Guidance for Recertification Course Sponsors

Anyone holding a state pesticide or Structural Pest Inspector license must complete recertification courses and gain credits that show a continuing level of competence in pest control and inspection methods. The Washington State Department of Agriculture (WSDA) appreciates our partner organizations who sponsor these courses. This document provides guidance to current and prospective course sponsors.

One credit hour is equal to 50 minutes of instruction. Recertification courses must contain a minimum of 50 minutes of accepted topics to qualify for credit. Partial credits will not be granted (e.g., 1.5 credits for 75 minutes).

Types of Courses:
- On-site training containing 50 or more minutes of credit-qualifying topics in one course.
- Internet courses containing at least 50 minutes of credit-qualifying topics.

Qualifying Topics
- Safe and legal use of pesticides.
- Application equipment, techniques, and calibration.
- State and federal pesticide rules and regulations.
- Pesticide storage, transport, and disposal.
- Pesticide toxicology.
- Pesticides and water quality.
- Integrated Pest Management (IPM), including use of biological and nonchemical means of control.
- Pest identification and life cycles.
- Pollinator protection.
- Pesticide product registration and label updates.
- Topics related to wood destroying organisms.

Topics That Do Not Qualify
- Business aspects of the pesticide application industry.
- General crop production techniques.
- Storage and handling of commodities.
- Marketing or sales talks that do not include a sufficient amount of technical information.
- Comparison of crop varieties.
- Public and customer relations not directly related to pesticides.
- Fertilizers and soil amendments.
- Plant and soil health issues not directly related to management of pests.
- Laws and regulations not related to pesticide use or structural pest inspections.
Requesting Course Accreditation

Submit all requests to Recertification@agr.wa.gov

For On-site Training Courses:

- Submit request at least 30 days prior to the course start date.
- Request must include:
  » Completed “Request for Recertification Course Accreditation” form.
  » Completed "Presentation Summary" form.
  » A detailed meeting agenda that includes:
    - Start and end time of each presentation
    - Synopsis of each presentation for which you are requesting credit.
    - Start and end time of breaks and meals.
    - Mark each presentation for which you are requesting credit.
- For sample agendas, see attachments.

For Internet Courses:

- Submit request at least 90 days prior to the course being offered.
- Request must include:
  » Completed “Request for Recertification Course Accreditation” form.
  » General outline of course or access to the courses online.
  » Written explanation of how you will verify identity of each course participant and time spent on the course.
    - For example, one internet course sponsor requires a log-in and password for each participant. When taking a course, the system does not allow participants to jump ahead to the end of the course, and they must spend a required amount of time on each section. A quiz is administered at the end, testing the participant's knowledge of information presented.
    » If you are renewing courses, please provide a list of the courses with the current year's course numbers.

Attendance Verifications

<table>
<thead>
<tr>
<th>On-site Courses:</th>
<th>Internet Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance verification sheets must be returned either by:</td>
<td>Provide documentation verifying course completion by submitting a list of licensees who completed each course.</td>
</tr>
<tr>
<td>Email: <a href="mailto:Recertification@agr.wa.gov">Recertification@agr.wa.gov</a></td>
<td>The list must include:</td>
</tr>
<tr>
<td>- or -</td>
<td>• Licensee name</td>
</tr>
<tr>
<td>Mail: WSDA – Pesticide Management Division PO Box 42589 Olympia, WA 98504-2589</td>
<td>• WSDA/SPI license number</td>
</tr>
<tr>
<td></td>
<td>• Date of course completion</td>
</tr>
<tr>
<td></td>
<td>• Course name and WSDA course number</td>
</tr>
<tr>
<td></td>
<td>You must submit this verification to <a href="mailto:Recertification@agr.wa.gov">Recertification@agr.wa.gov</a> on a monthly basis from January through November and weekly in December. For a sample format, see the attachment.</td>
</tr>
</tbody>
</table>
Sponsor Responsibilities

The sponsor of a recertification program is responsible for ensuring the integrity of the accreditation process.

