



Oregon  
Department  
of Agriculture

# **Oregon Pesticide Recertification Course Accreditation Guide 2007**

## Recertification Credits FAQ

### How does ODA assign recertification credits?

Credit will be assigned on the basis of 50-60 minutes of actual course time per credit hour. Courses containing less than one credit hour of acceptable topics will not be accredited. Only whole credits are assigned for a session; partial credits are not awarded (e.g. 1.5 credits).

### What topics does ODA accredit for recertification training?

In general, educational topics directly relating to almost any aspect of pest control may be considered for accreditation. Some examples would include:

- Pesticide label updates and label comprehension
- Pesticide health and environmental safety
- Effects of pesticides on the environment and environmental factors affecting pesticide use and performance
- Characteristics of pests, symptoms of pest infestation and damage recognition
- Pesticide product information, including mode of action, environmental fate, etc. (no sales or promotions)
- Application equipment, techniques, and calibration
- Drift prevention and/or mitigation measures
- Oregon and Federal pesticide laws and regulations

The sponsor must provide adequate detail for each presentation. ODA must be able to assess the amount of relevant pesticide information in each presentation to maximize credit hours for each course. The information provided for each presentation in the title and summary of the topic is the only information on which accreditation will be based. If a portion of a presentation does not address topics that are appropriate for accreditation, please state such in the topic summary. Also, include the number of minutes or percentage of time that should be considered for credit hour calculation (e.g. 100% of talk, 50% of talk, etc.).

### What topics are not acceptable for accreditation?

- Plant nutrition, fertilizers and amendments
- Business management and practices
- Insurance
- Marketing techniques
- Public relations
- Sales pitches or presentations containing no significant technical information on pesticide products, pests, application equipment or techniques.
- Information that could directly result in the use of unregistered pesticides or unlawful pest control practices.
- Laws and regulations from other states.
- Vehicle maintenance
- Public health disease monitoring
- Safety not related to pesticide application (ladders, lifting, etc.)
- General agronomic practices (planting depth, harvesting techniques, etc)

### How much detail is required for each presentation?

ODA evaluates the title and summary of each presentation to determine how many minutes count towards the overall course credits. If too little information is provided to make a determination, ODA will not accredit the presentation accurately. If you provide a detailed summary, the evaluation process will be streamlined and the presentation will obtain the maximum allowed credits. See the example agenda for an idea of what is considered a sufficient agenda. With a clear description of the pesticide relevance of each topic, ODA will be able to accurately assess credit hours.

### Do I need to include a list of products to be discussed for each presentation?

ODA requires that you provide a list of pesticide products mentioned for each presentation. The purpose is to verify that products being discussed are currently registered and legal to use. In lieu of this requirement, ODA will accept a Content Assurance Statement (see below).

### What are the Content Assurance Statements?

For certain presentations, it is impractical to provide complete detail on the presentation. In these cases, sponsors and speakers must provide a statement that assures, to the best of their knowledge, the presentation meets

the standards for creditable content. For presentations that will contain both creditable and non-creditable information, please list the amount or percentage of time that will be spent on each.

In presentations where many different pesticide products are being discussed, you do not need to list each product, provided you certify that all products being discussed are currently registered and legal to use in Oregon. You may use the Content Assurance Statements from the ODA Agenda Detail Form when submitting an agenda in an outline format.

**What happens if I submit my course too late?**

All courses are evaluated in the order they are received by ODA. Courses received less than 30 days prior to the date of the event will be placed in the queue and might not be accredited. Courses will not be evaluated for credits after they have taken place. It is the sponsor's responsibility to ensure accreditation requests are received 30 days prior to the date of the course or event.

**Does Oregon accredit courses offered in other states or countries?**

ODA will evaluate any course submitted for credits that arrives at least 30 days before the start of the course. Courses are not required to take place in Oregon to be accredited. ODA does not automatically accredit courses that have been accredited in other states or countries nor does ODA automatically assign the same number of credits as other states. Likewise, other states usually have their own accreditation standards, which may differ from Oregon's. Contact each state's pesticide licensing authority (usually the state agriculture department) for details on their pesticide accreditation process.

