

Texas

Pesticide Recertification Course

Accreditation Guide



Texas Department of Agriculture
PO Box 12847
Austin, TX 78711
(512) 463-7476
<http://www.texasagriculture.gov>

Pesticide Continuing Education Recertification Course Sponsorship Application Process

Step 1. Download and Complete TDA Recertification Course Sponsorship Application Form (Form PA-409)

This form needs to be completed to provide basic information regarding the course location, date, content and contact information. This form is located on the TDA website:

<http://www.texasagriculture.gov/RegulatoryPrograms/Pesticides/AgriculturalApplicators/PesticideAgriculturalApplicatorForms.aspx>

Step 2. Supporting Documentation: Course Content Information

The course content detail must accompany the Form PA-409 and provide enough information to accurately accredit the course. Information may be in agenda format or any other format that provides the following:

- Title of each presentation
- Name of speaker(s) for each presentation
- Beginning and ending times of each presentation (e.g., 8:00 a.m. to 9:00 a.m.) or total instruction time for each topic. Instruction time must be relevant to pesticide education. **One CEU = a minimum of 50 minutes of instruction. Only whole hours will be accredited, no 30-minute or 15-minute increments.**
- Whether or not a presentation occurs at the same time as another presentation for which credits are requested (concurrent/breakout sessions)
- Beginning and ending times for each break/lunch/dinner/reception.
- Detailed summary of the content of the presentation.
- All field tours must include tour details and relevance to pesticide applicators.

If too little information is provided to make a determination, TDA will not accredit the presentation or course accurately. If a detailed summary is provided, the evaluation process will be streamlined. See the examples below for ideas of what is considered a sufficient agenda and how to present the information. With a clear description of the pesticide relevance of each topic, TDA will be able to accurately assess credit hours and the accreditation process is expedited.

TDA provides a search tool for pesticide applicators to look up accredited recertification courses in their area. The earlier a course is approved, the more time that course will be on the website for applicators to learn about it and increase advertising for that event. Although it is necessary to request accreditation 30 days in advance of the event, additional advertising through the TDA website benefits the sponsor who applies early. **Prior to approval from TDA, course sponsors may not publicly advertise specific CEUs they plan to offer, but may make a general statement that CEUs are pending approval from TDA.**

Recertification (CEU) course website: <http://ceusearch.texasagriculture.gov/>

EXAMPLE Agenda in Outline Format

Happy Pesticide Education Seminar Outline

Course Date: October 17, 2013

General Session (7:30 a.m.-11:30 am Blue Room)

7:30 – 8:00 am Registration

8:00 – 9:00 am Pest Biology and Bio-Control Techniques in Ornamentals.

John Doe will review pests of ornamentals, their lifecycles, and available biological control methods and how they work.

9:00 – 10:00 am Using Weather Modeling to Predict Insect Outbreaks. Stormy Jamestown demonstrates how to use USDA weather models to aid in pest insect outbreak predictions, peak outbreak cycles.

10:00 - 10:20 am Break

10:20 - 11:30 am Citrus Greening Identification and Management in the Lower RG Valley. Joe Best explains how to survey, identify suspect foliage, sample, manage, and how to use the information to prevent the spread of this disease in citrus.

Alternate EXAMPLE: Information of each presentation for CEU credit:

Date of Presentation <u>October 17, 2013</u>	Total Instruction
Time: <u>60 minutes</u> 8:00 am - 9:00 am	

Presentation Title: Pest Biology and Bio-Control Techniques in Ornamentals

Speaker Name: John Doe

Method of Instruction: Lecture Video/Webinar

Demonstration

Field Trials

Correspondence Course

Computer-based Training

Other (please explain)

Brief description of information to be presented (basically, what information will be relevant to a pesticide applicator):

Review of common pests of ornamental plants, their lifecycles, and available biological control methods and how they work.

Step 3. Submit Recertification Course Sponsorship Application Form (Form PA-409) and Supporting Documentation to TDA

Fax, mail or email the completed form to:

Texas Department of Agriculture, Certification and Training Program

P.O. Box 12847

Austin, Texas 78711

Fax: 888-216-9865

Email: recertcourses@texasagriculture.gov

Step 4. TDA Course Evaluation Process

Course request submissions will be evaluated by TDA in the order they are received. Due to the large number of courses accreditation requests that are received, it is **HIGHLY RECOMMENDED** to submit course requests early. The Texas Pesticide Regulations require submission of course information for accreditation approval 30 days before the scheduled CEU program. If the request does not contain enough information to be evaluated, TDA may need to contact the sponsor for additional information or reply by email that the information was insufficient to make an accurate determination of credit hours.

