Washington State Department of Agriculture
Pesticide Management Division
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REQUEST FOR RECERTIFICATION COURSE ACCREDITATION

http://agr.wa.gov/PestFert/LicensingEd/Recertification.aspx

Our goal is to process your request as quickly as possible. In order to do so, it is important that you follow the instructions.

- Step 1: Read *WSDA's Recertification Policy* and *Recertification Course Sponsorship Instructions* carefully. The policy outlines the topics that qualify for credit and your responsibilities as a sponsor. The website outlines specific instructions based on the type of course you are sponsoring.
- Step 2: Prepare your agenda for review. Be sure it has enough detail for WSDA to determine if topics qualify for credit. Lack of detail may result in credits not being granted. List the sessions you would like considered for credits or clearly mark them on the agenda. WSDA will only consider credit for sessions that you have clearly designated in this manner!
- Step 3: Complete and submit this form along with your meeting agenda.

Program date(s), (include month, day and year): _____

Title of Meeting: _____
(Example: WA Bean Growers Assn. Herbicide Seminar)

Meeting is: ☐ **OPEN** (courses will be posted on WSDA's website) or ☐ **CLOSED** (attendance by invitation only)

Course web address (if applicable): _____

Location where meeting will be held:

_____ _____ _____
Facility City State

Language: ☐ ENGLISH **or** ☐ SPANISH **or** ☐ BOTH

Organization/Agency sponsoring the meeting:

_____

Contact person's name: _____ _____
E-mail

Contact person's telephone number: _____ - _____ _____
Area Code Number Extension

Select one of the following:

☐ **E-Mail sign up sheets to:** _____

☐ **FAX sign up sheets to:** _____ - _____
Area Code Number

I, _____, have read the instructional memo and the recertification policy and fully
(Please print)
understand my responsibilities as a sponsor. I understand that not adhering to these requirements can result in credits being removed from this course, if accredited, and in my being denied the right to sponsor recertification courses in the future.

I agree to comply with WSDA's sponsor requirements. ☐ Yes

Questions can be directed to WSDA Recertification staff at recertification@agr.wa.gov or toll free at 1-877-301-4555.