



New York State Department of Environmental Conservation
 Bureau of Pest Management
 Pesticide Reporting & Certification Section
 625 Broadway, Albany, NY 12233-7254
 (518) 402-8788

**NOTE: THIS APPLICATION
 MUST BE SUBMITTED AT
 LEAST 45 DAYS PRIOR TO
 THE COURSE DATE.**

BE GREEN ORGANIC YARDS NY COURSE AND EXAM APPLICATION
THIS FORM IS NOT FOR PESTICIDE CREDITS (see instructions on reverse)

You will find this application on our website in MS Word and PDF format at: <http://www.dec.ny.gov/public/65087.html>. Please fill it out completely and save it.
 An initial *Be Green* Basic Education Course application must accompany a *Be Green* Course Provider Agreement signed by the course provider (see reverse).
 Send subsequent *Be Green* Course applications to: begreen@dec.ny.gov as an attachment to an email or to the street address above.

COURSE TITLE		COUNTY
NAME OF FACILITY & FULL ADDRESS WHERE COURSE WILL BE HELD		DATE(S) OFFERED
ORGANIZATION/PROVIDER(S) OFFERING COURSE		
BE GREEN COURSE PROVIDER AGREEMENT NUMBER _____		
COURSE OPEN TO THE PUBLIC? Yes ___ No ___	BASIC EDUCATION COURSE? Yes ___ No ___	
	CONTINUING EDUCATION? Yes ___ No ___	
IS THIS COURSE <u>IDENTICAL</u> TO A COURSE PREVIOUSLY GIVEN?	TARGET AUDIENCE:	
No ___ Yes ___ If Yes, List Course Number _____	ANTICIPATED NUMBER OF ATTENDEES _____	
COURSE DURATION:	COURSE START TIME:	COURSE END TIME:
LIST ALL BREAKS IN CLOCK TIMES:		
BRIEF DESCRIPTION & COURSE OBJECTIVES:		
YOU MUST ATTACH YOUR COURSE AGENDA AND EXAM. A DETAILED DESCRIPTION OF EACH TOPIC IS REQUIRED. INCLUDE START AND STOP TIMES FOR EACH TOPIC/SPEAKER AND EXAM. 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 ARE RECOGNIZED FOR COMPLETING THE COURSE.		
NAME(S) OF INSTRUCTOR(S): (Attach a complete Be Green Instructor Application for each)		
CERTIFICATION: I agree to ensure that this training course and exam will be conducted according to the standards set forth in the Be Green Course Provider Agreement and Instructions. I will notify the DEC of all changes to the course date, location, attached agenda or instructors at least 10 business days prior to date of course. I understand that submitting information for training course and exam acceptance is a legal process. Falsification by a Course Provider responsible for the information provided, and/or the training and exam conducted as pre-accepted may result in the withdrawal of course acceptance, not only for the submitted course, but also for future courses, and that the DEC reserves the right to pursue further legal remedies.		
NAME/SIGNATURE OF COURSE PROVIDER		DATE
PRINT NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF COURSE PROVIDER OR PROVIDER'S <u>CONTACT PERSON</u> FOR THIS COURSE:		
CONTACT'S EMAIL ADDRESS:		

INSTRUCTIONS ON REVERSE

BE GREEN ORGANIC YARDS NY COURSE PROVIDER INSTRUCTIONS

ADVANCE NOTICE

Applications for training courses must be submitted at least 45 days prior to the commencement of the course, to allow sufficient time for review and return of course acceptance documents to the provider. DEC will consider re-acceptance of courses that are identical to a course first accepted with at least 10 business days prior written notification. The provider will notify DEC of changes to the course date, location, agenda or instructors at least 10 business days prior to date of course.

SUBMITTING FOR ACCEPTANCE

The Course Provider must submit the original Be Green Service Mark Agreement with the first Basic Education course application and supporting documents to the DEC, Bureau of Pesticides Management, Pesticide Reporting & Certification Section, 625 Broadway, Albany, New York 12233-7254. The Course Provider must submit any course applications, other than the initial Basic Education course, and supporting documentation to the Bureau at the above address or to begreen@dec.ny.gov. The request for course acceptance must include:

- \$ A completed *Be Green Organic Yards NY* Course Application.
- \$ A **detailed** course description with time of training in each subject. A program agenda that includes start/stop times in clock hours (e.g. 10:00-10:30) must be shown for each subject or speaker, the exam and any breaks or meals. Minimum break periods of 15 minutes for every three hours of continuous training must be included. Applications with inadequate subject detail will be returned.
- \$ A copy of the exam, if it is a Basic Education Course.
- \$ A description of the methods used to ensure that only attendees who sit for an entire course as accepted by DEC are recognized for completing the course.
- \$ Copies of all materials to be handed out at the course, if requested by DEC.