- Submit course requests to WSDA in a timely manner.
- Notify WSDA of any changes to the content, structure, time, date, and/or location of the course.
- Be prepared to fill the time with pesticide or pest-control related material if a speaker does not arrive or ends their presentation early.
- Assure that licensees only sign the attendance verification sheet for themselves and that they attend the sessions(s) they are signing in for.
- Submit attendance verification sheets to WSDA within two weeks of course completion.
- If you did not have any Washington-licensed attendees, let WSDA know.
- Consent to WSDA personnel monitoring any course that has been accredited. As a course sponsor, you must allow WSDA personnel access to the course at no charge in order to perform this activity.
- Based on sufficient cause, WSDA reserves the right to adjust credit hours at any time.
- WSDA reserves the right to deny full accreditation to courses:
  » With open formats.
  » For which it would be difficult to accurately document attendance.
  » Not submitted at least 30 days prior to the first day of the course.

For questions on the course accreditation process, please contact the WSDA recertification team at Recertification@agr.wa.gov.
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Welcome &amp; Opening Remarks</td>
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</tbody>
</table>
| 8:15 AM – 8:45 AM | Legal aspects and updates on pesticide laws & regulations. An update on Washington state rule changes affecting pesticide applicators (WAC 16-228)  
                      Presenter: Debbie Smith, WSDA                                           |
| 8:45 AM – 9:45 AM | Integrated Pest Management – Discussion of common stored product pests found in Washington, management options, tools to monitor and record pest activities. Hands-on insect identification.  
                      Presenter: Michael House, WSU                                             |
| 9:45 AM – 10:00 AM | BREAK                                                                     |
| 10:00 AM – 12:00 PM | Safe and Effective Rail Car Fumigation – Important points when performing safe rail car fumigation including PPE, personal safety, monitoring/clearing devices, sealing, placarding, types of fumigation used, dosage, etc.  
                      Presenter: Charles Zimmerman, LM America, Inc.                               |
| 12:00 PM   | LUNCH                                                                   |
| 1:30 PM – 3:30 PM | Sulfuryl Fluoride update and structural fumigations – Update on sulfuryl fluoride products available, label changes, fumigant introduction, general safety, and aeration.  
                      Presenter: Kevin Vikane, LM America, Inc.                                    |
| 3:30 PM – 4:15 PM | EPA regulatory update – Update of Pesticide Re-registration of metal phospides and phosphine.  
                      Presenter: Dan Bugs                                                      |
| 4:15 PM – 4:45 PM | Q&A session                                                              |
| 4:45 PM    | END                                                                     |
EXAMPLE AGENDA 2

Pollinator Health
WSDA
April 1, 2019

1:15 PM – 2:15 PM
1. Introduction
   a. What is Colony Collapse Disorder?
   b. Bee populations around the world
2. Bee colony biology
   a. Vulnerability
   b. How important our bees to agriculture?
3. Neonicotinoid insecticides
   a. What are neonics?
   b. Chemical properties
   c. Mode of action
   d. Activity against bees and other pollinators

2:15 PM – 2:30 PM BREAK

2:30 PM – 3:30 PM
4. Regulatory protection of pollinators
   a. Current label language
5. Label Changes for protection of pollinators
   a. The “Bee Box”
   b. IPM Practices

3:30 PM END
EXAMPLE ATTENDANCE VERIFICATION - ONLINE COURSES

CEUS ONLINE, INC.
January 2019 report

<table>
<thead>
<tr>
<th>Licensee #</th>
<th>Licensee Last Name</th>
<th>Licensee First Name</th>
<th>Course #</th>
<th>Course Name</th>
<th>Date Taken</th>
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<td>Smith</td>
<td>Sam</td>
<td>2019-123A</td>
<td>Noxious Weeds of the PNW</td>
<td>1/1/2019</td>
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<tr>
<td>98765</td>
<td>Fox</td>
<td>Matthew</td>
<td>2019-123B</td>
<td>Pesticide Storage and Disposal</td>
<td>1/2/2019</td>
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<tr>
<td>12345</td>
<td>Smith</td>
<td>Sam</td>
<td>2019-123B</td>
<td>Pesticide Storage and Disposal</td>
<td>1/5/2019</td>
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<tr>
<td>8888</td>
<td>Pitt</td>
<td>Brad</td>
<td>2019-124A</td>
<td>Rodent Biology, Behavior and Management</td>
<td>1/1/2019</td>
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</table>