

# The Continuing Education Center for Pest Management (C.E.C.P.M.)

## Instruction Booklet for Continuing Education Meeting Sponsors

*Keep this instruction booklet on file for all your continuing  
education meetings!!*

*C.E.C.P.M.  
1521 I Street  
Sacramento, CA 95814*

Phone# 916-928-0985  
or Fax# 916-921-6905  
Email: [info4ce@cecpm.com](mailto:info4ce@cecpm.com)  
Web site: <https://cecpm.com/>

*Revised January 2022*

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## I.

### **Information from the Department of Pesticide Regulation (DPR)**

- DPR information for continuing education sponsors
- DPR Continuing Education Approval Request Form (***this form must be submitted to DPR, not CECPM***)
- DPR Continuing Education Additional Course Date Request Form (***this form must be submitted to DPR, not CECPM***)

## **Notice to Continuing Education Sponsors**

Information from DPR on the continuing education program can be found at:  
[www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)

STATE OF CALIFORNIA  
**CONTINUING EDUCATION**  
**APPROVAL REQUEST APPLICATION**  
 DPR-PML-131 (REV. 02/15)

DEPARTMENT OF PESTICIDE REGULATION  
 PEST MANAGEMENT AND LICENSING BRANCH  
 CONTINUING EDUCATION PROGRAM  
 P.O. BOX 1379  
 SACRAMENTO, CALIFORNIA 95812  
 (916) 603-7792  
 E-mail: CEmail@cdpr.ca.gov  
 Web site: www.cdpr.ca.gov

COURSE I.D. CODE - DPR USE ONLY	DATE RECEIVED - DPR USE ONLY
---------------------------------	------------------------------

**A. Course Description**

Type or print this application in ink. Complete Section A, B, C, D, F and G. Additional instructions are on the reverse.

COURSE TITLE			COURSE DATE
COURSE LOCATION ADDRESS (City) (State) (ZIP Code)			STARTING TIME
SPONSOR <input type="checkbox"/> Check if County Agricultural Commissioner			Contact information EMAIL ADDRESS
CONTACT PERSON			TELEPHONE NUMBER
CONTACT PERSON ADDRESS (City) (State) (ZIP Code)			FAX NUMBER

<b>B. Course Type - Check Appropriate Boxes</b>		<b>C. Course Availability - Check Appropriate Box(es)</b>	
<input type="checkbox"/> Conference/Meeting	<input type="checkbox"/> Online	<input type="checkbox"/> Attendance Fee \$ _____	Course Language(s) other than English (Optional):
<input type="checkbox"/> School/College	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Spanish <input type="checkbox"/> Other _____

<b>D. Hours Requested for Each Category</b>		<b>E. Hours Approved for Each Category</b>	
	HOURS REQUESTED	HOURS APPROVED - DPR USE ONLY	
Pesticide Laws and Regulations (L)	<input type="text"/> Hours	<input type="text"/> Hours	<input type="text"/> TOTAL NUMBER OF HOURS APPROVED
Aerial Pest Control Equipment and Application Techniques (A)	<input type="text"/> Hours	<input type="text"/> Hours	
Other (O)	<input type="text"/> Hours	<input type="text"/> Hours	

**F. Who is the Targeted Audience?** Estimate Number in Attendance: \_\_\_\_\_

Pest Control Advisers _____	Aerial Applicators _____	Private Applicators _____
Qualified Applicator (Certificate) _____	Qualified Applicator (License) _____	Others _____

**G. Course Agenda - Submit a comprehensive agenda. The agenda must include the information as specified on the reverse.**

APPLICANT'S SIGNATURE	DATE SIGNED
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**H. Fees.** The processing fee is \$45 and covers all course dates that occur within the calendar year, provided that the identical comprehensive agenda is used for each date. Additional fee information is on the reverse.

<b>I. Notification Status - DPR USE ONLY</b>		<b>ACCOUNTING USE ONLY</b>
<input type="checkbox"/> Based on the information provided on your Continuing Education Approval Request Application, the course <b>did not</b> meet DPR's approval requirements.		
<input type="checkbox"/> Your Continuing Education Approval Request Application is approved.		
REVIEWER'S SIGNATURE	DATE SIGNED	

## CONTINUING EDUCATION APPROVAL REQUEST APPLICATION INSTRUCTIONS

The purpose of continuing education is to ensure license and certificate holders keep their knowledge current in the area of pesticide laws and regulations; provide proper, safe and efficient pesticides use; protect the public health, environment and property; and encourage safe working conditions for those working with or around pesticides. Continuing education course formats may include: College level instruction; professional or technical seminars; demonstrations relating to pesticides or pest management; and field trial tours. Courses must include at least one hour of approved material. *Note: Sales presentations will not be approved.*

Continuing education courses must be approved by the Department of Pesticide Regulation (DPR) before the course date. To obtain course approval, sponsors must **submit the following at least 30 days before the course date:**

1. A Continuing Education Approval Request Application. Applications are available on DPR's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov); at all county agricultural commissioner offices; or by request from DPR's Licensing and Certification Program at (916)603-7792.
2. A course agenda. See **Section G** for what is required in each agenda.
3. \$45 processing fee. See **Section H** for fee information.

