



Request for Recertification Course Accreditation

See the Guidance for Recertification Course Sponsors ([WSDA publication 754](#)) for full instructions.

Course Information (all course types)	
Course Type: <input type="checkbox"/> On-Site <input type="checkbox"/> Webinar <input type="checkbox"/> Internet	Expected Credit Hours:
Course is: <input type="checkbox"/> Open <input type="checkbox"/> Closed (attendance by invitation only)	
Course Title:	
Date(s) (include month, day, & year):	
Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Both	
Detailed Agenda and Presentation Summary (WSDA form 4366) (required for all): <input type="checkbox"/> Attached	
On-Site Courses	
On-Site Course Location/Address:	
Attendance Sign-In Sheets: <input type="checkbox"/> Separate sheets for AM/PM sessions <input type="checkbox"/> Full Day Sheet	
Webinar Courses	
Webinar Course Platform:	
Webinar invitation sent to recertification@agr.wa.gov : <input type="checkbox"/> Yes <input type="checkbox"/> Will send once available	
Explain how you will identify and track attendees to ensure they are logged in for the entire webinar:	
(attach additional pages if necessary)	
Method of Participant Engagement: <input type="checkbox"/> Quiz questions during course within webinar	
<input type="checkbox"/> Code words interspersed within presentation collected after webinar	
<input type="checkbox"/> Other (explain):	
(attach additional pages if necessary)	
Internet Courses	
Course web address:	
WSDA Login:	Password:
Explain how your course will verify the identity of each participant and time spent on the course:	
(attach additional pages if necessary)	

Sponsor Information (all course types)

Sponsor Organization / Agency:

Contact Person:

Address:

Phone:

Email:

Email sign-in sheets to (for on-site courses only):

Sponsor Agreement (all course types)

I, _____, have read the Guidance for Recertification Course Sponsors and agree to comply with WSDA's sponsor requirements. I understand that not adhering to these requirements can result in credits being removed from this course, and in my being denied the right to sponsor recertification courses in the future.

Signature

Date

**If you have any questions, contact WSDA Recertification staff
at recertification@agr.wa.gov or 877-301-4555.**