
The following information provides guidance on how to submit attendance records to the Department of Pesticide Regulation (DPR).

Overview of Attendance Records Submission Requirements

Maintain course attendance records for three years.

Submit attendance records to DPR within 14 days of course completion to SponsorRecords@cdpr.ca.gov.

Upon submission to DPR, electronically attest that the records submitted are true and correctly reflect the CE hours earned and accredited to each attendee.

Upon course approval, sponsors will receive two emails from DPR. One email will come from CEmail@cdpr.ca.gov, which will include the approved course information. Sponsors are to review the approved course information carefully to verify the approved hours. A second email will come from SponsorRecords@cdpr.ca.gov, which will contain the Sponsor Records Spreadsheet. All sponsors will receive a “CE Sponsor Attendance Sheet” spreadsheet file for each course and course instance. DPR encourages sponsors to use this attendance spreadsheet provided by DPR to submit attendance records for each course. Each section of the spreadsheet is explained in detail below.

The attendance records must include the following information:

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 attended in each continuing education category
8. The course identification code assigned by the Director

Course Details

Each spreadsheet will be pre-filled with the approved course information in the Course Details section, which is the top portion of the spreadsheet. When filling out the provided spreadsheet, please refrain from altering the pre-filled information or the format of the spreadsheet. When submitting the attendance record, sponsors may submit it as an “.xlsx” file. If it is altered or it is submitted as any other file type (i.e. “.jpeg” or “.pdf”), it will not be recognized by the DPR system and will delay processing.

If you notice that any of the information is incorrect, do not change it. Immediately notify DPR and an updated spreadsheet will be provided.

For clarification, here is a description/definition of each item that must be reported in the attendance record:

Sponsor Organization Name

- The name of the organization that sponsors the course. This is not the course contact person.

Course Identification Code

- The DPR provided course code.

Course Title

- The title of the course as submitted by the sponsor on the CE application and approved by DPR.

Course Address

- For in-person courses, this is the physical address where the course took place.
- For online courses, this field will remain blank.

Course City

- For in-person courses, this is the city where the course took place.
- For online courses, this field will remain blank.

Course State

- For in-person courses, this is the state where the course took place.
- For online courses, this field will remain blank.

In-Person/Webinar/Online

- This is the type of course. Sponsors may utilize the drop-down menu provided.
- Note: “Meeting” will no longer be a category for the type of course and will now fall under “In-Person”.

Course Date

- For in-person and webinar courses, this will be the date the course took place.
- For online courses, this will be the date that the course was approved by DPR.

Certification

The sponsor must electronically attest that the records submitted are true and correctly reflect the CE hours earned and accredited to each attendee. Utilize the drop-down menu on the spreadsheet and select “yes” or “no”. By submitting a spreadsheet to SponsorRecords@cdpr.ca.gov, the course sponsor attests that the record is true and correctly reflects the continuing education hours earned and accredited to each attendee.

Attendee Details

This information is to be filled out by the sponsor of the course. The spreadsheet provided by DPR for each course instance is intended to be completed by the sponsor of the course, not the attendees. The purpose of the Sponsor Record Spreadsheet is to provide DPR with accurate information about the attendance for each course instance.

Here are helpful tips to review when filling out the spreadsheet to ensure that the records submitted are true and accurate:

Licensee Last and First Name

- Include the complete first and last name that is on the license/certificate holder’s card (this includes JR or II, III, etc.). It is important that the name matches DPR’s license/certificate records.
- Do not include middle names or initials.

DPR or PAC License

- Provide the DPR license # or the PAC # (private applicator). Do not fill in both, one remains blank.
- DPR license/certificate numbers do not start with a “0.” A “0” should not be placed before any license/certificate numbers on a spreadsheet.
- Do not input anything other than a number in these columns (i.e. “QAL”, “QAC”, etc.).

Course Completion Date

- This reflects the date that the attendee completed the course.
- For ongoing online courses, sponsors can submit one attendance record every 14 days with varying course completion dates for different attendees.

Laws, Aerial, and Other

- Do not input anything other than a number in the hour columns (i.e. “hr.”, “hour”, etc.).
- Ensure that the hours reported do not exceed the number of hours DPR approved on the CE application.
- If no hours were earned for a category, input a “0”.

If a sponsor cannot determine an attendee’s correct information, they can search our valid [Lists of DPR Licensees](#) on our website to find attendees’ correct information. If you are still unable to determine the accurate information for the attendee after checking the valid list, you will need to contact the individual that attended the course to obtain the correct information. Note: this attendance record is to include information for attendees with DPR and PAC license numbers only. To prevent additional follow up and reporting delays, it is recommended that course sponsor attempt to verify this information with the attendee on the date of the course whenever possible to assist with obtaining accurate information.

Sponsor Records FAQ

Below are some frequently asked questions and answers.

Are sponsors required to use the spreadsheet provided by DPR?

Sponsors are encouraged to use the pre-filled spreadsheet provided by DPR as a tool to collect accurate attendee information. It is important for sponsors to report accurate license and certificate holder information to ensure that each attendee is awarded the correct amount of CE hours they have completed. The DPR spreadsheet expedites the reporting process. Our system recognizes the spreadsheet and checks for errors. If there are errors, it is sent back immediately for correction.

Do I fill out the sheet or do the attendees fill it out?

The spreadsheet provided by DPR for each course instance does not include a signature line for attendees because the spreadsheet is intended to be completed by the sponsor of the course, therefore attendees’ signatures are not required for this record. The purpose of the Sponsor Record Spreadsheet is to provide DPR with true and accurate information about the attendance of each course instance.

Where do I collect signatures?

Signatures are not required to be submitted to DPR; but, signatures must be included in a sponsor’s personal CE record that is kept for 3 years. Sponsors may provide attendees a separate sign-in sheet for collecting attendee names, license numbers, and signatures to confirm attendance to fulfill all of the requirements for sponsor record keeping. Note: Please continue to collect signatures on records that require it.

Will I receive a confirmation that the records have been validated?

Sponsors will receive a confirmation response when the records are validated. Sponsors may also check the [Approved and Pending Continuing Education Classes](#) list to view the “CE Records Submitted” column to verify validation status (“yes” or “no”). The “yes” indicates that the records have been validated, and the “no” indicates that they have not been validated.

Do I need to submit an attendance record if there are zero attendees for my course?

Yes, you will need to submit a blank spreadsheet or notify DPR that there were not any attendees by emailing SponsorRecords@cdpr.ca.gov.

CE Regulations

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

DPR Sponsor Records Contact Information

Email: SponsorRecords@cdpr.ca.gov