Basic Education Courses - Course providers applying for acceptance of *Be Green Organic Yards NY* Basic Education Courses must submit a detailed agenda that includes a minimum of 7 hours of training in the course topics listed in Section I of the Course Provider Service Mark Agreement. A Basic Education Course application must include an associated time frame for each topic area reflecting assessment in Section I of the relative emphasis that should be accorded each topic. Course Providers may give further emphasis to areas of special interest, such as arboriculture, or make adjustments to the order of presentation, as long as the required basic topics are covered in full.

Basic Education Exams - A proctored one-half hour exam at the end of the Basic Education Course must cover the range of primary topics in the Basic Education Course and verify competence in the subjects discussed. A copy of the exam must accompany each Basic Education Course application. A minimum of ten questions from a DEC-provided list of questions must be included. The Course Provider may add an additional five to ten questions of their own. Course attendees must answer seventy-five (75) percent of the questions correctly to have successfully completed the exam.

Continuing Education Courses - Applications for *Be Green Organic Yards NY* Continuing Education Courses submitted for acceptance will be evaluated on the basis of subject matter presented and time devoted to the topic. Course topics can be any of those covered by the Basic Education Course in Section I of the Course Provider Agreement, with a minimum of four hours of approved content. New topics may also be proposed, subject to DEC review. An Exam is not required for *Be Green* Continuing Education Courses and Exam questions are not required to be submitted for Continuing Education Course applications.

NOTE: A separate application process is required for DEC pesticide course credit. For information, see <http://www.dec.ny.gov/permits/38986.html>.

ACCEPTANCE PROCESS

The course application including outline, agenda, instructor qualifications and, for Basic Education Courses, the exam will be reviewed by the Pesticide Reporting & Certification Section. If accepted, course number(s) will be assigned. **A course should be offered only as accepted in advance, based on the course application submitted to DEC. The provider cannot modify the course after DEC has assigned a course number, unless the DEC is notified and the changes are accepted.**

Basic Education Courses - One DEC course number will be assigned for the entire Basic Education Course and Exam. Basic Education Course Providers who wish to also have the course considered as a Continuing Education course must make this request on the application. In that case, the course will also be evaluated for Continuing Education acceptance and a separate course number will be assigned. *Be Green* Businesses in attendance for purposes of a Continuing Education course must sign a separate Continuing Education course roster. The course number must be listed on the Basic Education Course roster.

Continuing Education Courses - One *Be Green* course number will be assigned for the entire Continuing Education course. This course number must be listed on the Continuing Education roster.

The DEC may reject any course agendas or exams which are inconsistent with *Be Green Organic Yards NY* conditions and prohibitions, with an explanation of how it must be revised.

COURSE PROVIDER RESPONSIBILITIES

The Provider of a *Be Green Organic Yards NY* Course plays a key role in ensuring the integrity of the training process. Prior to the start of the training session the Provider must confirm the identity of any students attending. Attendees must present a photo ID card. Students attending for a Basic Education Course must print and sign their name on the roster. Following completion of the Basic Education Course and Exam the Course Provider is responsible for recording whether or not the individual passed the exam on the roster. The Course Provider shall require all existing *Be Green* Business Representatives to record their ID number and print and sign their name on a Continuing Education Course Roster. Roster forms should be collected and secured by the Provider representative at the start of the course. All original roster forms for each day of training must be submitted to the Pesticide Reporting & Certification Section within 10 days of course completion. The Provider must keep a copy of these records on file for a minimum of 3 years. Appropriate controls must be used to ensure that only attendees who sit for an entire course, as accepted by DEC, are recognized for completing the course. The Provider must have a sufficient number of 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 credited with attending.**

Be Green courses may be re-accepted without submitting a complete course application, if the course content and instructors are identical to a course first accepted. The Course Provider must notify the Pesticide Reporting & Certification Section at least 10 business days prior to the start of each offering of an accepted course. Prior notification must include dates, program agenda (with start/stop times for agenda item and breaks) and specific location.

MONITORING OF COURSES

DEC staff may monitor training courses for course content, time allocated to topics, etc. As a condition of course acceptance, Providers must grant DEC staff access to monitor any accepted course and waive registration fees for the DEC staff for purposes of monitoring only.