

# How to host a pesticide applicator training seminar

Pesticide applicators can renew their certification credential either by retaking the certification exam or by obtaining recertification credits. The Michigan Department of Agriculture and Rural Development (MDARD) awards one recertification credit per hour of training. Credits must be earned by December 31 of the year the certification credential expires.

## Who can host a pesticide applicator training seminar?

Governmental and non-governmental agencies, professional associations, accredited schools, commodity grower groups and others deemed appropriate. Trainers or speakers can be University/Extension researchers, teachers, governmental and industry/association experts, and independent researchers.

## How to request to host a training seminar:

Complete the [Request Seminar Credits](#) form and submit it 30 days before the date of the training seminar. Send seminar request by email to [MDARD-PESTICIDE@michigan.gov](mailto:MDARD-PESTICIDE@michigan.gov).

- If your request is approved, you will receive a letter with a seminar code and the number of credits awarded, and to which categories those credits apply.
- If your request is denied, the reason(s) for denial will be provided and you can revise your training agenda and resubmit it for evaluation.

## Once your request is approved, you must:

Monitor attendance to ensure only participants who stay for the duration of the seminar receive credit(s). Attendance needs to be reported to MDARD on the attendance roster-spreadsheet provided with the approval letter.

Ensure all fields on the mandatory attendance roster-spreadsheet are completed properly for each participant in attendance. If roster is not filled out properly, it will be returned to you and it will delay in participants receiving recertification credit(s).

Return completed attendance roster within two weeks of the seminar. Participants cannot receive recertification credits if the roster is not returned.

## Seminar monitoring:

MDARD can monitor any seminar approved for recertification credits to ensure program integrity with the Environmental Protection Agency and adherence to recertification credit guidelines and seminar's agenda. If you have questions or need assistance, please contact Lauren Gott at [GottL@michigan.gov](mailto:GottL@michigan.gov) or call 517-420-1865.