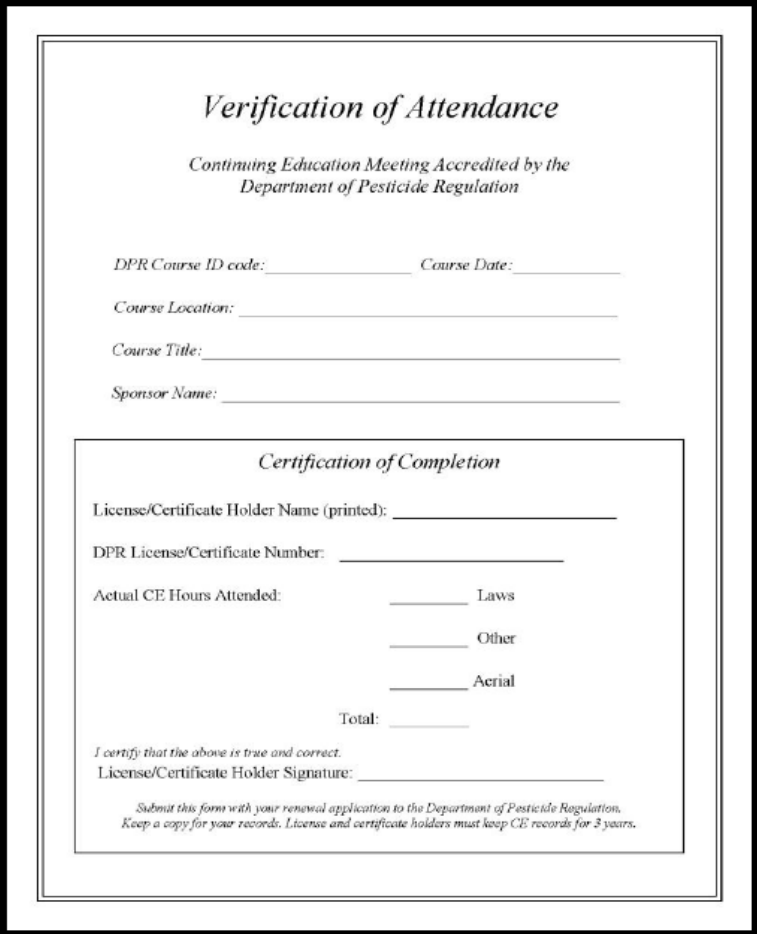
This copy is to be kept on file by the meeting sponsor.
Do not submit to CECPM.

new_ce_regs_sponsors_and_licensees_pres.pdf - Adobe Acrobat Pro
File Edit View Document Comments Forms Tools Advanced Window Help

Record of Course Completion

- CE Sponsors must provide a record of course completion to each licensee within 15 business days of course completion
  - No specific format, but must include all required information
  - DPR template online:

http://www.cdpr.ca.gov/docs/license/conted.htm



Verification of Attendance

Continuing Education Meeting Accredited by the Department of Pesticide Regulation

DPR Course ID code: _____ *Course Date:* _____

Course Location: _____

Course Title: _____

Sponsor Name: _____

Certification of Completion

License/Certificate Holder Name (printed): _____

DPR License/Certificate Number: _____

Actual CE Hours Attended: _____ Laws

_____ Other

_____ Aerial

Total: _____

I certify that the above is true and correct.

License/Certificate Holder Signature: _____

Submit this form with your renewal application to the Department of Pesticide Regulation. Keep a copy for your records. License and certificate holders must keep CE records for 3 years.

11:54 AM

Verification of Attendance

Continuing Education Meeting Accredited by the Department of Pesticide Regulation (DPR)

Meeting Title: **Hot Topics and Updates on Integrated Pest Management**

DPR Code #: **M-1149-15** *Meeting Date:* **11-18-2015**

Meeting Location: McCay Hall, 2820 Highway 140, Catheys Valley, California 95306

Sponsor Name: Mariposa County Department of Agriculture
University of California Cooperative Extension

Certification of Completion

This document certifies attendance for the following license/certificate holder:

License/Certificate Holder Name (printed): _____

DPR License/Certificate Number: _____

Continuing Hours (CE) Hours Breakdown:

2.0 Laws

3.0 Other

5.0 – Total CE Hours

I certify that the above is true and correct.
Licensee/Certificate Holder Signature: _____

Date: _____

Licensees: Submit this form with your renewal application to the Department of Pesticide Regulation.
Private Applicators: Submit this form to your local County Agricultural Commissioner's Office.
Keep a copy of your own for your records. Licensees/certificate holders must keep records for 3 years.

THE TOP BASIC THINGS YOU NEED TO REMEMBER!

1. Scantrons cannot be read if green or red ink is used on the form. Use black or blue ink or pencil only.

2. Licensees with a 5-digit number need to put a **zero** in the front of their number in the section where they bubble in their number on the scantron.

3. Remember to **SIGN** the scantron form!

4. Remember to sign-in on the correct Sign-In sheet – licensees vs. private applicators.

5. Remember to complete and sign your Verification of Attendance form for your records.

6. License or certificate holders need to retain verification of attendance records from their continuing education (CE) course sponsors. These records are a requirement of CCR chapter 3, section 6513, which states that license and certificate holders must keep copies of their CE records for 3 years. DPR may request copies of your CE course verification at any time.

7. Private Applicators (growers) also need to retain verification of attendance records from their continuing education (CE) course sponsors and keep it in their records for **3** years.

Where can I go for more information?

Please contact:

The California Department of Pesticide Regulation

www.cdpr.ca.gov/docs/license/conted.htm

For questions about the CE program:

cemail@cdpr.ca.gov

Phone: 916-324-4250
Fax: 916-324-9006

DPR CE Web site

Any questions??

PLEASE TURN OFF YOUR CELLULAR PHONES AND PUT YOUR PAGERS ON "VIBRATE"

THANK YOU!!

Thank you for your attention!

now on with the show!