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STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

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Guidance for Hosts Offering Recertification Credits at a Seminar

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The recertification by seminar program is administered through MDARD-Pesticide@Michigan.gov. Please email all questions and forms to the shared inbox and do not cc the program contacts. *This allows all communication to be stored in one location for efficiency purposes.

The Michigan Department of Agriculture & Rural Development (MDARD) is providing additional information to assist entities that want to offer recertification credits at a seminar event. This guidance is to assist hosts that want to offer seminar credits to applicators.

Additional information about recertification seminars can be found on MDARD's recertification by seminar webpage, Michigan.gov/PestSeminars.

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Definitions

Commercial Applicator: A person who is required to be a registered or certified applicator under [Act 451, Part 83, Pesticide Control](#), or who holds himself or herself out to the public as being in the business of applying pesticides.

Competency: Having practical knowledge, skill, experience, and judgment necessary to perform tasks associated with pesticide applications without causing unreasonable adverse effects.

Consistent: After evaluation, MDARD has deemed the seminar worth the credits offered. The seminar's content, length, and quality were deemed consistent with MDARD's approval and MDARD's recertification seminar program requirements.

Host: A person or entity that wants to offer recertification credits at a seminar. This includes, but is not limited to, public entities, professional associations, private companies, government and non-government agencies, accredited schools and organizations, restricted use pesticide (RUP) dealers, crop advisors, commodity grower groups, licensed pesticide applicator businesses, and others deemed competent to offer quality training programs.

Inconsistent: After evaluation, MDARD has deemed the seminar not worth the credits offered. The seminar's content, length, or quality were deemed inconsistent with MDARD's approval and/or by failing to follow MDARD's recertification seminar program requirements.

MDARD: Michigan Department of Agriculture & Rural Development

Private Agricultural Applicator: A certified applicator who uses or supervises the use of a restricted use pesticide for a private agricultural purpose.

Private Agricultural Purpose: The application of a pesticide for the production of an agricultural commodity on either of the following:

- Property owned or rented by the person applying the pesticide or by his or her employer.
- Property of another person if applied without compensation, other than trading of personal services between producers of agricultural commodities.

Recertify: To renew an expired pesticide certification credential by demonstrating one's knowledge, skill, experience, and judgment necessary to perform tasks associated with pesticide applications without causing unreasonable adverse effects.

Seminar: An educational program intended to train applicators on the use of pesticides, for which recertification credits are offered. A seminar can consist of one or more

presentations with one or more speakers, and there can be one or more seminars at a larger event. Each seminar is assigned a unique seminar code by MDARD. Seminars vary from virtual self-paced courses, webinars, and in-person events.

Speaker: An instructor who presents or instructs on a specific topic at a seminar.

Background & Purpose

[Act 451, Part, 83, Pesticide Control](#), authorizes MDARD to regulate the certification of pesticide applicators. [Regulation 636, Pesticide Applicators](#) further defines the certification process and establishes two methods an applicator may recertify:

1. Re-take the applicable certification examination(s) (hereon referred to as exams).
2. In lieu of taking exam(s), an applicator may earn recertification seminar credits, (hereon referred to as credits) by attending seminars.

Both methods of recertifying require an applicator to meet the same competency standards necessary for certification or registration. The goal of the recertification by seminar program is to ensure pesticide applicators who choose to renew their credential through credits receive timely, relevant, and high-quality training that facilitates the safe application of pesticides.

MDARD's role in the seminar program is administrative only; ensuring course content meets the standards described in [Regulation 636](#) and [40 CFR, Part 171, Certification of Pesticide Applicators](#). MDARD does not determine seminar availability but ensures seminar content meets minimum requirements while applicators and hosts follow program procedures. MDARD acknowledges seminar courses are a meaningful and a useful path to recertification, but the default means of recertification is through examination.