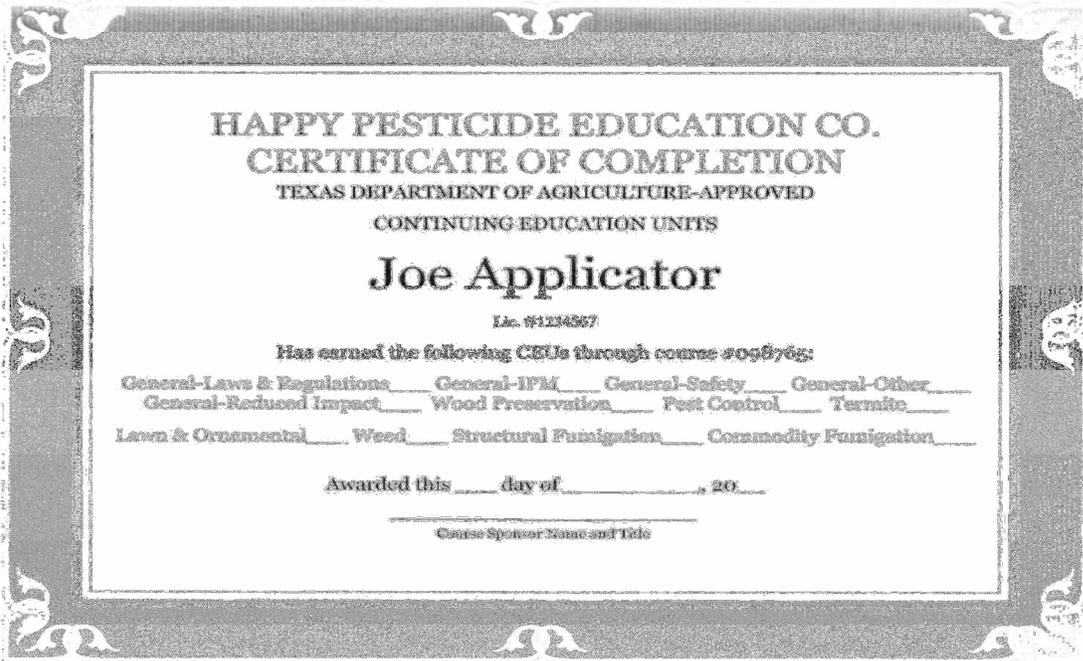
When the course has been evaluated, TDA will respond to the sponsor by email and provide Excel attendance roster form(s), TDA course number, sample certificate/template, etc.

Step 5. A pesticide course sponsor's responsibilities include:

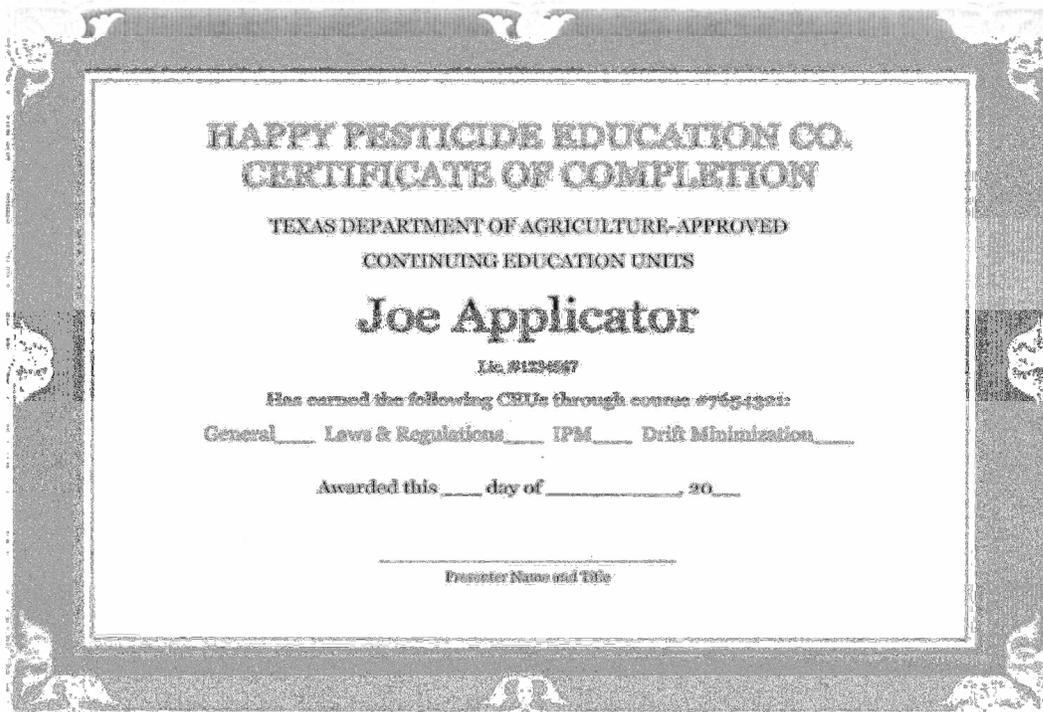
Sponsors must make sure:

- ✓ Attendees who are included on the course roster are present for the entire course.
- ✓ Attendees are not to be listed on the course roster or receive a CEU certificate if they leave early or are otherwise not engaged in the course.
- ✓ Each attendee must be correctly identified on the course roster to receive credit and a CEU certificate.
- ✓ Only licensed or certified pesticide applicators are to be listed on the roster when the audience may include others who are NOT receiving CEUs.
- ✓ Course sponsor must provide a certificate of completion to the attendee as proof of CEU completion. SEE EXAMPLES BELOW. The certificate must contain at a minimum:
 - course date;
 - course number;
 - number of CEUs approved in each subject;
 - sponsor name;
 - signature of sponsor representative; and,
 - a statement that the course is a TDA-approved course.
- ✓ Complete the Excel roster form accurately and submit it electronically to TDA within 14 days.

Sample CEU Completion Certificate for Structural Pest Control applicator licensees:



Sample CEU Certificate for Agricultural Pesticide applicator licensees:



Step 6. Completing and Submitting an Electronic Course Roster

- ✓ **The department-issued attendance roster forms will be utilized EXCLUSIVELY.** The new forms, PA-411E2 (for agricultural license credit) and PA-418E2 (for structural license credit), are **Excel** files which are locked and cannot be customized or altered in any way.
 - Course providers are advised to download the form to a saved file BEFORE entering course data to have a template to use for future courses.
 - Once saved to your own file, enter the data, save (file name format identified below) and e-mail the roster back to the department.
 - File naming convention: Course #_xx.xx.xxxx (date of course)
 - Example: 0483029_10.20.2013
 - **No paper or other roster scanned forms will be accepted.**
 - **The roster forms are available from the TDA website; however, the department will e-mail the electronic roster template to course sponsors upon course approval.**

- ✓ **Course sponsors must return course rosters electronically to TDA within **14 days** after course completion.**

- ✓ It is recommended that sponsors providing credits for agricultural pesticide applicator licensees to keep a copy of the roster for their records. As license renewal depends on recertification credits accumulated, sponsors should keep course attendance records for a minimum of two years (six years in the case of private applicators).

- ✓ **Sponsors providing credits for structural pest control certified applicators must maintain course completion records for two years.**

- ✓ **Enter all required information accurately into the electronic roster:**
 - The TDA course number issued to that particular course (e.g. 0483029) OR
 - The Texas A&M AgriLife Extension Service is allowed to use county code number preceded by the number 8 (e.g. 8 + County Code 451 = 8451) only if 3 CEUs or less are offered in a 24-hour period.
 - Date of course
 - Fill in number and type of approved credits
 - List attendees' names and pesticide license numbers

The roster for ag pesticide CEUs has a place to enter the licensee's address IF the license number is not available. If a licensee has changed their address or other information on their license, please have them complete the Pesticide Applicator Change of Information form (PA 406) and submit to TDA. The form is located at: <http://www.texasagriculture.gov/Forms.aspx>

Course sponsors who continually submit course information late, in a manner not approved by the department, do not monitor attendees, or whose courses deviate substantially from the submitted agenda may risk the denial of accreditation of future courses.

