

Sponsor Update

A PUBLICATION OF THE PESTICIDE MANAGEMENT DIVISION

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Welcome to the Sponsor Update

You are receiving the *Sponsor Update* because you have submitted a request to WSDA to have a course approved for Pesticide/Structural Pest Inspector License recertification credits. The recertification program is an important tool for keeping our 25,000 licensees informed of issues affecting their license. We thank you for your participation as a recertification course sponsor.

We intend to publish the *Sponsor Update* annually. This will allow us to provide you with updates to the program and address any issues of concern that have developed over the previous year. One thing that has made a venture like this possible is the collection of emails into our new database. With rising costs to print and mail paper newsletters, email newsletters are a cost effective and

timely method for distributing information. No where in WSDA's licensing program has the use of emails been more dramatic than in the recertification section. These days, it is a rare course where approval information must be mailed or faxed to a sponsor.

Also on the technology front and by request from many of you, we are making the course accreditation form a fillable document. Once completed, you will be able to save, edit and email the form to WSDA. Expect this in the near future.

We hope the information in this first issue of *Sponsor Update* is useful. Any feedback can be directed to [Margaret Tucker](#), (360) 902-2015.

Ensuring a smooth accreditation process

Sponsoring a recertification course is relatively easy providing that you follow the steps detailed below and do so in a timely manner.*

- Submit a completed [Request for Recertification Course Accreditation form](#). Be sure you understand your responsibilities as a sponsor before you sign and return the form. Your signature guarantees to WSDA that you will follow the steps necessary to ensure the integrity of the recertification program. Failure to do so may affect your ability to sponsor courses in the future.
- Mark those topics you would like WSDA to consider for accreditation directly on the course agenda. Topics not marked **will not** be considered. Be sure that the agenda includes the start and end time of each presentation; start and end time of breaks and meals; and, a short, concise summary of each presentation.
- Realize that your course must contain at

least 100 minutes of creditable material. This includes topics on pesticides, pests and pest management. (For further information, go to [WSDA's Recertification Policy](#).)

- Submit a request at least three weeks prior to the start of the course.
- Allow WSDA to monitor your course free of charge.
- Ensure that your speakers stay on track with the accredited agenda. Be prepared in case a speaker ends early or doesn't show up. Have a credit-worthy presentation or video ready in case you need to fill time.
- Maintain control of sign-up rosters. Only allow attendees to sign for themselves and for sessions they attend.

....continued on page 2

IN THIS ISSUE

- *Welcome to the Sponsor Update*
- *Ensuring a smooth accreditation process*
- *Understanding how credits are assigned*
- *Web resources*
- *Roster do's and don'ts*
- *Understanding equivalent & concurrent courses*
- *Know your responsibilities as a sponsor*
- *Fall 2008 Waste Pesticide Disposal Schedule*

CONTACT

INFORMATION

- **Toll free (877) 301-4555**
Step 1: Press 1 for English
Step 2: Press 1 for Licensing/Recertification
Step 3: Press 3 for Recertification
- *Recertification Sponsors*
ibeckman@agr.wa.gov
- *Licensee Credit Status*
hpingol@agr.wa.gov
- *Recertification email*
recertification@agr.wa.gov
- *Recertification Website*
- *Search for a course*

Inquiries regarding availability of this publication in alternative forms should be directed to WSDA at (360) 902-1976 or Telecommunications Device for the Deaf (TDD) (360) 902-1996.

Accreditation process ... cont. from page 1

Promptly return all rosters to WSDA. (Please see the related article *Roster do's and don'ts*.)

- Notify WSDA of any changes to the accredited agenda.

*Note: There are different requirements for [independent study courses](#) (correspondence, CD-rom, on-line, etc.).

The most common error made by sponsors is that they submit a vague, incomplete or confusing agenda. If you

don't know what a speaker is going to talk about, find out **before** you send the agenda to WSDA.

Sponsoring a recertification program can be as easy as 1-2-3 or it can be overly time-consuming for all involved. The good news is that help is only a few clicks or a phone call away.

Questions can be directed to Irene Beckman at ibeckman@agr.wa.gov or (360) 902-2023.

Understanding how credits are assigned

WSDA's Recertification Policy addresses the topics that qualify or do not qualify for credits.

Topics that qualify for recertification credits:

Topics which **do** qualify for recertification accreditation include the safe and legal use of pesticides (i.e. how to apply products effectively, and efficiently, data from studies on the efficacy of a product, information on target pests, and training on the timing of the application for efficient and effective results), farm worker safety, calibration of application equipment, safe and appropriate disposal of pesticide wastes, toxicology of pesticides, soil infiltration by pesticides, wetlands issues directly related to pesticide use, integrated pest management, use of biological controls, use of non-chemical means of control, pest identification and life cycles, and plant pathology as it relates to horticulture and agriculture.

Recertification credits are also granted for topics related to wood destroying organisms (WDO) including, but not limited to, their biology, conditions conducive to their development and infestation, the susceptibility of

building materials to WDOs, and requirements for report writing and diagrams. (WDOs include termites, carpenter ants, moisture ants, wood infesting beetles and wood decay fungi.)

