

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
* Chris 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 meeting 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 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 be made available 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/Scantrons. These two forms will be provided to all meeting sponsors by CECPM.

The Checkout Form/Scantrons will be sent to the sponsor by CECPM when the course has been accredited by DPR. DPR will notify CECPM of all information regarding accredited meetings. Please feel free to visit CECPM's website: <https://cecpm.com/>.

Every 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) at some time during the course will fill out the Checkout Form/Scantrons. The Checkout Form/Scantrons 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 and mailed by the sponsor to CECPM, that meeting attendee's record will not be entered into the database.

Each meeting attendee is requested to fill in the top portion of the scantron, 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, orange, pink, or purple.

- **Collecting Checkout Forms/Scantrons**

Checkout Forms/Scantrons are to be turned in by the meeting attendees when leaving the course. Before turning in the scantron, each attendee should review the 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/Scantron has blanks for arrival and departure times. Late arrivals should be handed a Checkout Form/Scantron 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 so that they 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/Scantron include fields (areas) to record the continuing education hours earned by each attendee.

- **Continuing Education Hours Default**

As majority of attendees complete the entire course, it is assumed that each attendee earns full 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, 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*, it is the sponsor's responsibility to provide each attendee 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/Scantrons 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/Scantrons 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/Scantrons
- Original Sign-in Sheets
- Any unused Checkout Forms/Scantrons

*To insure timely updates of the continuing education hours to the license/certificate holder's records please mail your 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/Scantrons have been processed by CECPM a printed record (attendance roster) of the meeting attendance will be sent to the meeting sponsor. The meeting sponsor must retain this printout with the copies of the Sign-in Sheets for three (3) years. CECPM will keep scanned copies of all original documentation related to each meeting for the period specified by DPR. This includes the scanned original Sign-in Sheets and the computerized Checkout Forms/Scantrons. In the case of any questions the sponsor or DPR can reference these records.