Frequently Asked Questions about Pesticide Recertification Courses:

Q: How does TDA assign recertification credits?

A: Credit will be assigned on the basis of 50 minutes of actual course time per credit hour for both agriculture and structural courses. Course accreditation in increments of less than one credit hour is not allowed.

Q: What topics does TDA accredit for each subject area?

A: Agriculture licenses:

- General: safety (safe practices, personal protective equipment, spill control and cleanup, etc.), environmental consequences (leaching, groundwater contamination, etc.), pest features (I.D., life cycles, potential damage, control, etc.), pesticide factors, equipment (pumps, nozzles, tanks, calibration, etc.), application techniques, biotechnology/transgenic crops (as it relates to pest control, i.e. Roundup-ready cotton, etc.).
- Integrated Pest Management: concepts, practices, strategies of IPM.
- Laws and Regulations: laws and regulations related to the use of pesticides, labels and label comprehension.
- Drift minimization: techniques, nozzle selection, drift reduction technology (DRT), chemicals and equipment designed to minimize drift during pesticide applications.
- Human factors: Aerial applicators only. Covers the portion of aerial application that are guided or influenced by human characteristics. This include decision making that affects the safe operation of the aircraft, the pilot, farm workers, bystanders, or those that may be affected by the aircraft during its pesticide application mission.

Structural Pest Control licenses:

General: IPM, laws & regulations, reduced impact services, other topics such as safety and equipment.

- Pest Control: features and control of general pests such as cockroaches, ants, fleas, ticks, mosquitoes, flies, rats, mice, skunks, raccoons, opossums, etc.
- Termite Control: inspection or control of termites, beetles or other wood-destroying insects and wood preservation by means other than fumigation, treatment of termites in trees and in and around structures.
- Lawn/Ornamental: pests or diseases of trees, shrubs, lawns or other plantings.
- Weed Control: control of weeds around homes and industrial environments.
- Structural Fumigation: regarding fumigation of structures not primarily intended to contain food, feed or grains.
- Commodity Fumigation: fumigation of commodities or structures normally used to contain commodities (does NOT include raw agricultural commodities).
- Wood Preservation: involving the addition of preservatives to wood products to extend the life of the wood by preventing damage from insects, fungi, marine borers, including the treatment of crossties, poles and posts, and the retreatment of power-line poles with preservative pesticides including fumigants.

Q: What topics does TDA accredit for recertification training?

A: In general, educational topics directly relating to almost any aspect of pest control, or conditions that directly affect pest control may be considered for accreditation. Some examples include:

- Pesticide label updates and label comprehension
- Pesticide health and environmental safety
- Effects of pesticides on the environment and environmental factors affecting pesticide use and performance
- Characteristics of pests, symptoms of pest infestation and damage recognition
- Pesticide product information, including mode of action, environmental fate, etc. (no sales pitches or promotions)
- Pesticide application equipment, techniques, and calibration
- Drift prevention and/or mitigation measures
- Texas and Federal pesticide laws and regulations
- Integrated pest management principles
- Bioengineered crops as they relate to pesticide use or pesticide incorporated protectants.
- Plant nutrition and soil fertility, fertilizers and amendments when linked to pesticide fate, transport, uptake, efficacy, etc.
- Irrigation, chemigation and water quality issues

Q: What topics are generally NOT acceptable for accreditation?

A: Exceptions may be made if a compelling case is presented as to how the specific topic is DIRECTLY related to a pesticide issue.

- Insurance (unless related to insurance required by law for pesticide applications)
- Marketing techniques
- General agronomic practices (planting depth, harvesting techniques, aeration, etc.)
- Public relations (marketing strategies, advertising, etc.)
- Sales pitches or presentations containing no significant technical information on pesticide products, pests, application equipment or techniques
- Product-specific training for **UNREGISTERED** pesticide products
- Information that could directly result in the use of unregistered pesticides or unlawful pest control practices (e.g. use on a site or in a manner not on the label).
- Laws and/or regulations not relevant to a pesticide applicator
- Vehicle maintenance
- Flight instruction
- Safety not related to pesticide application (ladders, lifting, driving, etc.)

Q: How much detail is required for each presentation?

