

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. To apply, please contact DPR: Phone (916) 603-7792 or Email cemail@cdpr.ca.gov you may obtain accreditation applications & information at the DPR website:
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
Fax: 916-928-0705

QAL's or QAC's call:

Pesticide Applicators
Professional Association
(PAPA)
1521 I Street
Sacramento, CA 95814
Phone: 831-442-3536
Fax: 831-442-2351