Submit to:

Cashier, ATTN: CE  
Department of Pesticide Regulation  
P.O. Box 1379  
Sacramento, CA 95812

Sign and date application before submission. You will be notified by DPR if your application is determined to be incomplete or if additional information about the course is needed. Information about approved courses will be posted on DPR's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

**Section A: Course Description.** This information is for record keeping and contact purposes and may be posted to DPR's Web site. DPR will send approval status information to the contact person listed on the application.

**Section B: Course Type.** This information is for record keeping purposes.

**Section C: Course Availability.** This information is for record keeping purposes and may be posted to DPR's Web site.

**Section D: Hours Requested for Each Category.** Indicate the number of hours you are requesting for each CE category. Total number of hours approved must be at least one hour.

**Section E: Hours Approved for Each Category.** This section is completed by DPR staff. Approval is based on the information submitted in the application and comprehensive agenda.

**Section F: Who is the Targeted Audience?** Who are you targeting? How many will be in attendance?

**Section G: Course Agenda.** A comprehensive course agenda must include the following: a description of the course, the title of each session, the main points of each session, the start and end time (or for online and correspondence courses the duration of each session), the CE category requested for each session and the name and affiliation of each speaker. The instruction must focus on pest management and/or pesticides.

Examples of topics in each category include:

Pesticide Laws and Regulations 'L': California and federal pesticide laws and regulations pesticide storage, transportation, and disposal; endangered species; ground water protection; pesticide labeling; licensing and certification requirements for pesticide applicators and pest control advisers; and pesticide registration requirements.

Aerial Pest Control Equipment and Application Techniques 'A': Characteristics, advantages, disadvantages, selection, use, cleanup, and care of aerial application equipment; application techniques; drift reduction; calibration of liquid and dry systems; dispersal equipment; swath marking; and flight patterns.

Other Pesticide or Pest Management Topics 'O': Pest identification; crop ecosystems; pest life histories; economic thresholds; cultural practices; biological control; plant and animal management systems; chemical control; and other components of pest management systems.

**Section H: Fees.** Enclose a check, money order, or credit card payment (must include original signature on Visa/Master Card Transaction form, DPR-105, available on DPR's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov), payable to "Cashier, Department of Pesticide Regulation." The processing fee is \$45. The fee covers all additional presentations within the calendar year with the same agenda. **Fees are non-transferable and non-refundable. Applications submitted without the \$45 processing fee will be discarded.** Mail to: Cashier, Attn: CE, Department of Pesticide Regulation, P.O. Box 1379, Sacramento, CA 95812.

**Section I: Notification Status.** This section will be completed by DPR staff, before it is returned to you.

For assistance completing this form, please call the Continuing Education Accreditation Program at (916) 603-7792.

STATE OF CALIFORNIA

**CONTINUING EDUCATION ADDITIONAL  
COURSE DATE REQUEST**

DPR-PML-132 (REV. 02/15)

DEPARTMENT OF PESTICIDE REGULATION  
PEST MANAGEMENT AND LICENSING BRANCH  
CONTINUING EDUCATION PROGRAM  
P.O. BOX 1379  
SACRAMENTO, CALIFORNIA 95812  
(916) 603-7792  
E-mail: CEmail@cdpr.ca.gov  
Web site: www.cdpr.ca.gov

**NOTE: To add a course date(s) to a previously approved continuing education course, fill out this request and submit it to DPR at least 15 business days before the course date. There is no fee, provided that the agenda is identical and the additional course date(s) occurs in the same calendar year.**

Type or print this form in ink. Complete all sections above the line. The course I.D. code can be found on your original application form.

COURSE I.D. CODE			
COURSE TITLE			
Additional course location address(es)	Additional course dates	Additional course starting time(s)	Course language other than English (optional)
Course contact person	Telephone number	Fax number	

Reviewer's signature		Date signed
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reason for denial: _____ _____		

## II.

### **Information from the Continuing Education Center for Pest Management (CECPM)**

- Clarification of difference between DPR and CECPM
- Contact Information for DPR and CECPM

## Continuing Education Center for Pest Management

*Clarification of difference between the Department of Pesticide Regulation (DPR) and the Continuing Education Center for Pest Management (CECPM):*

*Please see the following services provided by each organization.*

Department of Pesticide Regulation (DPR) is a department of the State of California, within the CAL EPA.

