



Oregon
Department
of Agriculture
635 Capitol Street N.E.
Salem, OR 97301-2532

2006
Pesticide
Recertification Course
Accreditation Guide

Oregon Recertification Course Accreditation

Oregon pesticide regulations allow individuals to renew their Oregon pesticide applicator or consultant certification by accumulating credit hours for attending training courses accredited by the Oregon Department of Agriculture (ODA). Seminars, classes, meetings, and other training activities must be accredited by ODA **Prior** to their commencement. The following will serve as ODA's policy regarding accreditation or training activities.

ADVANCE NOTICE

Courses are expected to be submitted **at least 30 days** prior to commencement to allow sufficient time for review, approval, and return of accreditation documents to the sponsor. Courses received **less than 30 days** before the course date **may** be accredited if there is sufficient time for processing. **If there is insufficient time to process late submissions, they will not be accredited or processed; it is unfair to old up processing courses submitted with sufficient lead time to accommodate late arrivals.** Submitting courses well ahead of time allows the Department sufficient time to process the requests; note that training designated as "open" will be available to individuals searching for accredited programs from the Pesticide Division Website. **If a program is not open to anyone who wishes to attend,** sponsors should indicate "closed" on the Accreditation Request Form so it will not show on our website.

SUBMITTING FOR APPROVAL

To apply for Oregon recertification credit assignment, sponsors are asked to submit application to:

Pesticide Certification & Licensing Section
Oregon Department of Agriculture
635 Capitol St. NE
Salem OR 97301-2532

Voice Phone: 503-986-4635
Fax Phone: 503-986-4735

Each request must contain the following:

1. **A completed "Oregon Pesticide Recertification Course Credit Request" Form.** Call ODA at the above number for a blank application form if necessary.
2. **A copy of the course agenda, which specifies the following:**
 - a. Title of the course
 - b. Date of the course
 - c. Location of the course
 - d. Topics to be addressed
 - e. Beginning **and** ending times of each presentation (i.e., 8:00 a.m. to 9:00 a.m.)
 - f. Itinerary which includes travel time if the course involves a tour
 - g. Identity of the presenting speakers for each topic.
3. **A brief summary of each speaker's presentation** is necessary. If it is not clear from the title of a presentation what is specifically being discussed, credit will not be assigned to that part of the course.

*** * * * * REMINDER * * * * ***

Before sending, be sure to:

- 1. Fill out an Oregon Pesticide Recertification Course Request Form.**
- 2. If you do not have one, Call 503-986-4635 to request one, or download from our website at:
<http://oregon.gov/oda/pest>**
- 3. Attach a copy of your program agenda.**
- 4. Attach presentation summary information if necessary.**
- 5. Allow 2-3 weeks turn-around time (Fax: 503-986-4735).**

If you fax us, DO NOT send originals unless requested!

THE APPROVAL PROCESS

Once the required information has been received from the sponsor, the course will be evaluated, assigned credit hours, and a letter of accreditation and attendance sheets will be prepared and sent to the sponsor. If sponsors wish to have an alternate method of documenting attendance considered which they feel is more convenient, they should describe the proposed procedure on an attachment to the request for consideration. In most cases ODA can accommodate alternate procedures, provided a representative of the sponsor will certify attendance. Sponsors should contact the Certification and Licensing Section for additional information.

CRITERIA USED FOR EVALUATING COURSES

Courses submitted for recertification credit assignment will be evaluated on a basis of subject matter presented and time devoted to each topic. In general, discussions relating to almost any aspect of pest control may be considered for accreditation. **Examples of acceptable topics** include the following:

1. Pesticide labels and labeling comprehension
2. Pesticide safety
3. Effects of pesticides on the environment and environmental factors affecting pesticide use and performance
4. Characteristics of pests and symptoms of pest infestation and damage
5. Pesticide products
6. Application equipment
7. Application techniques
8. Pesticide Laws and regulations

Examples of topics which will NOT be considered for recertification credit assignment are:

1. Plant nutrition and fertilizers
2. Business Management
3. Insurance
4. Marketing techniques
5. Public Relations
6. Sales pitches or sales presentations containing no significant technical information on pesticide products, pests, application equipment or techniques.

