



## PESTICIDE TRAINING COURSE APPLICATION

You will find this application on our website ([www.dec.ny.gov/permits/38986.html](http://www.dec.ny.gov/permits/38986.html)) in MS Word format. Please fill it out completely, save it and then send it to: [pestcourse@gw.dec.state.ny.us](mailto:pestcourse@gw.dec.state.ny.us) (as an attachment to an email).

COURSE TITLE		NEW YORK COUNTY
NAME OF FACILITY & FULL ADDRESS WHERE COURSE WILL BE HELD		DATE(S) OFFERED
ORGANIZATION/SPONSOR(S) OFFERING COURSE		
COURSE OPEN TO THE PUBLIC? Yes <input type="checkbox"/> No <input type="checkbox"/>	30 HOUR ELIGIBILITY? Yes <input type="checkbox"/> No <input type="checkbox"/> RECERTIFICATION CREDITS? Yes <input type="checkbox"/> No <input type="checkbox"/>	CATEGORIES REQUESTED
IS THIS COURSE IDENTICAL TO A COURSE FIRST APPROVED WITHIN THE PAST 3 YEARS? SEE INSTRUCTIONS ON REVERSE  No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, List Course Number: NY- _____ - _____		TARGET AUDIENCE:  ANTICIPATED NUMBER OF ATTENDEES _____
COURSE DURATION, BRIEF DESCRIPTION AND OBJECTIVES		
COURSE DURATION:		COURSE START TIME:                      COURSE END TIME:
LIST ALL BREAKS IN CLOCK TIMES:		
BRIEF DESCRIPTION & COURSE OBJECTIVES:		
<b>YOU MUST ATTACH YOUR COURSE AGENDA. A DETAILED DESCRIPTION OF EACH TOPIC IS REQUIRED. INCLUDE START AND STOP TIMES FOR EACH TOPIC/SPEAKER. ALL BREAKS AND MEAL TIMES MUST BE SHOWN. INCLUDE A DESCRIPTION OF THE METHODS THAT WILL BE USED TO ENSURE THAT ONLY ATTENDEES WHO SIT FOR THE ENTIRE COURSE RECEIVE A COURSE CERTIFICATE.</b>		
NAME OF INSTRUCTOR(S): (Complete Instructor Application for each instructor that is not on DEC approved instructor list)	3.	
1.	4.	
2.	5.	
CERTIFICATION: I agree to ensure that this training course will be conducted according to the standards set forth in the Course Sponsor Instructions. I understand the credits assigned to this Pesticide Training Course are based on the agenda information and may be adjusted by Bureau of Pesticides Management staff based on actual course content. I will notify the Department of all changes to the attached agenda at least 2 business days prior to date of course. I understand that submitting information for pesticide training course approval is a legal process. Falsification by a course sponsor responsible for the information provided, and/or failure to conduct the training as pre-approved, may result in the withdrawal of course approval, not only for the submitted course, but also for future courses, and that the Department reserves the right to pursue further legal remedies.		
NAME/SIGNATURE OF <u>PERSON RESPONSIBLE</u> FOR THIS COURSE		DATE
PRINT NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF SPONSOR'S <u>CONTACT PERSON</u> FOR THIS COURSE:		
CONTACT'S EMAIL ADDRESS:		

**INSTRUCTIONS ON REVERSE**

# NY PESTICIDE TRAINING COURSE SPONSOR INSTRUCTIONS

## ADVANCE NOTICE

Applications for pesticide applicator training courses must be submitted at least 45 days prior to the commencement of the course to allow sufficient time for review, approval, and return of course approval documents to the sponsor. DEC will consider re-approval of courses that are identical to a course first approved within the past 3 years with at least 2 business days prior written notification.

## APPLICATION PROCESS

The course sponsor must submit the course application and supporting documents to [pestcourse@gw.dec.state.ny.us](mailto:pestcourse@gw.dec.state.ny.us) or the NYSDEC, Bureau of Pest Management, Pesticide Reporting & Certification Section, 625 Broadway, Albany, New York 12233-7254. The request for course approval must include:

- A completed Pesticide Training Course Application.
- A **detailed** course description with time of training in each subject. Applications without adequate subject detail will be returned.
- A program agenda that includes start/stop times (e.g. 10:00-10:30) for each topic or speaker as well as any breaks or meals must be shown. Minimum break periods of 15 minutes for every three hours of continuous training must be included.
- A description of the methods used to ensure that only those attendees who sit for an entire course as approved by DEC receive the course certificate at the conclusion of the course.
- Copies of all materials to be handed out at the course, if requested by DEC.
- A draft copy of the course announcement if one is to be sent to prospective attendees.

### **Recertification courses**

Applications for pesticide recertification courses submitted for credits will be evaluated on the basis of subject matter presented and time devoted to the topic. Credits are assigned to specific categories or subcategories of certification or as Core credits, depending on the topic.