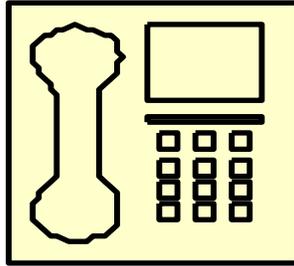
- Applications for continuing education (CE) accreditation can be obtained by contacting DPR via telephone, written correspondence or by downloading the CE application from the DPR web site.

Department of Pesticide Regulation (DPR)  
P.O. Box 1379  
Sacramento, CA 95812  
Phone # 916-603-7792  
Web site: <https://www.cdpr.ca.gov/docs/license/conted.htm>  
Email: [ceemail@cdpr.ca.gov](mailto:ceemail@cdpr.ca.gov)

- **Only** DPR processes and approves sponsor's continuing education applications.
- Your complete accreditation application should be received by DPR **30 days** in advance of your meeting date and must contain sufficient information for DPR to evaluate the course content in order to ensure that you to receive approval from DPR. If approved, an ID Code Number will be assigned by DPR.

Continuing Education Center for Pest Management (CECPM) is a non-profit organization that has been established through a cooperative effort of CAPCA (California Association of Pest Control Advisers), PAPA (Pesticide Applicators Professional Association) and DPR.

- CECPM is a continuing education database for all licensed and certified pest management professionals in California.
- CECPM provides the meeting sponsor with sign-in sheets and computerized checkout forms free of charge. To obtain these forms please contact:  
Continuing Education Center for Pest Management (CECPM)  
1521 I Street  
Sacramento, CA 95814  
Phone # 916-928-0985  
Fax # 916-921-6905  
Email: [info4ce@cecpm.com](mailto:info4ce@cecpm.com)  
Web site: <https://cecpm.com/>
- Attendance records should be submitted to CECPM as soon as possible once your CE meeting is completed to insure prompt record updates for all meeting attendees.
- CECPM appreciates the efforts of meeting sponsors to return any unused computerized checkout forms when submitting their attendance records. Return of the unused forms helps CECPM maintain an adequate supply for all meeting sponsors and allows CECPM to continue to provide these forms free of charge.



## **Department of Pesticide Regulation:**

*Phone 916-603-7792*

[www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)

- To obtain applications for accreditation.
- To submit applications for accreditation.
- To inquire about the status of your accreditation or view it on the DPR web site.
- To submit requests for an amendment to your existing accredited meeting.

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

## **CECPM:**

*Phone 916-928-0985 or Fax 916-921-6905*

- To obtain sign-in sheets and computerized checkout forms.
- To obtain a sponsor information packet.
- To submit CE attendance records.
- To submit requests for corrections to licensee's CE hours.

Email: [info4ce@cecpm.com](mailto:info4ce@cecpm.com)

### III.

## Continuing Education Materials

- Continuing Education Sign-in Sheet
- Procedural Guidelines
- Sponsor Continuing Education (CE) Meeting Checklist
- Helpful Hints for Meeting Sponsors
- Scantron Sample – Reduced hours
- Sample Verification of Attendance Form
- Notice to “*Road Show*” Sponsors
- Important Renewal Reminders
- Private Applicator (Grower) Information Sheet
- Private Applicator (Grower) Sign-in Sheet
- Private Applicator (Grower) Verification of Attendance Form

## CONTINUING EDUCATION SIGN-IN SHEET

Course Title \_\_\_\_\_ Date \_\_\_\_\_  
 Person in Charge \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Course Location \_\_\_\_\_  
 (City) (State)

IDENTIFICATION CODE	
- -	HOURS
Laws (L)	_____
Ground (G)	_____
Aerial (A)	_____
Other (O)	_____
Total	_____

Hours column to be left blank unless attendee's hours are less than the accredited hours approved. →

**SIGNATURE**
**PRINT NAME**
**DPR**
*CE Hours*  
**OFFICE USE ONLY**

License/Certificate#
**L**
**G**
**A**
**O**
**Total**

*Important Notice to all licensees:*  
 Your meeting sponsor is required to maintain continuing education (CE) attendance documentation in accordance with CCR Title 3, Section 6513. This sign-in sheet will be submitted by the meeting sponsor to CECPM for data tracking of CE attendance credit for your California Department of Pesticide Regulation (CDPR) license/certificate record, which may include reporting of CE attendance credit to CDPR. By signing this document you acknowledge that CECPM is authorized to report the CE attendance credit pertaining to your CDPR license/certificate to CDPR, a public agency of the State of California, and may in turn be subject to disclosure under the California Public Records Act (CPRA).