Resources

- Applicators can verify how many credits they have earned: [MDARD's Applicator Credit Report](#)
- Applicators can provide feedback about a seminar: [Seminar Evaluation Form](#)
- MDARD renewal process webpage: [Michigan.gov/PestCertRenewal](#)
- MDARD recertification by seminar webpage: [Michigan.gov/PestSeminars](#)
- MDARD pesticide applicator webpage: [Michigan.gov/MDARDPestCert](#)
- Applicators who have questions about the status of their certification credential can contact MDARD's Central Licensing and Call Services Unit at MDARD-PestCert@michigan.gov or 800-292-3939.
- For general pesticide questions, contact MDARD's Pesticide Section at MDARD-Pesticide@Michigan.gov.

Host Expectations

Review the [definition of a host](#) to determine if you or your organization qualify. Please keep in mind as you think about hosting a seminar:

- It is a privilege to be a host.
- MDARD reserves the right to deny seminar credit requests that repeatedly fail to adhere to recertification by seminar policies.
- It is your responsibility to ensure that applicators are receiving meaningful and relevant training to help MDARD's goal of competent pesticide applicators.

You are expected to:

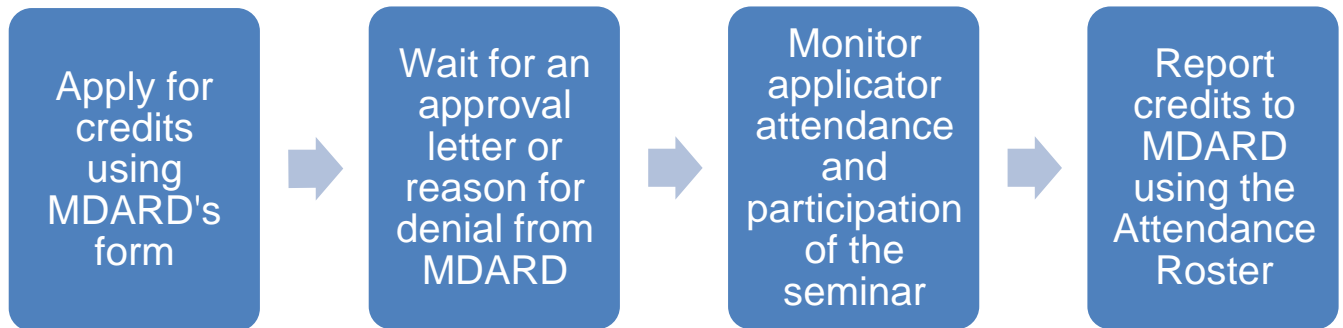
- Verify the topic and content discussed by any speakers for the seminar before submitting any information to MDARD.
- Use the correct and most up to date forms for any information submitted to MDARD.
- Submit forms to MDARD in a timely manner and through the designated process.
- Submit any changes to approved seminars to MDARD.
- Take attendance and verify an applicator is present for the entirety of a seminar.
- Monitor applicator participation to verify an applicator is actively listening and learning the content throughout the entirety of the seminar.
- Adhere to a seminar's approved content, length, agenda, and other information provided to MDARD for approval.
- Adhere to hosting policies identified in [MDARD PEST-POL-0306 Requirements for Hosting a Recertification Seminar](#).

Approved Seminar Content

50 minutes of educational content equals one credit. Topics less than 50 minutes of content can be paired with other approved topics to earn 1 credit. Agendas can be structured in a variety of ways and include various topics related to using pesticides and pest management.

Topics are reviewed to determine if they are a core competency, are specific to a category, or only applicable in agricultural or commercial settings. A seminar topic is only approved if it is related to pest management and pesticide use. Review [Appendix A – Standards of Certification \(Recertification\)](#) for additional details on approved seminar content.

How to Host a Seminar



Requests for seminar credits must be submitted **at least 30 calendar days** in advance of the seminar date.

- This allows adequate time for MDARD to ask for any additional information needed to approve the seminar and generate an approval letter, while also accounting for annual, sick, or holiday leave; departmental emergencies, and overall workload balance.

Credit requests must be submitted using the [Form to request seminar pesticide credits](#).

- Complete all applicable fields.
- Older versions of the form will not be accepted by MDARD and will be returned.
- **Agendas must include the topic title, 3 sentences to describe the topic, and the speaker's name and job title.**

Submit the [Form to request seminar pesticide credits](#) to MDARD by emailing the form and any attachments to MDARD-Pesticide@Michigan.gov.

