



STATE OF WASHINGTON
DEPARTMENT OF AGRICULTURE
P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

RECERTIFICATION COURSE SPONSORSHIP INSTRUCTIONS
For Independent Study Courses

In order to get an independent study course accredited, sponsors must meet the requirements of the Washington State Department of Agriculture's (WSDA) [Recertification Course Accreditation Policy](#) detailed in the following instructions.

In order for WSDA to review your program for accreditation, you must submit the following documents **at least 90 days prior** to the course being offered. Please allow this office thirty days to review your submitted information before calling about the status of your course.

- A completed [Request for Recertification Course Accreditation form](#). Even though you may have provided some course information on your cover letter, you must still submit this completed accreditation form.

Please note - only topics dealing specifically with pesticides, pests, pest management and structural pest inspections will be approved for recertification credit. (See [recertification policy](#) for further detail.)

- Submit one complete copy of the educational materials and/or aids (e.g. CD Rom disk, video, and/or correspondence course materials) for our review.
- Provide a written explanation of how you will verify the identity of the course participant. After the participant completes your course, provide written verification to WSDA that includes the following information:
 - 1) assigned WSDA course number,
 - 2) participant's full name and WSDA Pesticide/SPI license number,
 - 3) day, month and year that the participant completed the course,
 - 4) state the method(s) you employed to determine a participant's successful completion of this course (i.e. written exam, with a passing score of 70% or better, performed on-line, by U.S. Mail, or in person; or by oral examination with a passing score of 70% or better, accomplished in person or by phone), and
 - 5) provide WSDA with a **written** verification of completion (i.e. by a letter of verification, certificate of completion, on-line, or by e-mail).
- At the end of each calendar year, provide a complete listing of Washington licensees who have attended each independent study course.

The sponsor of a recertification program is responsible for ensuring the integrity of the accreditation process. Please read the section of the [recertification policy](#) that details your responsibilities as a sponsor. Failure to adhere to these requirements may result in denial of future requests.

Recertification Contact:

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