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**IMPORTANT: Mail this original sign in sheet immediately to:**  
**CECPM**  
**1521 I STREET**  
**SACRAMENTO, CA 95814**

(CECPM SIGN-IN SHEET – August 2021)

↑

DPR NUMBER: If you have more than one license or certificate, enter your **highest ranking** license or certificate number as ranked below:

1. **PCA** Agricultural Pest Control Adviser License (APCA)
2. **JP/AP** Pest Control Aircraft Pilot Certificate Holder (PCAP)
3. **QAL** Qualified Applicator License
4. **QAC** Qualified Applicator Certificate Holder

Page \_\_\_\_\_ of \_\_\_\_\_

## PROCEDURAL GUIDELINES

### Continuing Education Meeting Sponsors

#### INTRODUCTION

The Continuing Education Center for Pest Management (CECPM) has been established through a cooperative effort of the California Association of Pest Control Advisers (CAPCA), the Pesticide Applicators Professional Association (PAPA), and the Department of Pesticide Regulation (DPR). CECPM manages a continuing education database for all licensed and certified pest management professionals in California.

CECPM's role is to collect attendance information on license/certificate holders attending continuing education courses which have been accredited by DPR. The database information is used by DPR to verify that a license/certificate holder has attended the required number of hours of continuing education needed for his/her license renewal when an audit is done by DPR.

Following is a procedural outline of the attendance information gathering process. The process has been developed to ensure the accuracy and the timeliness of attendance information. CECPM hopes you will find these procedures easy and efficient to follow. Please feel free to contact us with your comments & questions.

* CECPM	1521 I Street, Sacramento, CA 95814	916-928-0985, Fax 916-921-6905
* Ruthann Anderson	President/CEO, CAPCA	916-928-1625, Fax 916-928-0705
* Chis Zanobini	Executive Director, PAPA	831-442-3536, Fax 831-442-2351

#### CONTINUING EDUCATION ACCREDITATION APPROVAL

DPR requests that all continuing education courses be submitted for accreditation review at least 30 days in advance of the date the course will be held. Accreditation is granted to courses that meet DPR's guidelines as listed on their accreditation form.

When DPR approves a course, it assigns a unique Meeting Identification (ID) Code Number. The number indicates that the course has been approved. Approved courses should always be referred to by their Identification Code Number as well as the meeting title, date and location. This ID Code Number needs to be made available to all course attendees, and needs to appear on the Certificate of Completion or written verification statement that sponsors should make available to each meeting attendee.

#### REGISTRATION/ATTENDANCE TRACKING MATERIALS

The course sponsor will utilize two (2) forms for meeting registration/attendance tracking: (1) the Continuing Education Sign-in Sheet, and (2) the Continuing Education Checkout Form. These two forms will be provided to all meeting sponsors by CECPM.

The Checkout/Scantron Form and sign-in sheet are supplied by CECPM when the course has been accredited by DPR. Normally DPR will notify CECPM of all information regarding accredited meetings. CECPM will email/contact each meeting sponsor to inquire how many forms they need for their meeting. NOTE: Sponsors are welcome to contact CECPM in advance to request their forms earlier. These forms are generic and a DPR code number is not required to request these sign-in forms.

Each meeting attendee who holds a Pest Control Adviser (PCA) license, a Qualified Applicator License (QAL), a Qualified Applicator Certificate (QAC), or Pilots License (JP or AP) should complete the Checkout/Scantron Form. The Checkout Form must then be returned to the sponsor prior to leaving the meeting. The form will be used to accurately track the continuing education hours earned by each attendee. **IMPORTANT:** If the form is not filled in during the meeting, turned into the sponsor after the meeting so that the sponsor can mail it into CECPM, that meeting attendee's attendance will not be entered into the database.

Each meeting attendee is requested to fill in the top portion of the form, which lists the Licensee's Name, Meeting Date, Meeting Name, Meeting Location, Meeting Code, Time In and Time Out.

The attendee's highest ranking license/certificate number needs to be filled in on the bubble mark field located in the center of the form. Each bubble is to be marked clearly and completely. The scanning device used to record these forms will not recognize check marks, pluses, initials, or scribbles. Either a Number 2 pencil or ink (blue or black) can be used to fill in the bubbles. The scanning device cannot read colored inks, such as red or green.

- **Collecting Checkout Forms**

Checkout Forms are to be turned in by the meeting attendees when leaving the course. Before turning in the form, each attendee should review their information to ensure its accuracy. The attendee is to sign the form on the signature line.

- **Late Arrivals and Early Exits**

Course attendees who arrive late or leave early earn hours only for the portion of the course they attended. The Checkout Form has blanks for arrival and departure times. Late arrivals should be handed a Checkout Form with the arrival time written in by the sponsor. "Early Exits" should fill in their departure time when they leave and turn the form in at that time. It is important that the "time in" and "time out" fields be completed by the license/certificate holder who attend only a portion of the course so that this information is later available to the sponsor in order to calculate partial credit.