**What happens if my course agenda changes?**

The sponsor is required to advise ODA if changes have been made to the course. Changes include, but are not limited to: topic changes, speaker changes, a speaker cancels, date, time and location changes. ODA does allow a sponsor to have a back up speaker or presentation in the event that a speaker cancels at the last minute. Back up presentations should be submitted to ODA at the time the agenda is submitted. Please label these presentations as "Back Up" presentations and notify ODA when the sponsor learns of the speaker cancellation. If a back up presentation has not been prepared, credits will be reduced.

**Does ODA monitor courses?**

Courses are subject to monitoring by ODA or other agency representatives. Monitors must be admitted to accredited courses without charge. Sponsors are NOT expected to provide meals or other services free of charge.

**Can someone get credits for attending the same course twice?**

Some courses have similar content and are repeated at various locations/dates. ODA identifies these in the computer system so that attendees can only get credits for attending the course the first time. However, an attendee could get credits for attending a course repeated in the next calendar year

**What are the sponsor's responsibilities for the course?**

Sponsors must make sure attendees who intend to sign the sign up sheet are present for the entire course. Attendees who are loitering outside the presentation room, reading newspapers, talking on cell phones or otherwise not engaged in the course, must not be allowed to sign the recertification sign-up sheets. Attendees leaving a session early should not be allowed to sign the sign-up sheets. Each attendee must sign the sign-up sheet to receive credit. No attendee should sign for any other attendee. Course sponsors must return completed original sign-up sheets to ODA within 15 days after course completion for timely posting of attendees' credit hours. Sponsors should keep a copy of the sign-up sheets for their records.

Sponsors who do not adhere to these requirements, continually submit course information late, do not monitor attendees, or whose courses deviate substantially from the submitted agenda may have credits reduced and risk the denial of accreditation of future courses.

# Recertification Course Accreditation Form



Courses must be submitted at least 30 days prior to the date of the event. Credits may be denied accreditation if the course application is submitted less than 30 days in advance. Credits will be denied for applications submitted after the course date.

If the same course will be presented in several locations, list the location facilities, street addresses, cities and dates in chronological order so it will be clear where the course will be presented on each date. A separate sheet of paper or copies of the course information section can be used for additional locations.

## 1. Complete the following:

### Course Information

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

Course Date(s) \_\_\_\_\_

### Course Location

Facility Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Course is (choose one):      Open to anyone who wishes to attend. (listed on ODA website)

   Closed – attendance by sponsor invitation only.

This course should be considered for Private Pesticide Applicator "Core" Credits

### Sponsor Information

Name of Sponsoring Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**Continue reading instructions for required supporting documentation  
on the next page...**

Fax or mail this form to:

Fax: (503) 986-4735

Mail: Oregon Department of Agriculture  
635 Capitol St NE  
Salem, OR 97301

**2. Provide an agenda in the Acceptable Outline Format (see attached example) OR provide a completed Agenda Detail Form for each presentation.**

The agenda must specify the following:

1. Title of each presentation
2. Name of speaker(s) for each presentation
3. Beginning and ending times of each presentation (e.g., 8:00 a.m. to 9:00 a.m.).
4. Whether or not a presentation occurs at the same time as another presentation for which credits are requested (concurrent/breakout sessions)
5. Beginning and ending times for each break/lunch/dinner/reception.
6. Detailed description of speaker's presentation.
7. All field tours must include tour details, including the travel time to each site and what will be viewed at each tour stop.
8. Content Assurance Statement if applicable (wording may be copied from the Agenda Detail Form)

See example agenda in outline format or ODA Agenda Detail Form.

**3. Submit #1 and #2 to ODA by standard mail or fax.**

Oregon Department of Agriculture  
Pesticides Division  
635 Capitol St NE  
Salem, OR 97301  
OR  
Fax (503) 986-4735

Complete submissions will be evaluated by ODA. If the agenda does not contain enough information to be evaluated, ODA may request more information or reply by email that the information was insufficient to make an accurate determination of credit hours. When the course has been evaluated, ODA will respond to the sponsor by email to provide course instructions and sign-up sheets.

**4. Present sign-up sheets at the end of each session.**

**5. Return sign-up sheets to ODA as soon as possible after the course.**

Sign-up sheets must be mailed within 15 days of the course. It is recommended that you retain a copy of the sign-up sheets for your records. Mail original sign-up sheets with original signatures to ODA.

