

The following information provides details about sponsoring a Department of Pesticide Regulation (DPR) continuing education (CE) course.

## Overview of CE Sponsor Requirements

- Submit complete CE application package to DPR at least 30 days (in-person or webinar courses) or 60 days (interactive online courses) before the course date.
- Inform DPR of any changes to the course prior to the course occurring.
- Maintain course attendance records.
- Submit attendance records to DPR within 14 days of course completion.
- Provide a record of course completion to each attendee within 15 days of course completion.

## Application Package

Submit a complete CE application package based on course type (i.e., In-Person or Interactive Online and Webinar).

## In-Person Continuing Education Course Application

Requests for approval of in-person CE course must be submitted at least 30 days before the date of the course. Submissions must include:

### 1. Application Form

A complete [In-Person Continuing Education Approval Request Application form](#) (LIC-131A, Rev. 07/23).

### 2. Comprehensive Course Agenda

A comprehensive course agenda must include:

- A description of the course
- The title of each presentation
- The main points of each presentation
- The start and end time for each presentation as well as the total course length
- The CE category(ies) requested for each presentation (“Pesticide Laws and Regulations (Laws),” “Aerial Pest Control Equipment and Application Techniques (Aerial),” or “Other”)
- The name and affiliation of each speaker

### 3. Fee

The application fee is \$45 per course. **Fees are non-transferable and non-refundable.**

## Multi-Day Courses

In-person courses that occur over two or more days require an In-Person Continuing Education Approval Request Application form, course agenda, and \$45 fee for **each** day.

## Concurrent Presentations

In-person courses that have concurrent presentations (i.e., two separate presentations occurring at the same date and time in different rooms or locations) must submit an application form, course agenda, and \$45 fee for each presentation that occurs concurrently with another. Each concurrent presentation will be reviewed independently and accredited course hours specific to the presentation agenda and topic(s). In addition, sponsors must include with their application, a description of how the course sponsor will track individual attendance to each concurrent presentation.

## Interactive Online and Webinar Continuing Education Course Application

Requests for approval of an interactive online CE course must be submitted at least 60 days before the intended course offering date. Requests for approval of webinar online CE courses must be submitted at least 30 days before the intended course offering date. Submissions must include:

### 1. Application Form

A complete [Interactive Online and Webinar Continuing Education Approval Request Application form](#) (LIC-131B, Rev. 07/23).

### 2. Syllabus or Agenda (based on intended course format)

#### a. Interactive Online Course Syllabus

A comprehensive course syllabus which provides a detailed outline of the course. The syllabus must include, at a minimum:

- The learning objectives for the course
- The amount of time allocated to each learning objective
- The CE category(ies) hours requested for each learning objective (“Pesticide Laws and Regulations (Laws),” “Aerial Pest Control Equipment and Application Techniques (Aerial),” or “Other”).

#### b. Webinar Comprehensive Course Agenda

A comprehensive course agenda must include:

- A description of the course
- The title of each presentation
- The main points of each presentation
- The start and end time of each presentation
- The CE category(ies) requested for each presentation (“Pesticide Laws and Regulations (Laws),” “Aerial Pest Control Equipment and Application Techniques (Aerial),” or “Other”)
- The name and affiliation of each speaker

### 3. Fee

The application fee is \$45 per course. **Fees are non-transferable and non-refundable.**

## Additional Criteria for Interactive Online and Webinar CE Courses

Interactive online and webinar courses submitted for approval must meet additional criteria. The sponsor must include:

- Access for DPR to view the course in the same format that the course will be presented to attendees.
- An explanation of how the identity of the attendee will be verified. Acceptable formats are:
  - A means of visually observing the attendee throughout the duration of the course, such as web cameras and proctored locations, or
  - Inclusion of the following verification of fraud statement that attendees are required to agree to prior to starting the course:

“Allowing someone other than the person identified as the course attendee to complete this online continuing education course, in order to qualify for Department of Pesticide Regulation approved continuing education hours, constitutes fraud. Committing fraud in connection with meeting any license requirement, including to obtain renewal of any license or certificate issued by the Department of Pesticide Regulation or a County

Agricultural Commissioner may result in civil and criminal penalties or license denial, suspension, or revocation.

By selecting yes, I verify and attest to the fact that I am the person whose name and license or certificate number appears in the course sign-in dialogue box on the license or certificate.