ASSIGNING CREDIT

Credit will be assigned on the basis of 50-60 minutes of actual course time per credit hour. Courses containing less than one credit hour of acceptable topics cannot be accredited. **NOTE: Courses are evaluated on the basis of the information submitted; if the information provided does not describe a presentation adequately, credit may not be granted, even if the topic accreditable.**

RECIPROCITY BETWEEN STATES

There is no reciprocity between Oregon and other states with respect to recertification courses. Courses accredited by other states are not automatically assigned credit hours for Oregon licensees, nor are courses accredited in Oregon automatically accredited for licensees of other states. **The licensing agency in each state (usually the State Department of Agriculture) must be contacted for course approval for licensees in that particular state.**

Contact the following agencies for course accreditation in **Idaho and Washington:**

Certification & Training
Pesticide Management Division
Washington Dept. of Agriculture
PO Box 42589
Olympia WA 98504-2589
877-301-4555 (Toll-Free)

Pesticide Operator Recertification
Idaho Dept. of Agriculture
PO Box 7723
Boise ID 83707
208-332-8600

COURSE CHANGES & MONITORING

The sponsor is expected to advise ODA if a course is changed (i.e., speaker does not show, topic(s), dates(s), or locations change, etc.). courses are subject to monitoring by ODA or other agency representatives. It is expected that monitors will be admitted to accredited courses without charge, however, sponsors are not expected to provide meals or other services free of charge. Sponsors who do not adhere to these requirements or whose courses deviate substantially from the submitted agenda may be denied accreditation of future courses.

AT THE CONCLUSION OF THE COURSE...

After the course sponsors are asked to return completed attendance sheets to The Oregon Department of Agriculture as soon as possible for credit hour posting. This is particularly important for courses occurring October thru December, **since licensees in their lat year of certification will be denied license renewal until ODA records show sufficient credit hours posted for them. *Returning attendance sheets promptly will help assure that licensees who attend will receive their credit hours and renewal applications in a timely manner.***



OREGON PESTICIDE RECERTIFICATION COURSE CREDIT REQUEST

COURSE INFORMATION

1. Name of Course: _____

2. Location: _____

Facility and Address: _____
(List sites & Addresses in order of presentation if more than one – attach additional sheet if necessary)

City/State: _____
(List in order of location if more than one – attach additional sheet if necessary)

3. Course Date(s): _____
(List in order of date if more than one – attach additional sheet if necessary)

4. Course is: (Check one) _____ OPEN to anyone who wishes to attend
_____ CLOSED – Attendance by sponsor invitation only

NOTE: OPEN courses are listed on the ODA Web Page, along with sponsor contact, name, and phone number.

SPONSOR INFORMATION

5. Name of Sponsoring Organization: _____

6. Contact Person: _____

7. Contact Address: _____

City: _____ State: _____ Zip: _____

8. Contact: Telephone Numbers: Voice: _____ Fax: _____
Email: _____

(An Accreditation Letter blank attendance documents, and instructions will be sent to the Contact Person at the above address)

Mail or Fax completed application, agenda, and supporting information to:

If you Fax us, please DO NOT send the originals unless requested!

Pesticide Certification
Pesticides Division
Oregon Dept. Of Agriculture
635 Capitol St. NE
Salem OR 97301-2532

QUESTIONS? Please call: 503-986-4635
Fax: 503-986-4735

INSTRUCTIONS

Please feel free to photo-copy this form; it is not necessary to use an original for each submission.

Under **COURSE INFORMATION** . . .

1. **Name of Course:** Enter the name of the course.
2. **Location Facility:** Enter each actual site (hotel, restaurant, etc.) and street address where the course will be presented. Attach an additional sheet if necessary.

Location City/State: Enter the city/state in which the course will be presented. Attach an additional sheet if necessary.

3. **Course Date(s):** Enter the date(s) the course will take place. Attach an additional sheet if necessary.

If the same course will be presented in several locations, list the Location Facilities, Street Addresses, Cities, and Dates in proper order so it will be clear where the course will be presented on each date. Use a separate sheet if necessary.

4. **Course is OPEN:** Open sessions are posted on the ODA Web Page; individuals interested in attending are provided with course name, city, sponsor contact person and telephone number.

Course is CLOSED: Mark this selection if the course is *not* open to people other than those invited by the sponsor. These sessions will not be posted on the ODA Web Page.

Under **SPONSOR INFORMATION** . . .

5. **Name of Sponsoring Organization:** Enter the name of the organization, company, association, agency, etc. that is presenting the course.
6. **Contact Person:** Enter the name of the individual submitting the Request to the Oregon Department of Agriculture (ODA). The letter of Accreditation and Attendance Sheets from ODA will be directed to this individual.
7. **Contact Address:** Enter the Contact Person's address; this is where the Letter of Accreditation and attendance sheets will be sent.
8. **Contact Telephone Numbers:** Enter the numbers at which the Contact Person may be reached by either the course reviewer or individuals wishing to attend. Please include a FAX Number where documents may be FAXED for the Contact Person if necessary.

If you have questions regarding this form or course accreditation, please contact the Pesticide Licensing and Certification Section in Salem at 503-986-4635