



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

***RECERTIFICATION COURSE SPONSORSHIP INSTRUCTIONS***

**For On-site Classroom Courses**

The following set of instructions is based on the Washington State Department of Agriculture's (WSDA) [Recertification Course Accreditation Policy](#).

In order for WSDA to review a course for accreditation, you must submit the following documents:

- ☑ A completed [Request for Recertification Course Accreditation form](#). Even though you may have provided some course information on your cover letter or in the body of the meeting agenda, you must still submit this completed accreditation form.
- ☑ A brief but detailed **meeting agenda** that designates the topics you would like considered for credit. WSDA will not review your agenda if you have not completed this step! The agenda must also include:
  - the start and end time of each presentation;
  - the start and end time of breaks and meals; and,
  - a short but concise summary of each presentation.

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.)

You must submit the required documents **three weeks** prior to the first day of the course. Please allow this office one week to review your submitted information before calling about the status of your course.

Sign-up sheets are emailed or faxed to the sponsor approximately one week prior to the start of the course.

Please read the section of the [recertification policy](#) that details your responsibilities as a sponsor. Failure to adhere to these requirements can result in denial of future requests.

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**Recertification Contact:**

Irene Beckman

[recertification@agr.wa.gov](mailto:recertification@agr.wa.gov)

(360) 902-2023/Toll free: (877) 301-4555 Fax: (360) 902-2093