



Guidance for Recertification Course Sponsors

Washington State Department of Agriculture (WSDA) appreciates our partner organizations who sponsor state pesticide and Structural Pest Inspector (SPI) recertification courses.

Course and credit information

Types of courses we approve

- On-site trainings - Delivered in person at a specific date and time.
- Live webinar trainings - Live proctored and delivered over the internet at a specific date and time.
- Internet courses - Available over the internet on demand.

Open versus Closed courses

- Courses marked "Open" by the sponsor will populate the [recertification course search website](#).
- Courses marked "Closed" are by invitation only and will not show up on the searchable website.

Credits

- We award one credit for each 50 minutes of instruction in approved topics directly related to pesticide use. For a list of qualifying and non-qualifying topics, see table below.
- We do not award partial credits. For example, a 75-minute course would be one, not 1.5 credits.
- We must approve a course for credit before the start date of the course.
- We will not approve a course for credit retroactively.

Qualifying topics include but are not limited to:

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

Topics that do not qualify include but are not limited to:

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

Sponsor responsibilities

- 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 qualifying material in the event a speaker does not arrive or ends their presentation early.
- Ensure that licensees only sign the attendance verification sheet for themselves and that they attend the session(s) they are signing in for.
- Allow WSDA personnel to monitor any course that has been accredited at no charge.
- Submit attendance verification sheets to WSDA promptly.
- Notify WSDA if there are no Washington-licensed attendees.

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

Based on sufficient cause, WSDA reserves the right to deny full accreditation to courses and to adjust credit hours at any time.

How to apply

On-site courses

- Submit request to recertification@agr.wa.gov 30 days before course start date.
- Include completed:
 - + [Request for Recertification Course Accreditation form \(PDF\)](#)
 - + [Detailed Agenda and Summary Presentation form \(PDF\)](#)
(Sponsors may submit own detailed agenda and presentation summary in place of form if all information below is included.)
 - Include start and end time of each presentation.
 - Mark which presentations you are requesting credit for.
 - Summarize each presentation you are requesting credit for.
 - Note pesticide-related topics covered.
 - Include start and end times of breaks and meals.

Webinar courses

- Submit request to recertification@agr.wa.gov 30 days before course start date.
- Include completed:
 - + [Request for Recertification Course Accreditation form \(PDF\)](#)
 - Include webinar course platform.
 - Send webinar invitation to recertification@agr.wa.gov.
 - Explain how you will identify and track attendees to ensure they are logged in for the entire webinar.
 - Choose method of participant engagement.
 - + [Detailed Agenda and Summary Presentation form \(PDF\)](#)
(Sponsors may submit own detailed agenda and presentation summary in place of form if all information below is included.)
 - Include start and end time of each presentation.
 - Mark which presentations you are requesting credit for.
 - Summarize each presentation you are requesting credit for.
 - Note pesticide-related topics covered.

Internet Courses

- Submit request to recertification@agr.wa.gov 90 days before course start date.
- Include completed:
 - + [Request for Recertification Course Accreditation form \(PDF\)](#)
 - Include internet course web address.
 - Include WSDA login and password.
 - Explain how your internet course platform will verify the identity of each course participant and the time spent on the course.
 - + [Detailed Agenda and Summary Presentation form \(PDF\)](#)
(Sponsors may submit own detailed agenda and presentation summary in place of form if all information below is included.)
 - Summarize each presentation you are requesting credit for.
 - Note pesticide-related topics covered.
 - + Previous WSDA course numbers if renewing.

After course — attendance verification

On-site courses

Notify WSDA if you had no Washington licensees in attendance.

Attendance verification sheets must be returned within 14 days after course.

by Email: recertification@agr.wa.gov

or by Mail: WSDA — Pesticide Management Division
PO Box 42589
Olympia, WA 98504-2589

If any licensees listed a CCA license number on the sign-in sheets and you did not request credit from CCA separately, please also send a copy of the sign-in sheet to errin@fwaa.org.

Webinar courses

Notify WSDA if you had no Washington licensees in attendance.

Within 14 days after the course, submit a list of attendees to recertification@agr.wa.gov.

Include:

- Course name and WSDA course number.
- Licensee name and WSDA Pesticide/SPI license number.

Internet courses

Submit a list of licensees who completed each course to recertification@agr.wa.gov on a monthly basis from January through November and weekly in December.

Include:

- Course name and WSDA course number.
- Licensee name and WSDA Pesticide/SPI license number.
- Date of course completion.

For questions on the course accreditation process, please contact the WSDA recertification team at recertification@agr.wa.gov.