



GUIDELINES TO APPLY FOR PESTICIDE RECERTIFICATION CREDITS

Pesticide applicators in Michigan may obtain pesticide recertification credits to renew their applicator certification credential instead of retaking the certification exam. The required number of recertification credits must be earned before December 31st of the year when the certification credential expires. The Michigan Department of Agriculture and Rural Development (MDARD), reviews and awards one recertification credit per hour of training to qualified training topics.

Who can apply for recertification credits?

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 recertification credits:

Complete the Request for Seminar Credits form and submit it thirty (30) days before the date of the seminar. This will ensure timely review and if approved, mailing of seminar record sheets and seminar code. Send seminar request by e-mail to escobara@michigan.gov or by fax at (517) 335-4540.

If your credit request is approved, you will receive a letter with a seminar code and information on the number of credits awarded, and to which categories those credits apply. **If denied**, reasons for denial will be communicated to you; you can then make revisions to your training agenda, and you may re-submit it again for evaluation.

If your seminar is approved for recertification credits, you must:

Monitor attendance and **distribute** recertification seminar record forms (bubble sheets) **until the end of the seminar**; this will ensure that only participants that stay for the duration of the approved seminar receive credit(s).

Be aware of participants asking for more than one recertification seminar record form, this will help in preventing forms being turned in for persons not in attendance.

Make sure that recertification record forms (bubble sheets) are properly completed. Review the forms for accuracy, and make any corrections/edits

before returning them to MDARD. If the forms are not filled out properly, they will be returned to you and it will delay in participants receiving recertification credit(s).

Return completed recertification record forms within two weeks after the seminar. If forms are not returned, participants will not receive recertification credits.

Return all unused recertification record forms, unless you are granted permission to keep them for future seminars.

SEMINAR MONITORING:

To support the recertification by seminar effort, MDARD reserves the right to monitor any seminars approved for recertification credits. This ensures program integrity with the Environmental Protection Agency (EPA), and adherence to recertification credit guidelines and seminar's agenda.

If you have questions or need assistance, please contact Antonio Castro-Escobar by e-mail at escobara@michigan.gov by phone at (517) 284-5659, or by fax at (517) 335-4540.