



Utah Department of Agriculture and Food

Plant Division

Pesticide Program Policy

UDAF Pesticide Program Continuing Education Units (CEU) Sponsor Requirements and Approval Policies

1. INTRODUCTION

1.1 Purpose

- Pesticide Program licensees can renew a license without examination by obtaining certain amounts of Continuing Education Units (CEU)
- The Utah Pesticide Control Rule, R-68-7-7 Standards of Competence for Pesticide Applicators outlines the standards by which persons may renew their pesticide applicators license under separate sections for Private, Commercial and Non-Commercial Licensees.

1.2 Scope

- This section will assist the Pesticide Program in the renewal/recertification of Certified Applicators with Private, Commercial and Non Commercial Pesticide Applicators Licenses.
- UDAF employees conducting renewals, Sponsors offering CEU events, Commercial Pesticide Businesses providing required training for employees, Private Applicators, Commercial and Non Commercial Pesticide Applicators renewing their licenses must abide by this policy.

2. POLICY

- A. This policy outlines the requirements by which CEU is offered by sponsors and approved by UDAF
- B. Policy and procedure for approving CEU is set forth for guidance of the CEU coordinator.]

3. ROLES AND RESPONSIBILITIES

The Program Manager is responsible for administering the policy and designating Pesticide Program staff to manage this policy

The CEU Coordinator is designated by policy and the Program Manager to approve CEU offered by UDAF, USU and all other sponsors according to this policy.

Other UDAF staff will be designated by the Program Manager (and by assignment to the Program Manager, by the Division Director) to assist the CEU Coordinator when necessary.

4. RELATED POLICIES AND PROCEDURES

Pesticide Continuing Education Units (CEU) Policies and Procedures for UDAF

I. Continuing Education Requirements for Applicators/Licensees

A. Commercial/Non-Commercial

In order to renew a license without examination, each certified applicator will obtain the following continuing education units prior to the expiration of his or her license. CEU will be accepted starting November 1 for recertification of the pesticide license. CEU paperwork received no later than December 31 of the license expiration year may be submitted up until March 1 by paying a late fee as long as the CEU were obtained by December 31. After March 1 all applicants will need to retest.

1. A minimum of two (2) units in the subject area of applicable state, federal and local laws and regulations.
2. A minimum of six (6) units in the subject area of pesticide safety, which includes: safety of the pesticide applicator, his family, and the public and protection of the environment.
3. A minimum of ten (10) units in pesticide use, which includes: calibration of equipment, pesticide storage, pesticide product labels, and pest identification.
4. Six (6) units from any of 1, 2, or 3 (listed above) totaling 24 units.

B. Private

In order to renew a license without examination, each private applicator will obtain the following continuing education units prior to the expiration of his or her license. All CEU turned in after November 1 when their license will expire on December 31 may receive a license that is valid for up to 1 yr. and 2 months or 3 yrs. and 2 months. CEU paperwork received no later than December 31 of the license expiration year may be submitted up until March

1 by paying a late fee as long as the CEU were obtained by December 31. After March 1 all applicants will need to retest.

1. A minimum of two (1) units in the subject area of applicator state, federal and local laws and regulations.
2. A minimum of two (1) units in the subject area of pesticide safety, which includes: safety of the pesticide applicator, his family, and the public and protection of the environment.
3. A minimum of two (1) units in pesticide use, which includes: calibration of equipment, pesticide storage, pesticide product labels, and pest identification.
4. Three (3) units from any of 1, 2, or 3 (listed above) totaling 6 units.

C. Requesting Approval for Events that Offer CEU

1. The content of any presentation must be predominantly informative and not a sales presentation. The UDAF Pesticide Program representative has the sole discretion to approve, reject and rescind CEU. The decision of the UDAF Pesticide Program will be made based on whether the content of a presentation is deemed to be solely a sales presentation, biased, slanted, off topic, presented by an unqualified individual, too short, or poorly presented.
2. Presentations must be delivered by a qualified instructor, or from material of a qualified instructor. The UDAF Pesticide Program will determine the qualifications of an instructor by review of a biography submitted by the course sponsor (upon request by UDAF) that demonstrates the qualifications of the presenter.
3. Requests for CEU approval of live in-person events (not online, or recorded) should include the following:
 - a. The information must be submitted by the sponsor or an agent organizing the event for the sponsor.
 - b. The event will be submitted by email to dmatthews@utah.gov
 - c. Events must be submitted no later than 15 days prior to the beginning of the event.
 - d. A request for approval must include the proposed agenda, the identity of all speakers at pertinent courses, a synopsis of the topics to be addressed in each course for which credit is being requested and the length of time each topic is to be addressed.
 - e. Each topic will be addressed individually and address one topic as assigned by the UDAF pesticide program according to the subject areas in "f." below. Each individual time slot will be denoted on the agenda and assigned a time which must be for at least 50 minutes (to meet Certification and Training requirements outlined by EPA).