## COMPLETING CHECKOUT ATTENDANCE FORMS BY SPONSOR

- **Calculating Continuing Education Hours Earned**

The sponsor is responsible for ensuring that the correct numbers of hours are credited to each attendee's checkout form so that it may be read by the scanning device. License/certificate holders who attend the entire course earn the total number of continuing education hours that DPR has approved for the course. Those license/ certificate holders who attend only a portion of the course receive a reduced number of hours.

Both the Sign-in Sheet and Checkout Form include fields (areas) to record the continuing education hours earned by each attendee.

- **Continuing Education Hours Default**

Since the majority of attendees complete the entire course, it is assumed that each attendee earns credit for the entire course unless otherwise specified. This is known as the Continuing Education Hours Default.

***By leaving the continuing education hours fields blank on both the sign-in sheet and the checkout form (bottom portion of form), the sponsor indicates that the default should be used.*** In other words, that the attendee earned the maximum number of continuing education hours accredited to the course.

- **Calculating Reduced Continuing Education Hours**

License/certificate holders who have attended less than the entire course earn hours for only the portion(s) actually attended. Usually, the course agenda developed by the sponsor specifies the number of continuing education hours that can be earned for attending each segment of instruction. This breakdown should be used to calculate the hours of any attendee who attends less than the total accredited hours of the program. *It is the sponsor's responsibility to calculate any reduced continuing education hours for meeting attendees not attending the entire course.*

In order to calculate reduced hours, the sponsor will need to determine which segment of accredited instruction were attended by a license/certificate holder. This can be accomplished by using the "Check In" and "Check Out" times denoted on the checkout form. The hours, by category, should be added up for each course segment completed and the totals marked on the bottom of the Checkout Form in the area marked "For Meeting Sponsors Use Only". **Remember, the "For Meeting Sponsors Use Only" area of the checkout form needs to be completed ONLY FOR ATTENDEES WHO DO NOT ATTEND THE ENTIRE COURSE.**

When entering reduced hours for course attendees, be sure to enter all their completed attendance hours, including decimal amounts and/or zeros.

The sponsor also needs to enter the calculated reduced hours earned in the appropriate columns on the Sign-in Sheet. This is important as the meeting sponsor keeps a copy of the Sign-in Sheets for reference in attendance disputes. Again, only fill in this information for course attendees who have earned less than the total or default number of continuing education hours.

## **CERTIFICATE OF COMPLETION OR WRITTEN STATEMENT VERIFYING ATTENDANCE**

According to *Title 3, California Code of Regulations, Section 6513*, a Certificate of Completion, or written statement provided to the licensee verifying the course information and continuing education hours earned is acceptable documentation for license renewal.

The Certificate of Completion or written statement verifying attendance should include the following:

1. Course/Meeting Title
2. Meeting Date
3. DPR Accreditation Code Number
4. Sponsoring Organization
5. Name of Attendee
6. License/Certificate Number of Attendee
7. Continuing Education Hours Breakdown for Laws, Aerial and Other
8. Total Continuing Education Hours Earned

## **SUBMISSION OF CONTINUING EDUCATION ATTENDANCE FORMS**

Once the Sign-in Sheets and Checkout Forms have been completed, they are to be returned to CECPM for processing. An envelope for this purpose is included in the sponsor packet sent to each meeting sponsor by CECPM prior to the meeting. The original Sign-in Sheets and the computerized Checkout Forms are to be sent to CECPM at:

**CECPM  
1521 I Street  
Sacramento, CA 95814**

*Each sponsor must keep a copy of the attendance Sign-in Sheets for three (3) years.*

## **END OF MEETING CHECKLIST**

Be sure to include in the CECPM return envelope:

- Completed computerized Checkout Forms
- Original Sign-in Sheets
- Any unused Checkout Forms

*To insure timely updates of the continuing education hours to the license/certificate holder's records please mail you attendance documentation to CECPM within **5 days** after the meeting has been held.*

## **SPONSOR'S RECORDS**

As soon as the Sign-in Sheets and Checkout Forms have been processed by CECPM a printed record (attendance roster) of the meeting attendance will be sent to the meeting sponsor. Please allow 3 weeks turn-around time from mailing to receipt of your attendance roster. The meeting sponsor must retain this printout with the copies of the Sign-in Sheets for three (3) years. CECPM will keep all original documentation related to each meeting for the period specified by DPR. This includes the original Sign-in Sheets, the computerized Checkout Forms, and a copy of the Attendance Roster. In the case of any questions the sponsor or DPR can reference these records.

