

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 Email 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 Email 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.