For example:

1:00 - 1:50 P.M., UDAF Rules and Unlawful Acts, Program Manager, UDAF (1CEU in LAW)

- f. A course will be approved as a workshop for CEU purposes if it adequately covers at least one topic from the subject areas of pesticide law, safety, and use.

I. Law:

Applicable state, federal, and local pesticide laws and regulations include FIFRA, Utah Pesticide Control Act, disposal, notification, transportation, registration, uses, licensing, worker protection, endangered species, storage, residues and tolerances, emergency planning and right to know, advertising, record keeping, business practices, insurance, training standards, supervision, agriculture chemicals and groundwater, or consumer protection.

Compliance problems/actions, analysis of most frequent violations, and discussions of specific problems and actions.

II. Pesticide safety:

First Aid administered by the American Red Cross, or similar entity

Cardiopulmonary Resuscitation Rescue (CPR) sponsored by the American Red Cross or similar entity.

Vehicular Safety as it applies to pesticide transportation and application

applicator protection - Personal protective equipment, including but not limited to respirators, eye protection, clothing, etc...

Safe use of pesticides by the applicator, including label requirements, transportation, mixing, loading, disposal, equipment cleanup, spill management, storage, application, and precautions to prevent exposure and injury.

Human health effects, including acute and chronic toxicity, hazard determination, routes of exposure, symptoms of pesticide poisoning and allergies.

Reference sources pertinent to public safety, including Safety Data Sheets, telephone hotlines, websites, emergency procedures, and label requirements.

Pesticide sensitivities, allergies, and phobias.

Precautions to protect the environment and minimize environmental effects of pest management, including identification of meteorological and climatic factors affecting application (drift, runoff, etc.), identification of terrain, soil, influence of substrata on possible surface and ground water contamination, recognition of sensitive areas and organisms that could be affected by application, drift and runoff such as endangered species, wildlife, ornamentals, beneficial insects, humans, and domestic animals; identification of methods of spill prevention, control, and cleanup, observation of pre-harvest intervals, timing of applications of specific pest controls, and pesticide storage and transportation.

Major label revisions and national trends and updates relevant to environmental protection.

III. Pesticide use includes:

Mixing and loading, including proper techniques, label requirements, closed systems, adjuvants for drift control and other purposes, measuring pH of water and other factors to consider, procedures for spill prevention, control and cleanup, site location and construction, prevention of contamination, and security.

Applications, including proper application techniques, techniques to control off-target movement, new application techniques, procedures for spill prevention, control and cleanup, and label requirements.

Equipment, including selection of correct equipment for the job, calibration maintenance and care, cleanup, and new equipment.

Storage and disposal, including bulk storage, label requirements, site requirements such as ventilation containment, procedures for spill prevention, control and cleanup, disposal of containers, rancid, excess material, security, fire prevention, posting, temperature, product separation to prevent cross contamination.

Major label revisions and national trends and updates pertaining to pesticide use.

Practical demonstrations of use methods and techniques.

Principles of host and pest identification and recognition, principles of site/habitat identification, damage and symptoms caused by pests, recognition of beneficial organisms, understanding hosts, pests,

beneficial life cycles and susceptible stages and evaluate environmental conditions and ecology of host and pest biology.

Pest management criteria, including determining economic or aesthetic threshold levels, consideration of environmental impact of control methods, selection of control methods, post treatment evaluations, integration of various pest management methods, comparative effectiveness of management methods and techniques, sampling and survey techniques, host and pest resistance, effects of control methods on host and non-target organisms, timing of control alternatives, and pest management history.

Chemical control methods and practices, including selection of materials, formulations, and/or equipment, determining the dosage for selected level of control, selection of proper pesticides and adjuvants for a particular job and timing of pesticide application.

INTEGRATED PEST MANAGEMENT:

Alternative control methods and practices, including mechanical, biological, cultural, and physical methods and timing of control methods.

Major label revisions, evolution of pest management, and national trends and updates relevant to pest management.

References for decision-making for pest management.

4. Requests for approval of live virtual event CEU's is the same as for in-person events, however there are a few more steps required of the sponsor.
 - a. Attendees must pre-register with their name and applicator license number
 - b. At time of the event, attendees must login with their name and applicator license number
 - c. At random intervals, during the 50-60 minute presentation, 4 questions will be asked. Each attendee must answer them within 1 minute. No other opportunity to answer the questions will be allowed.
 - d. After the event, the sponsor must verify that 3 out of the 4 questions were answered correctly. If they were, then the sponsor must complete the UDAF approved CEU certificate

with the attendee's name and pesticide license number, and email it to the attendee in a pdf or other non-editable format.