# Sponsor Continuing Education (CE) Meeting Checklist

(Keep this checklist and use each time you hold a CE meeting)

- Did you receive the approved copy of your accreditation application and meeting code number from the Department of Pesticide Regulation (DPR)? If not, please contact **DPR** @ **Phone 916-603-7792** or [cemail@cdpr.ca.gov](mailto:cemail@cdpr.ca.gov)

## **Before your meeting you should have:**

1. Copy of approved Accreditation Application & Code # (supplied by DPR).
2. CE Sign-in Sheets (supplied by CECPM).
3. Computerized Checkout Forms (supplied by CECPM).
4. Private Applicator (Grower) Sign-in Sheet (included in this booklet).
5. Verification of Attendance Form (Certificate of Completion or Written Statement)

*If you do not have the appropriate sign-in sheets and checkout forms, please contact CECPM @ Phone 916-928-0985, Fax 916-921-6905, or [info4ce@cecpm.com](mailto:info4ce@cecpm.com)*

- CECPM tracks the CE hours for all individuals holding the following DPR license/certificates: Pest Control Adviser (PCA's), Qualified Applicator License (QAL's), Qualified Applicator Certificate (QAC's), and Pilot Licenses (JP or AP).

*Please use the CE sign-in Sheets and Computerized Checkout Forms only for these individuals.*

- CECPM *does not* track the CE hours for those with Private Applicator (Grower) Certificates. However, for your convenience, CECPM includes a sign-in sheet for Private Applicators (Growers) in this sponsor booklet. Please keep any Private Applicator (Grower) sign-in sheets for your records.

## **Private Applicators (Growers) should not fill out the computerized checkout forms !!**

- Remember you must provide verification of attendance (Certificate of Completion or written statement) to **all** attendees.

## **When your meeting is over please remember to do the following:**

- Submit your attendance records to CECPM *as soon as possible:*  
**CECPM, 1521 I Street, Sacramento, CA 95814**
- Always keep a copy of the sign-in sheets for your records. You are required to maintain these records for 3 years.
- Reduced Hours:* It is the sponsor's responsibility to indicate any reduced hours for those attendees who did not attend the whole meeting. Please fill in the bottom portion of the checkout form as instructed in your sponsor packet. NOTE: All the bubbles must be filled in, *including all zeros.*
- If there was no attendance for California CE hours you still must notify CECPM.
- Remember to return any unused checkout forms to CECPM with your attendance records.

## **HELPFUL HINTS FOR MEETING SPONSORS**

– APPLY ON TIME –

Your application for accreditation should be received by the Department of Pesticide Regulation (DPR) 30 days in advance of your meeting date and must contain sufficient information for DPR to evaluate the course content in order to ensure that you to receive approval from DPR. To apply contact DPR: Phone (916) 603-7792 or you may obtain accreditation applications & information at the DPR web-site:

[www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)

### **INDICATE THE NUMBER EXPECTED TO ATTEND FOR CE CREDIT**

Indicate on your application for accreditation the number of PCA's and Applicator's you expect to attend for continuing education (CE) credit.

### **REMEMBER TO KEEP A COPY OF YOUR SIGN-IN SHEETS**

Sponsors are required to keep copies of their meeting sign-in sheets for 3 years.

### **RETURN YOUR ATTENDANCE RECORDS TO CECPM PROMPTLY**

Prompt return of your attendance records will help speed up processing and keep license and certificate holder's records up to date. Send your attendance records to:

**CECPM, 1521 I Street, Sacramento, CA 95814**

**Reminder: Remember to notify CECPM if there was no attendance for CE credit.**

### **WHAT IF A LICENSE HOLDER FORGETS TO SUBMIT A CHECKOUT FORM?**

Should you receive a checkout form after you have already turned your attendance records in, CECPM will be able to accept it for attendance entry if you submit it with a letter/memo of verification of attendance and indicate the hours that were attended.

*To protect the sponsor, CECPM can not accept forms mailed from the individual for attendance credit.*

## **CONTINUING EDUCATION QUESTIONS OR MEMBERSHIP INQUIRIES**

### **PCA's call:**

California Association of Pest Control Advisers  
(CAPCA)  
555 University Ave #260  
Sacramento, CA 95825  
Phone: 916-928-1625

### **QAL's or QAC's call:**

Pesticide Applicators Professional Association  
(PAPA)  
1521 I Street  
Sacramento, CA 95814  
Phone: 831-442-3536

Samples of common errors with recording reduced hours on scantrons.  
**NOTE: Complete the bottom portion of the scantron ONLY IF ATTENDEE IS TO RECEIVE REDUCED HOURS.**

**For Meeting Sponsors Use Only**  
 Please mark actual hours earned for each category, if attendee was not present for entire meeting.  
 (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0 1 0				0 2 5
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1 0 25	1 1 25	1 1 25	1 1 25	1 1 25
2 2 50	2 2 50	2 2 50	2 2 50	2 2 50
3 3 75	3 3 75	3 3 75	3 3 75	3 3 75
4 4	4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9	9 9

**INCORRECT:**  
 Errors should be whited out. When there are multiple or erroneous marks within the same column the scanner misreads the hours.