Yes \_\_\_\_\_

No \_\_\_\_\_”

- Features for monitoring and ensuring course attendance and participation, such as: quiz or review questions, random pop-up questions, check boxes, and/or key codes.
  - For interactive online courses, a minimum of three participation response actions per hour, at least one of which occurs at an irregular interval, is required. If these actions are not responded to, the participant must be automatically logged out of the course.
  - For webinar courses, a minimum of three participation response actions per hour is required.
- Features to prevent an attendee from fast forwarding through any portion of the course or participating in more than one course simultaneously.
- Features for time stamping the course and tracking when the attendee starts the course, completes the course, and total time spent on the course. This attendance information must be recorded and retained by the sponsor in accordance with Title 3, California Code of Regulations section 6513.
- A username and password used to access the course that is unique for each attendee.

#### **Interactive online and webinar online quiz and final exam requirements:**

- For interactive online courses longer than one hour, a minimum 5-question quiz must occur every hour of accredited time.
- Upon conclusion of an interactive online or webinar online course, a minimum 10-question final exam must be given.
- A copy of all quiz and exam questions must be submitted with the application.
  - Questions must be directly derived from course content and answerable based on the content presented during the course.
  - Questions must be in multiple choice format with one correct answer and at least two plausible but incorrect options and must not contain “all of the above,” “none of the above,” or other all-inclusive response options.
- Interactive online courses: all quizzes must be passed with a score of 70% or greater before the attendee is allowed to advance in a course. The final exam must be passed with a score of 70% or greater before a course completion certificate may be issued to the attendee.
- Webinar courses: the final exam must be passed with a score of 70% or greater before a course completion certificate may be issued to the attendee.
- Different versions of quizzes and the final exam must be available for retest if the sponsor allows the option to retest. Different versions may be achieved by presenting new questions to the attendee or by varying the order of questions and answers each time the final exam is taken.
- All possible quiz and exam questions must be submitted to DPR with the application.

**Interactive online and webinar online courses approved in the preceding year must also meet the following requirements for approval:**

- Course content must be updated yearly and reflect current information.
- Course quiz and exam questions must be different from any questions used in the preceding year's approved version of the course.

### All Course Types (In-Person, Interactive Online, and Webinar)

Courses will not be approved for more than 8 hours of CE per day and per application. Courses will not be approved for CE during break periods.

Poster or vendor displays, question and answer sessions (excluding review questions included as part of a presentation), or panel discussions may be approved for up to 30 minutes of combined credit per application. Only courses that contain a minimum of 4 hours of approvable course time may request this additional 30 minutes of credit.

Quiz and final exam questions are approved at one minute of credit per question. Each hour of approved course time may include up to 10 minutes of questions.

Sponsors who intend to host one course in multiple formats must submit the appropriate application(s) and additional course requirements for each format type. One course identification code will be assigned for the same course that occurs in different formats. The sponsor is only required to pay one \$45 fee in this instance. For example, if a sponsor intends to host a course in-person and as a webinar, they must provide two applications and all associated course requirements for both course types and only one \$45 fee at the time of submission.

### Application Submission

Mail application packages to DPR via the U.S. Postal Service to the following address:

Department of Pesticide Regulation  
Attn: Cashier MS-4A  
PO Box 1379  
Sacramento, CA 95812-4015

Do not use a document delivery service such as UPS or FedEx. Faxed or emailed applications will not be accepted.

### Payments

Payments cannot be made through phone, email, or fax. All payments must be mailed with the complete application. Acceptable forms of payment are credit card form (Visa or Mastercard) [[DPR-105-B](#)], check, or cashier's check. The application fee is \$45 per course. **Fees are non-transferable and non-refundable.**

### DPR Review and Evaluation

Once the application is received by DPR, the CE Review Committee will evaluate the complete application packet. Within 15 business days, DPR will act to approve or reject the course, or if the CE Review Committee has questions, you will be contacted via email with a request for additional information. If the title and main points of each presentation do not show clearly that the presentation will be discussed within the context of pesticides and pest management, you will be asked for more information. This may include a request for a detailed outline of the presentation to be provided by the

presentation speaker.

Approval of your application will include hours approved in each CE category and will be sent via email to the contact person listed on the application. You can check the status of your application by visiting DPR's [CE webpage](#).

DPR cannot approve a CE course if the course has already occurred.

### Course Criteria

The following criteria is used by the CE Review Committee when evaluating CE courses for approval:

- The accredited portion of a course must be a minimum of one hour and maximum of 8 hours.
- Course topics must be in the context of pesticides or pest management.
- Some examples of topics that qualify for CE hours can be found in the "[CE Category Example Topics](#)" document on DPR's CE webpage.