Topics that DO NOT qualify for recertification credits:

Topics which **do not** qualify for recertification accreditation include the business aspects of the pesticide application industry, general production techniques, storage and handling of commodities, marketing (i.e. discussions, of a "sales" nature), comparison of varieties, geology, public relations of pesticide use, customer relations, crop fertilization, fertilizers and water issues, plant health issues not directly related to the management of pests, and laws and regulations not related to pesticide use or structural pest inspections.

A credit is granted for each 50 minutes of approved content. A course must have at least 2 credit hours (100 minutes) to be approved for credit.

Web resources

There are many recertification-related resources on WSDA's Pesticide Management Division's [recertification](#) page. The [Pesticide/Pest Inspector License Recertification Fact Sheet](#) details the requirements for different types of licenses. Everything you need to know about sponsoring a course is also available. There are numerous fact sheets and publications that can be printed and distributed at courses.

Finding WSDA approved, open recertification courses based on location, content, language, and date is a simple query away on the [Recertification Course Search Page](#).

When provided by sponsors on the course accreditation form, this query result includes a link to meeting websites. One excellent source for a variety of recertification courses, including on-line courses, is the [WSU Pesticide Education Program](#).

Licensees can view their recertification credit status online. After locating their license record from the [license search page](#), they can select any of the listed license types to view its credit status. The credit report includes courses attended up through the credit guarantee date found in the upper left hand corner of the report.

Roster dos and don'ts

Proper maintenance of the WSDA recertification credit roster is critical to the integrity of the program and your ability to sponsor future courses.

Here is a quick list of do's and don'ts for course sponsors:

- **Do** wait until the end of the recertification session or course to put out rosters. Doing so early only encourages licensees to sign up and leave.
- **Don't** allow a licensee to sign the roster if he or she has not yet attended the accredited course. It is your responsibility to maintain control of the sign-up roster at all times.
- **Do** let licensees know that they may receive partial credit for a course, if they must arrive late or leave early. Just make a notation next to their name indicating their arrival or departure time. For example, write "in at 9:30" or "out at 2" so we can accurately assign credits.
- **Don't** allow licensees to sign the roster for other people.
- **Do** return sign-up sheets, even if no Washington licensees attend. This allows WSDA to close out the course and know there are not missing rosters.
- **Don't** vouch for a licensee who fails to sign the roster unless you are 100% sure they attended and were present during the entire course.
- **Do** let facilitators know whether or not their session is receiving credit and if so, which topics. This allows them to make an accurate announcement to the attendees.
- **Don't** delay sending the **original** (not faxes or other copies), completed course roster to WSDA. Return them promptly, and make copies for your records.
- **Do** make sure to distribute the correct rosters to the correct room if your course has multiple sessions.
- **Do** contact our Recertification Specialist, Irene Beckman, if you have questions, comments or concerns. Ms. Beckman can be reached at (360) 902-2023 or ibeckman@agr.wa.gov.

Understanding equivalent and concurrent sessions

With its new database, WSDA is able to more effectively track course sessions it designates as equivalent or concurrent. Equivalent courses are those that have identical content while concurrent courses are those held at the same time. When two sessions are designated as either equivalent or concurrent, a licensee may only receive credit for one of the sessions.

Whenever a session is equivalent or concurrent with another session, it will be noted as such on the sign-in roster. In order to ensure that licensees understand the number of credits they will earn at your course, please make

an announcement that the session they are attending is equivalent/concurrent with the other session and that they will only receive credit once even if they sign both rosters.

If you put on a lot of equivalent and/or concurrent sessions, be very careful to use the correct roster for each session. The session information is printed at the top of each roster. Using the wrong sheet can result in a great deal of confusion for licensees as they attempt to document their attendance and for WSDA as credits are being entered into the database.

Know your responsibilities as a sponsor

The sponsor of a recertification program is responsible for ensuring the integrity of the accreditation process. This includes: submittal of required information to WSDA in a **timely** manner; notification of any changes to the content, structure, time, date and/or location of the course; assurance that licensees only sign the roster for themselves and that they attend the session(s) for which they are signing; distribution of the roster sheets at the end of the approved sessions; return of the

original sign-up sheets to WSDA even if they have not been used; and consent that any WSDA monitor in attendance may take charge of the roster sheets.

In the case of independent study, sponsors must verify the identity of a participant and provide WSDA written documentation that the participant has successfully completed the accredited course.

WSDA Waste Pesticide Program Regional Pesticide Collection Events

Fall 2008 Schedule

Collection Site Nearest City	Collection Event Date	Customers Sign up by
Chimacum	September 3	August 5
Puyallup	September 4	August 5
Mount Vernon	September 16	August 14
Spokane	October 7	August 26
Prosser	October 9	August 26
Ellensburg	October 14	September 2
Okanogan	October 15	September 2
Orondo	October 16	September 2

Registration is required.

For further information, contact:

WSDA Waste Pesticide Program
PO Box 42589
Olympia, WA 98504-2589

Telephone: 360-902-2056

Toll free: 1-877-301-4555

E-mail: wastepesticide@agr.wa.gov

Internet: www.agr.wa.gov/PestFert/Pesticides/WastePesticide.htm