**For Meeting Sponsors Use Only**  
 Please mark actual hours earned for each category, if attendee was not present for entire meeting.  
 (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0 1 0				0 2 5
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1 0 25	1 1 25	1 1 25	1 1 25	1 1 25
2 2 50	2 2 50	2 2 50	2 2 50	2 2 50
3 3 75	3 3 75	3 3 75	3 3 75	3 3 75
4 4	4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9	9 9

**INCORRECT:**  
 Bubbles that are not completely filled in may cause the scanner to misread the reduced hours.

**For Meeting Sponsors Use Only**  
 Please mark actual hours earned for each category, if attendee was not present for entire meeting.  
 (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0 1 0				0 2 5
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1 0 25	1 1 25	1 1 25	1 1 25	1 1 25
2 2 50	2 2 50	2 2 50	2 2 50	2 2 50
3 3 75	3 3 75	3 3 75	3 3 75	3 3 75
4 4	4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9	9 9

**INCORRECT:**  
 All bubbles need to be completed, including the zeros. Bubbles not filled in may cause the scanner to misread the reduced hours.

**For Meeting Sponsors Use Only**  
 Please mark actual hours earned for each category, if attendee was not present for entire meeting.  
 (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0 1 0				0 2 5
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1 0 25	1 1 25	1 1 25	1 1 25	1 1 25
2 2 50	2 2 50	2 2 50	2 2 50	2 2 50
3 3 75	3 3 75	3 3 75	3 3 75	3 3 75
4 4	4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9	9 9

**INCORRECT:**  
 Bubbles that are not completely filled in may cause the scanner to misread the reduced hours. Do not use X.

**For Meeting Sponsors Use Only**  
 Please mark actual hours earned for each category, if attendee was not present for entire meeting.  
 (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0 1 0				0 2 5
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1 0 25	1 1 25	1 1 25	1 1 25	1 1 25
2 2 50	2 2 50	2 2 50	2 2 50	2 2 50
3 3 75	3 3 75	3 3 75	3 3 75	3 3 75
4 4	4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9	9 9

**INCORRECT:**  
 Failing to complete the bubbles will result in full default hours to be recorded. NOTE: Even if the attendee is to receive zero hours for a category the bubbles need to be completed.

**For Meeting Sponsors Use Only**  
 Please mark actual hours earned for each category, if attendee was not present for entire meeting.  
 (Please fill in all bubbles, even if the first number is zero.)

Laws	Ground	Aerial	Biological	Other
0 1 0				0 2 5
0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
1 0 25	1 1 25	1 1 25	1 1 25	1 1 25
2 2 50	2 2 50	2 2 50	2 2 50	2 2 50
3 3 75	3 3 75	3 3 75	3 3 75	3 3 75
4 4	4 4	4 4	4 4	4 4
5 5	5 5	5 5	5 5	5 5
6 6	6 6	6 6	6 6	6 6
7 7	7 7	7 7	7 7	7 7
8 8	8 8	8 8	8 8	8 8
9 9	9 9	9 9	9 9	9 9

**Sample of correct form.**

# Verification of Attendance

Continuing Education Meeting Accredited by the  
Department of Pesticide Regulation (DPR).

DPR Course ID code: \_\_\_\_\_ Course Date: \_\_\_\_\_

Course Location: \_\_\_\_\_

Course Title: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

## *Certification of Completion*

This document certifies attendance for the following license/certificate holder:

License/Certificate Holder Name (printed): \_\_\_\_\_

DPR License/Certificate Number: \_\_\_\_\_

Actual CE Hours Attended: \_\_\_\_\_ Laws

\_\_\_\_\_ Other

\_\_\_\_\_ Aerial

Total: \_\_\_\_\_

*I certify that the above is true and correct.*

Licensee/Certificate Holder Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Submit this form with your renewal application to the Department of Pesticide Regulation.  
Keep a copy for your own records.**



## ATTENTION ROAD SHOW SPONSORS

An accredited meeting, which covers the exact same information and is held on different dates and/or at different locations, is considered a "Road Show". The Department of Pesticide Regulation (DPR) assigns one code number to cover all dates/locations.

### Important Reminders for Road Show Meetings!

- *Always notify your attendees that they can only receive continuing education (CE) credit for attendance one time.*

*A licensee who attends more than one session of a Road Show will not earn additional CE hours!*

- *Please make sure you list the correct date & location for each Road Show session on the corresponding sign-in sheets.*
- If you add additional dates/locations to your accredited meeting remember to file an *AMENDMENT* (see section I of this booklet) with the Department of Pesticide Regulation (DPR).