- e. The sponsor must keep the registration, login and questions/answers on file for a minimum of 3 years.

D. BASIS FOR APPROVAL, OR DENIAL, OF CEU BY UDAF

1. One CEU unit will be awarded for each hour of approved instruction or training. Individual subjects (Law, Safety, Use) must be addressed for at least 50 minutes, or a combination totaling 50 minutes, to obtain credit.
2. CEUs will not be awarded for:
 - a. Programs or talks on business management subject
 - b. Motivational speeches
 - c. Personnel management
 - d. Non-applicable equipment demonstrations - equipment used for fertilizers, other plant nutrients or irrigation (for example).
 - e. Talks that compare their products to competitors or otherwise just extoll the virtues of their product. Talks must convey "big picture" knowledge, not just what's related to the product sold by the speaker.

E. If/When the course is approved by UDAF.

1. An email will be returned to the course sponsor with the approval forms in PDF format.
2. The certificate provided by UDAF will be distributed to every applicator after the event in a pdf or other non-editable file or format. In the circumstances where the sponsor has a certificate with the same information, they may use their certificate. A copy of the certificate must be provided with the other materials submitted for approval. Certificates must contain the following information:
 - a. First and last name of the applicator
 - b. License type and number.
 - c. The number of CEU approved by UDAF and in what category of Law, Safety or Use.
 - d. Date of the event
 - e. Name of the sponsor
 - f. Title/Name of the event
3. It is the responsibility of the event sponsor to take attendance. Attendance will allow the sponsor to replace lost certificates if they can verify the applicator was at the event. UDAF will not monitor attendance, but may, according to rule, audit a sponsor's records.
4. Attendance and certificates as produced by UDAF must be used, unless a suitable alternative is presented in advance - as mentioned above. Any mistakes in the UDAF certificate or roll must be reported

back to UDAF and corrected no later than 48 hours before the event. Changes will be made only at UDAF's discretion.

5. A letter will be sent to the sponsor discussing approval, attendance and certificates produced by UDAF, or those approved as substitutes. The letter will denote that the sponsor accepts responsibility for attendance and issuance of certificates in a prudent manner and also discusses the penalty for fraud and misuse of the CEU program.

F. Out-of-State seminars

1. UDAF will not approve workshops, seminars and other events held out-of-state.
2. CEU approved by another state will be accepted by UDAF when:
 - a. The applicator presents a certificate showing the event was approved by another state - such as that state where the event was held.
 - b. The applicator can demonstrate they attended the event by showing information from another state or the event sponsor
 - c. That it is possible for the UDAF representative authorized to recertify the event to determine the category of Law, Safety or Use the credit applies to. **Keeping an agenda is advised.**

G. If pre-approval is not obtained, the course may be post-approved by UDAF on a case by case basis based on the same criteria as D and E above, within 30 days of the event.

H. Online CEU Credit, Recorded CEU, Virtual Conferences and Webinars:

1. Applicators may only use 12 hours of credit obtained from an online source towards renewal of their license..
2. Virtual Conferences and Webinars that are held live, may be considered the same as live events if they include **all** of the following:
 - a. Take attendance
 - b. Gauge participation by code entry, proctor or other means acceptable to UDAF
 - c. Offer a test or quiz that the participant must complete with a score of 70% or more for credit.
 - d. Ask 4 "questions to gauge participation" per one hour session, at random, to measure participation and record results.
3. For approval of an online course the sponsor must submit the following:
 - a. A course description, syllabus, or similar information.
 - b. Expected duration of the course for a typical applicator.
 - c. Qualifications of the producers and writers of the course.
 - d. Access to a course, or course sample for those offering many courses must be granted to UDAF for analysis.

5. ANNEXES

The following three documents are examples of edited documents used by the CEU Coordinator to edit and approve Live CEU events:

2020 ceu instructions letter

<https://drive.google.com/drive/folders/1D4AuyYI7aIreCFVdxeJu-ahrYQjkUBfo>

Master CEU Spreadsheet 2020-

[applicatorhttps://drive.google.com/drive/folders/1D4AuyYI7aIreCFVdxeJu-ahrYQjkUBfo](https://drive.google.com/drive/folders/1D4AuyYI7aIreCFVdxeJu-ahrYQjkUBfo)

Master CEU Spreadsheet 2020 -

[rollhttps://drive.google.com/drive/folders/1D4AuyYI7aIreCFVdxeJu-ahrYQjkUBfo](https://drive.google.com/drive/folders/1D4AuyYI7aIreCFVdxeJu-ahrYQjkUBfo)

6. DOCUMENT CONTROL INFORMATION

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