### Changes to Approved Courses

Requests for changes to CE courses currently approved within the calendar year must be approved by, and submitted in writing to, DPR and include:

- The name of the course
- The date of the course
- The course identification code assigned by DPR
- The change(s) to be made to the course

Requests for changes to an approved course can be sent to DPR via email at [CEmail@cdpr.ca.gov](mailto:CEmail@cdpr.ca.gov).

### Adding Course Dates or Locations

Only one application package is necessary for CE courses where the same course agenda is presented on different dates and/or at different locations throughout the calendar year. There is no fee associated with adding additional course dates.

To add dates and/or locations to an already approved course agenda, submit the [Continuing Education Additional Course Date Request form](#) (LIC-132 Rev. 07/23) at least 15 business days before the course date.

Send the completed form to DPR via email at [CEmail@cdpr.ca.gov](mailto:CEmail@cdpr.ca.gov).

Additional course dates will receive one course identification code per calendar year. Therefore, attendees will receive CE credit for the series only once. CE sponsors must make this clear in advertising and registration materials.

### Continuing Education Course Sponsor Requirements

A CE course sponsor must ensure:

- Information used for advertising the CE course is true and not misleading, including course agenda topics and the number of approved CE hours.
- Course instructors and speakers for in-person and webinar online courses, and course content developers for interactive online courses, are competent and knowledgeable in the subject

matter.

- An individual's successful completion of a course is verified prior to issuing a record of course completion.
  - At each in-person CE course, verification must be met by confirming the identity of the license or certificate holder. Acceptable means of confirming identity are:
    - Checking an official government-issued photo identification, *or*
    - Using a verification process that ensures an official government-issued photo identification has been checked.
  - For interactive online and webinar courses, verification shall be achieved by meeting the requirement of section 6512.2(a)(3).
- The course follows the approved agenda or syllabus; changes to an approved agenda or syllabus must be submitted in writing and approved by DPR prior to the course occurring.
- Course credit is given on a one-to-one basis in the appropriate category (i.e., one hour of course attendance and participation is equivalent to one hour CE credit).
- Records of course completion are given to attendees only upon the conclusion of the attendee's participation in a course and reflect the actual hours earned by each attendee.
- Sufficient resources are available for verifying and monitoring attendance and participation, including:
  - Tracking when the attendee arrives and leaves the course and the CE hours earned within that time.
  - Notifying all attendees to minimize personal distractions including electronic devices.
  - Ensuring instructors and speakers are not accredited CE hours for time presenting or not actively participating in the course as an attendee.

## Record Keeping

CE course records must be kept for three years after the course date. Include the following information in your records:

1. License or certificate holder's name
2. License or certificate number
3. Title of the course
4. Name of the continuing education sponsor
5. Location of the course
6. Course completion date
7. Number of hours each licensee attended for each CE category
8. The course identification code assigned by DPR
9. The license or certificate holder's signature confirming attendance

## Records of Course Completion

CE sponsors must provide a record of course completion to each licensee within 15 business days of course completion. Each record of course completion must include the same information as required in your records, as stated above.

## Submitting Attendance Records to DPR

In addition to the record requirements outlined above, for CE courses presented on or after January 1, 2024, the instructor or sponsoring organization must submit, at minimum, items 1-8 of the record keeping requirements listed above, to the Department within 14 days after the completion of the course for each license and certificate holder. The information must be submitted by emailing

attendance records to [SponsorRecords@cdpr.ca.gov](mailto:SponsorRecords@cdpr.ca.gov).

At the time of submission, the sponsor must electronically attest that the records submitted are true and correctly reflect the CE hours earned and accredited to each attendee.

In addition to the above requirements, CE records must be submitted to the Director or County Agricultural Commissioner upon request.

### **Course Audits**

To maintain course quality, DPR conducts random unannounced audits of approved courses. DPR will check that course content is current, factual, and consistent with the approved agenda or syllabus and any presentation outlines submitted during the approval process. Additionally, audits are used to verify course attendance and actual CE hours completed by attendees are tracked by the sponsor. DPR views these audits as a means of providing useful feedback to CE sponsors so courses can be improved where necessary and allows course sponsors and DPR to work together to strengthen CE required for license and certificate renewal.

### **CE Regulations**

CE regulatory requirements can be found on [DPR's website](#).

### **DPR CE Contact Information**

Email: [CEmail@cdpr.ca.gov](mailto:CEmail@cdpr.ca.gov)

Phone: 916-603-7792

[CE Webpage](#)