Department of Pesticide Regulation (DPR)

PO Box 1379

Sacramento, CA 95812

Phone 916-603-7792

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

[www.cdpr.ca.gov](http://www.cdpr.ca.gov)



## IMPORTANT RENEWAL REMINDERS!!!

### STEPS FOR A SUCCESSFUL RENEWAL PERIOD

- ◆ **To avoid delays**, submit your Accreditation Application to the Department of Pesticide Regulation (DPR) early for any fall continuing education (CE) meetings you plan to have. Early submission of your accreditation application will allow CECPM to get your sponsor materials to you on time.
- ◆ **Return your attendance records** to CECPM promptly. Prompt submission of your attendance records allows CECPM to post the continuing education (CE) hours to each attendee's record in a timely manner.
- ◆ **Instruct your meeting attendees** to check their DPR License/Certificate for their *expiration year*. Encourage any licensee whose license/certificate expires in the current calendar year to send their DPR renewal packet into DPR promptly.
  - DPR renewal packets are usually sent to license/certificate individuals by the fall of each year.
  - As of December 31, 2000, the 'grace' or 'probation' period for license renewals was eliminated. DPR announced that they will *"no longer allow CE credit to be accrued for renewal unless the hours are obtained while the license/certificate is valid; there will be no 'grace' or 'probation' year for CE"*. Refer to the license/ certificate renewal chart below (based on the first letter of the last name).

#### CONTINUING EDUCATION (CE) RENEWAL SCHEDULE

- A-L:** All CE hours must be obtained between *January 1, 2017 and December 31, 2018 for all year-2018 renewals.*
- M-Z:** All CE hours must be obtained between *January 1, 2016 and December 31, 2017 for all year-2017 renewals.*

For accreditation applications and information please contact:

The Department of Pesticide Regulation  
 phone 916-603-7792 or [cemail@cdpr.ca.gov](mailto:cemail@cdpr.ca.gov)  
[www.cdpr.ca.gov/doc/license/conted/htm](http://www.cdpr.ca.gov/doc/license/conted/htm)

# Private Applicator (Grower)

## Sign-in Information Sheet

### ❖ **Private Applicator (PA) Certificate Continuing Education**

#### ● **Private Applicator (PA) Certificate Numbers**

The Private Applicator (PA) Certificate numbering system suggested by the Department of Pesticide Regulation (DPR) is as follows:

PA-County Number-4 or 5 digit sequential number, such as PA-00-00000.

Some counties include sequential lettering or numbering based on permit numbers.

***Private Applicators should record their complete PA certificate number when signing in on the Private Applicator sign-in sheet at accredited meetings for Continuing Education (CE) hours.***

#### ● **Sign-in Procedures**

Meeting sponsors are to provide Private Applicators requesting CE hours with a Private Applicator Sign-in sheet. This sheet is separate from the sign-in sheet provided for other DPR license holders.

***Private Applicators DO NOT complete the computerized checkout forms provided by the Continuing Education Center for Pest Management (CECPM).***

Meeting sponsors are to provide each Private Applicator requesting CE hours with a Certificate of Completion or a written statement verifying attendance that includes the certificate holder's name, certificate number, meeting identification code number and CE hours earned, meeting title, date, location, and sponsor's name or organization.

#### ● **Submitting Continuing Education (CE) Hours**

Private Applicators are responsible for submitting their Continuing Education (CE) Hours to ***their local County Agricultural Commissioner's office***. Private Applicator CE Hours are not tracked by DPR or CECPM.

*For additional Private Applicator information please contact your local County Agricultural Commissioner's office.*



# Private Applicators/Growers Verification of Attendance

Continuing Education Meeting Accredited by the Department of  
Pesticide Regulation (DPR).

Meeting Title \_\_\_\_\_

Meeting Date \_\_\_\_\_ DPR Code # \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

## *Certification of Completion*

This document certifies attendance for the following license/certificate holder:

Name of Attendee: \_\_\_\_\_

DPR License/Certificate Number: \_\_\_\_\_

Continuing Education (CE) Hours Breakdown: \_\_\_\_\_ Laws

\_\_\_\_\_ Aerial

\_\_\_\_\_ Other

Total CE Hours \_\_\_\_\_

*I certify that the above is true and correct.*

License/Certificate Holder Signature \_\_\_\_\_

Date \_\_\_\_\_

Private Applicators: Submit this form to your local County Agricultural  
Commissioner's Office.

## IV.

### **Order Forms**

Please visit CECPM website: <https://cecpm.com/>  
to:

- Download Forms
  - Sign-in Sheet
  - Online Reporting Form
  - Certificate of Completion
- Order checkout forms/scantrons
- Contact CECPM

To obtain DPR Accreditation applications you must contact the Department of Pesticide Regulation at 916-603-7792 or by accessing the DPR web site [www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)