

Memorandum

To: CEC Workshop Provider
From: Jonathan Handy, CDA Pesticide Applicator Coordinator
Date: Effective - August 1, 2014
Re: Continuing Education Requirement Criteria Policy

The Colorado Department of Agriculture requires the following, according to Part 4 of the Pesticide Applicators' Rule, in order to approve workshop or seminar content for continuing education credit (CEC):

- A. A written request on the Department's "Request for Continuing Education Credit Workshop Approval" form from the workshop sponsor requesting CEC approval.
- B. Workshops and seminars available to the public should be open to any person holding a Colorado pesticide applicator license, subject to space limitations. Sessions not open to all licensees (e.g., "in-house sessions") must be identified as a private CEC course on the "Request for Continuing Education Credit Workshop Approval" form.
- C. An agenda that includes topics covered, speaker names, and the length of time for each session. The agenda should be as final as possible.
- D. Submission of a brief biography or credentials of the intended speaker(s). Speakers should submit information that reflects their expertise in the subject matter they intend to provide CECs for, such as but not limited to: related work or field experience, higher education degrees, other equivalent educational background or licensure as a Qualified Supervisor in the CEC category being taught. CDA may deny approval of any CEC session, in its discretion, if it determines that the trainer does not have sufficient expertise to adequately cover the subject matter.
- E. A brief synopsis or summary of each session to be presented. **The session title alone is not adequate to meet this requirement.**
- F. Each session should be identified by topic and requested CEC category. Core category subject matter is described in part 4 of the Rule, subparts C through H. Pest management category subject matter is described in subpart I.

- G. Core Credit sessions must be at least 30 minutes. The Department may group sessions to ensure time requirements are met. Core Credits are required for all licensed applicators:
- Laws and regulations (2 credits)
 - Pesticides and their families (1 credit)
 - Applicator safety (1)
 - Public safety (1)
 - Environmental protection (1)
 - Use of Pesticides (1)
- H. Pest management credit sessions must be at least 60 minutes. The Department may group sessions to ensure time requirements are met. Pest Management Credits are those specific to a category such as Agricultural Insect Control, Turf Weed Control, or Fumigation.
- 1 credit for each licensed category in the subject area of pest management except for;
 - 2 credits for each of the following licensed categories:
residential/commercial pest control, turf pest control and ornamental pest control.
- I. Requests for continuing education credit must be received at **least** 15 days before the workshop or seminar is to be held.
- J. Requests for continuing education received at least 60 days before the workshop or seminar is to be held will be posted on the department's Internet site and included in a notice to all licensed pesticide applicators. Seminar and workshop requests received less than 60 days prior will be included if possible.
- K. The name and phone number of a person to contact, for licensees who may wish to attend the workshop or seminar. This will be included in notices and Internet postings.
- L. Specify the number of attendance verification forms needed on the CEC approval request form for workshops being held in Colorado. An attendance summary form will be provided for out of state and on-line distance learning CECs. See the Distance Learning Continuing Education Course (CEC) Approval Criteria Policy if you are requesting CEC approval for this type of course.

Please inform us of any deadlines that you may have, such as brochure printing or mailing, and we will try to accommodate your schedule. You may call me at (303) 869-9063 with any questions.