Oregon Department of Agriculture  
Pesticides Division  
635 Capitol St NE  
Salem, OR 97301

## **EXAMPLE Agenda in Acceptable Outline Format**

### **Happy Spray Service Seminar Outline Course Date: January 21, 2009**

#### **General Session (7:30 a.m.-noon Blue Room)**

- 7:30 – 8:00 am Registration
- 8:00 – 9:00 am Pest Biology and Control Techniques in Ornamentals, John Doe  
Will review pests of ornamentals, their lifecycles, available biological control methods, and currently registered insecticides such as Diazinon, Bug-B-Gone, and Malathion. This presentation will cover only currently registered pesticide uses in Oregon.
- 9:00–10:00 am Using Weather Modeling to Predict Insect Outbreaks, Stormy Jameston  
Using USDA weather models to aid in pest insect outbreak predictions, peak outbreak cycles.
- 10:00-10:20 am Break
- 10:20-11:30 am Nutria Control in the Willamette Valley, Trapper Joe  
Best scouting intervals, what to record, and how to use the information. This course will deal 50% with registered pesticide uses and legal trapping methods and 50% with a new experimental pesticide bait for nutria control.
- 11:30 am-Noon Lunch

#### **Concurrent/Breakout Session General (12:00 p.m. – 4:15 p.m. Red Room)**

- 12:00–12:30 pm Visit Trade Show Area  
This presentation does not qualify for recertification credits.
- 12:30–1:30 pm Pesticide Recordkeeping Requirements for Public and Commercial applicators. OR Dept. of Ag Representative. Review of ORS 634.146 - State pesticide recordkeeping requirements for Public and Commercial applicators.
- 1:30-2:00 pm Calibration of Granular Spreaders, Cal Best  
Review different types of granular pesticide spreaders, advantages and disadvantages of each and demonstrate how small changes such as walking speed, change in terrain can alter application rate.
- 2:00 -2:15 pm Break
- 2:15 –3:15 pm Pesticide Use Reporting System, Sunny Jones  
Go through who has to report, what pesticides must be reported and how to register and use the system.

#### **Concurrent/Breakout Session Field Tour (12:00 p.m. – 4:25 p.m. Assemble in Green Room)**

- 12:00–12:30 pm Travel to Modell Farm
- 12:30–12:50 pm (Site A) Eastern Filbert Blight Disease Recognition and Cultural Control Practices. Phillip Burt  
This will include sanitation and pruning methods to reduce spread of disease. No pesticide products will be discussed.
- 12:50-12:55 pm Walk from site A to site B
- 12:55-1:20 pm (Site B) Chemical control of EFB. Madeline Delve.  
View blocks with different treatments. Includes currently registered pesticide products and 15 minutes of research results from blocks with unregistered pesticides.
- 1:20-1:30 pm Walk back to vehicles.
- 1:30 – 2:15 pm Travel to Nutter Butter's Nut Farm. Marketing crushed nut shells for beauty products. This presentation does not qualify for recertification credits.
- 2:15 – 3:15 pm Reduced Drift Tower (RDT) Sprayer. Smart E. Pants.  
Demonstrates how orchardist can reduce potential pesticide drift with new technology. Current equipment vs. RDT Sprayer sensors detect and adjust pressure and droplet size to reduce drift.
- 3:15-3:20 pm Walk from tower sprayer demonstration to raptor control project in block C of ABC Vineyard.
- 3:20-4:15 pm Using Raptors to Control Rodents in Vineyards, Harold Hootowl  
How to attract raptors to do your rodent control for you. Nesting box spacing, learn minimum size of hunting zones each raptor species needs, how many rodents different raptor species eat per day.
- 4:15-4:25 pm Travel back to meeting location.

# ODA Agenda Detail Form

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Presentation Title \_\_\_\_\_

Speaker Name \_\_\_\_\_

Method of instruction: Lecture Slide/film/video/CD Panel Discussion Demonstration Other \_\_\_\_\_

Date of Presentation \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Description of information to be presented:

Content Assurance Statements- Please check all appropriate boxes:

Presentation covers only currently registered pesticide uses in Oregon and/or other accreditable topics.

Presentation contains some information about currently registered pesticide uses and a portion contains un-registered uses such as experimental research. Number of minutes on unregistered uses or other non-qualifying topics

Presentation will not contain any specific pesticide product or active ingredient information.

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Presentation Title \_\_\_\_\_

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