### **Eligibility courses**

Course sponsors applying for approval of 30 hour certification eligibility courses must submit a detailed agenda that includes a minimum of 15 hours of training in Core Manual topics and Federal & NY State pesticide laws and regulations, and a specified minimum number of hours of training in category/subcategory specific topics, which is posted at [www.dec.ny.gov/permits/49005.html](http://www.dec.ny.gov/permits/49005.html) on our website. The total length of actual training must be at least 30 hours. Course sponsors applying for approval of 20 hour Aquatic Anti-fouling Paint Applicator (category 13) eligibility courses must submit a detailed agenda that includes a minimum of 12 hours of training in Core Manual topics and Federal & NY State pesticide laws and regulations, and a minimum 8 hours of training specific to the aquatic anti-fouling paint category (category 13). The total length of actual training must be at least 20 hours for category 13 eligibility.

## APPROVAL PROCESS

The course application (including outline, agenda and instructor qualifications) will be reviewed by the Pesticide Reporting & Certification Section. If approved, course number(s) and appropriate credits will be assigned. **A course should be offered only as approved by DEC in advance, based on the course application submitted to DEC. Sponsors cannot modify the course after DEC has assigned a course number and credits.**

### **Recertification courses**

A maximum of 7.0 recertification credits per day are allowed. One DEC course number will be assigned for each course. This course number is to be listed on the course certificate which is issued to candidates attending the entire course that want recertification credits. Note: Unless DEC approves the course as a distance learning or "TBA" (to be announced) course, the ID number issued for the approved course is to be used only for the specific date, time and place specified on the course application. Distance course requirements are posted at [www.dec.ny.gov/permits/39227.html](http://www.dec.ny.gov/permits/39227.html) on our website.

### **Eligibility courses**

Agendas for eligibility courses may not exceed 7.5 hours of actual training per day. One DEC course number will be assigned for the entire eligibility course. This course number is to be listed on the course certificate which is issued to pesticide certification candidates attending the entire course for initial certification eligibility. Do not issue an eligibility course certificate to an applicator attending for recertification credit. The sponsor must use a separate DEC course roster form for each day of the eligibility course. Eligibility course sponsors who wish to have the course considered for recertification credits for existing certified applicators must make this request on the application. In this case, the course will also be evaluated for recertification credits and separate course numbers and credits will be assigned to each session of the course. A maximum of 7.0 recertification credits per day are allowed. **Certified applicators in attendance for recertification training must be issued one course certificate and sign the recertification course roster for each day or session attended.**

## COURSE SPONSOR RESPONSIBILITIES

The sponsor of a pesticide applicator training course plays a key role in ensuring the integrity of the certification training process. Before the course starts, the sponsor must confirm the identity of any students that want pesticide certification credits. Certified applicators or technicians must present a pesticide photo ID card or photo drivers license. Others may present a photo drivers license to verify identification. The sponsor shall require all certified pesticide applicators to record their certification ID number and print and sign their name on a Recertification Training Roster. Students attending for eligibility must print and sign their name on an Eligibility Training Roster. Roster forms should be collected and secured by the sponsor representative at the start of the course. All original rosters for each day of training must be submitted to the Pesticide Reporting & Certification Section no later than 21 days after the course. The sponsor must keep a copy of these records on file for a minimum of 5 years.

Appropriate controls must be used to ensure that only the attendees who sit for the entire course, as approved by DEC, receive a course certificate. The sponsor must have sufficient staff present to monitor the audience and supervise the roster sign-in process.

**Attendees who arrive after the start of the first training topic or leave before the end of the last topic shall not be issued a course certificate.**

The course sponsor must only issue one original course certificate to course attendees completing the full length of training as approved by DEC. **Certificates must follow the DEC format** for either an eligibility course or recertification course, as appropriate. **Sponsors must submit a sample course certificate to the Pesticide Reporting & Certification Section within 5 days of receiving the course approval notification.**

Pesticide applicator training courses may be re-approved without submitting a complete course application if the course content and instructors are identical to a course first approved within the past 3 years; (every 3 years you need to send a complete new application at least 45 days prior to the course date). The course sponsor must notify the Pesticide Reporting & Certification Section in writing at least 2 business days before the start of each offering of an approved course as required under section 325.21. That notification must include dates, program agenda (with start/stop times for agenda item and breaks) and specific location.

**In addition to the responsibilities outlined above, the course sponsor must submit any required or requested information to DEC in a timely manner and immediately notify DEC of any proposed changes to the approved course content, structure, time, date, and/or location.**

## MONITORING OF PESTICIDE TRAINING COURSES

DEC & USEPA pesticide staff routinely monitor pesticide training courses for course content, time allocated to topics, etc. As a condition of course approval, sponsors must grant DEC/USEPA pesticide staff access to monitor any approved course and waive registration fees for DEC/USEPA pesticide inspectors.