New Jersey Department of Environmental Protection

Pesticide Licensing and Registrations

**NOTE: THIS APPLICATION**

**MUST BE SUBMITTED AT**

**LEAST** **25 DAYS PRIOR TO**

**THE** **COURSE DATE**

401 East State Street

Mail Code 401-04A

Trenton, NJ 08625-0420

**PESTICIDE TRAINING COURSE APPLICATION**

**You will find this application on our website (**[**www.pcpnj.org)**](https://www.pcpnj.org/) **in MS Word format. Please fill it out completely, save it and then** **send it to:** [PestCertCourses@dep.nj.gov](mailto:PestCertCourses@dep.nj.gov)  **(as an attachment to an email).**

|  |  |
| --- | --- |
| COURSE TITLE | NEW JERSEY 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 \_\_\_  No \_\_\_ | RECERTIFICATION CREDITS? Yes \_\_\_\_  No \_\_\_\_ | CATEGORIES REQUESTED |

|  |  |
| --- | --- |
| IS THIS COURSE IDENTICAL TO A COURSE FIRST APPROVED WITHIN THE PAST 3 YEARS?  SEE INSTRUCTIONS ON REVERSE    No\_\_\_\_\_ Yes \_\_\_\_\_ If Yes, List Course Number: | 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: |
|  |
|  |
| **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. |

|  |  |
| --- | --- |
| NAME OF INSTRUCTOR(S) w/ CREDENTIALS (i.e., short bio and/or resume)  1.  2. | 3.  4.  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 Operations 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 PERSON RESPONSIBLE FOR THIS COURSE | DATE |

|  |
| --- |
| PRINT NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF SPONSOR’S CONTACT PERSON FOR THIS COURSE:  CONTACT’S EMAIL ADDRESS: |

**NJ PESTICIDE TRAINING COURSE COORDINATOR INSTRUCTIONS**

**ADVANCE NOTICE**

Applications for pesticide applicator training courses must be submitted at least **25 days prior** to the commencement of the course to allow time for review, approval, and return of course approval documents to the sponsor.

**APPLICATION PROCESS**

The course sponsor must submit the course application and supporting documents to [PestCertCourses@dep.nj.gov](mailto:jason.gaskill@dep.nj.gov) or by mail to the address provided at the top of the application. 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. 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 NJDEP receive the course certificate at the conclusion of the course.
* Copies of all course material handouts, if requested by NJDEP.
* A draft copy of any course announcement to be sent to prospective attendees.
* For online courses: A written explanation of attendance verification procedures used to meet the three requirements listed under Online Courses below.

**ONLINE COURSES**

Online courses must meet the following requirements. Some acceptable means of meeting these requirements are listed under each item:

* + - 1. The identity of attendees must be verified using a government-issued photo ID.
         * Have attendees show their ID on video at the beginning of the class
         * Have attendees send a time-stamped picture of themselves with the photo ID at the beginning of class. Keep a copy of these photos for 5 years.
      2. The course coordinator must ensure that attendees who receive credit are present for the entire course.
         * Observe attendees on camera throughout the course
         * Use periodic class participation that requires a response from the attendees, and refuse credit to those who do not respond in a timely manner
      3. The course coordinator must ensure late comers do not receive credit.
         * Lock entrance to the webinar after it begins
         * Track attendees log-in and log-out times

Note: All online courses receive the date of January 1st for the licensing year they are taking place. For ongoing courses, a new number must be obtained each licensed year, which runs from November 1st to October 31st.

**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 and/or as Core credits, depending on the topic.

**APPROVAL PROCESS**

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

**RECERTIFICATION COURSES**

One NJDEP course number will be assigned for each course. This course number is to be listed on the Pesticide Applicator Recertification Course Attendance Form which is to be filled out in detail by candidates attending the entire course that want recertification credits.

**DUAL COURSES (TRAINING/RECERTIFICATION)**

Category Training Courses are intended ONLY for unlicensed individuals. Recertification credits will no longer be awarded for 40 hours On-The-Job Training (OJT) Courses.

**COURSE COORDINATOR RESPONSIBILITIES**

The coordinator of a pesticide applicator training course plays a key role in ensuring the integrity of the certification training process. Before the course starts, the coordinator must confirm the identity of any students seeking pesticide certification credits. Certified applicators or technicians must present a valid photo ID. The sponsor shall require all certified pesticide applicators to record their **active** pesticide license number, birthdate, and both print and sign their name as it appears on their license on the **Pesticide Applicator Recertification Course Attendance Form** which shall be collected at the end of the day. All attendance and certification rosters must be submitted to the Bureau of Pesticide Compliance and Enforcement no later than 21 days after the course. The coordinator 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 NJDEP, receive a course certificate or sign the **Pesticide Applicator Recertification Course Attendance Form.** The coordinator must have sufficient staff present to monitor the audience and supervise the attendance sign-in process. The course coordinator must only issue one original training course certificate to course attendees completing the full length of training as approved by NJDEP.

**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.**

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

**MONITORING OF PESTICIDE TRAINING COURSES**

NJDEP & 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 NJDEP/USEPA pesticide staff access to monitor any approved course and waive registration fees for NJDEP/USEPA pesticide inspectors.