A: TDA evaluates the title and summary of each presentation to determine the overall course credits. If too little information is provided to make a determination, TDA will not accredit the presentation accurately. If a detailed summary is provided, the evaluation process will be streamlined and the presentation will obtain the maximum allowed credits. See the example agenda for an idea of what is considered a sufficient agenda.

Q: What happens if a course request is submitted late?

A: All courses are evaluated in the order they are received by TDA. Courses received less than 30 days prior to the date of the event will be placed in the queue and might not be accredited. *It is the applicant's risk!* It is the sponsor's responsibility to ensure accreditation requests are received 30 days prior to the date of the course or event.

Q: Does Texas accredit courses offered in other states or countries?

A: Courses are not required to take place in Texas to be accredited. TDA does not automatically accredit courses that have been accredited in other states or countries nor does TDA automatically assign the same number of credits as other states. Likewise, other states usually have their own accreditation standards which may differ from Texas'. Contact each state's pesticide licensing authority (usually the state agriculture department) for details on their pesticide accreditation process.

For structural CEUs, a certified applicator may submit information required by Rule 7.135(g) such as the names of instructors and verification of attendance, etc. for a course attended by the certified applicator that was not previously approved. The information must be submitted within thirty (30) days of attendance of the course.

Q: What happens if the course agenda changes?

A: The sponsor is required to advise TDA if changes have been made to the course. Changes include, but are not limited to: topic changes, speaker changes, a speaker cancels, the date, time or location changes. TDA does allow a sponsor to have a back-up speaker or presentation in the event that a speaker cancels at the last minute. Back up presentations should be submitted to TDA at the time the agenda is submitted. If a back-up presentation has not been prepared, credits may be reduced if an adequate substitute is not available.

Q: Does TDA monitor courses?

A: Courses are subject to monitoring by TDA inspectors or other agency representatives. Monitors must be admitted to accredited courses without charge. Sponsors are NOT expected to provide meals or other services free of charge to TDA inspectors monitoring the course.

Q: When are CEUs to be acquired?

A: Agricultural licensees: Prior to the expiration of the license.

Structural licensees: CEU requirements are for the calendar year (Jan. 1-Dec.31). For example, if you renew at any time in 2013, you must have taken your CEUs during calendar year 2012 for the 2013 renewal. Applicators are not required to earn CEUs during the first year in which their license is issued.

Q: How many CEUs does a licensee need?

A: For Agricultural Applicators:

Private Applicator -- 15 CEUs every 5 years

A minimum of 2 CEUs in laws and regulations and 2 CEUs in integrated pest management. A maximum of 10 hours may be earned with an approved Internet or correspondence course.

Agricultural Commercial/Noncommercial Applicators - 5 CEUs per year

At least 1 CEU each from 2 of the following subjects: laws and regulations, integrated pest management or drift minimization.

Aerial applicators are required to obtain: 5 CEUs per year with 3 associated with aerial application operations including 1 CEU of Laws & Regulations, 1 CEU of Drift Minimization and 1 CEU of Pesticide Safety addressing Human Factors (for aerial applicators only).

Commercial and Noncommercial applicators may earn all five CEUs with an approved Internet or correspondence course, but only every **other** year.

For Structural Applicators:

Certified Applicators –

2 general and 1 in each category in which the applicator is certified.

1 general CEU must be in federal and state laws, pesticide safety, environmental protection or integrated pest management.

All applicators certified in the Structural Fumigation category must receive four hours of training each calendar year along with a minimum of one CEU per year in structural fumigation. The four hours of structural fumigation training may be on-the-job training and shall be recorded on the Structural Fumigation Activity Records Form. Training records must be maintained by the business for two calendar years after the year in which it was received.

Q: Can the same course be taken more than once in the same recertification period?

A: No course may be repeated for credit within the same recertification period.

Q: What are the criteria for internet or correspondence courses?

A: Contact TDA for internet or correspondence course approval requirements.

Q: How long do certificates of completion need to be kept by applicator?

A: Agricultural: Certificates of completion must be maintained by the applicator for a period of 12 months after the most recent renewal of their license. The department may audit CEUs during an onsite inspection or by requesting copies of certificates of completion be mailed to the department.

Structural: Certificate of completion must be kept for a period of two calendar years after the calendar year in which it was obtained. The department may audit CEUs during an onsite inspection or by requesting copies of certificates of completion be mailed to the department.