Approval or Denial

MDARD will email approval or denial information. If denied, MDARD will provide a response as to why. Upon approval, you will receive an approval letter with distinct code for each seminar, an attendance roster (Excel spreadsheet), and directions on how to submit the attendance roster to MDARD.

You can appeal an approval or denial by providing additional information to MDARD as to why a seminar or topic is worth credit or should include a specific category. Appeals can be emailed to MDARD-Pesticide@Michigan.gov.

Verifying Attendance and Participation

You are responsible for verifying that applicators are present and are participating in the entirety of the seminar.

- You can establish attendance and seminar completion procedures that best suit the nature of your seminar.
 - This includes, but is not limited to, attendance record sheets, surveys, forms, barcode scanners, QR codes, etc.

- You can use surveys, quizzes, polls, exams, visual observation, and other forms of verification to confirm that an applicator has participated for the entirety of a seminar.
- At large conferences with multiple sessions, you must verify that an applicator does not claim attendance at concurrent sessions.

Use your own discretion to determine if an applicator has not been present or paying attention during a seminar. **You may ask applicators to leave a seminar if necessary. You may withhold credits from applicators if they were not present for the entire seminar or failed to participate.** Situations in which credits should not be awarded to an applicator include:

- Arriving late or leaving early.
- Falling asleep.
- Excessive cell phone use.
- Missing multiple check-ins during the event.
- Submitting credits for applicators not present.
- Other disruptive behaviors that inhibited the applicators and other attendees' ability to learn.

For online seminars:

- Applicators must be signed in when the seminar begins to discuss seminar content.
- Applicators must remain signed in until the host identifies that the seminar content has completed.
- If utilizing a training module system, the applicator must complete the entirety of the module to receive credits. You must have a mechanism to verify completion.
- Any connectivity issues on the applicator's side must be communicated with you.

Report any issues or concerns about attendance or participation to MDARD when submitting the Attendance Roster.

Reporting Attendance to MDARD

You are responsible for collecting an applicator's certification information to report seminar credits to MDARD. **You must use MDARD's Attendance Roster to report applicator credits.**

- Collecting applicator information to report credits to MDARD may be completed upon registration for the event.
- Applicators will select one category per each seminar code. Credits earned for each seminar code cannot be split between multiple categories (including core).
 - For example, if a seminar is approved for 4 credits in the commercial core and category 3A, the seminar cannot be split (2 credits to core and 2 credits to 3A). The 4 credits can either be applied to the core or 3A.
- Although you may utilize a different format to record attendance and participation, only MDARD's Attendance Roster will be accepted.

- Applicators that are certified as both private, commercial, or a registered applicator can apply credits from one seminar to both credentials. Applicators must report both certification and registration numbers to you. These are entered as two separate lines on the attendance roster.
- **You must provide the Attendance Roster to MDARD no later than 14 calendar days following the seminar date.**
- Email the Attendance Roster to MDARD-Pesticide@Michigan.gov.

As the host of the seminar, applicators are instructed to contact you if they have not received their credits after attending their seminar. Credits may not post to an applicator's credential for a variety of reasons, including but not limited to, no attendance roster was received by MDARD, their name was not reported on the attendance roster, there was a typo in their information on the attendance roster, etc. MDARD does attempt to match credits that have not connected to an applicator's credential, but it is time consuming. By contacting you as the host, you can verify why an applicator did not receive their credits before MDARD attempts to match the credits.

Renewing Online Seminars

Online recertification seminars are valid until December 31 of the approval year. Online seminars that require renewal are re-submitted to MDARD in October. MDARD will reach out to any hosts that have online seminars to determine if they need to be renewed and if there are any changes. If the seminar content has not changed, you only need to provide this year's seminar code and the approved categories from the current year. No new form or agenda needs to be re-submitted to MDARD.

MDARD Seminar Evaluations

To ensure the integrity and effectiveness of the recertification program, MDARD periodically audits seminars to verify the content, length, and quality of the seminar meets the minimum requirements outlined [MDARD PEST-POL-0304 Recertification Seminar Policy](#).

- You shall not deny MDARD entrance to a seminar for monitoring purposes or charge an admission fee.
- Seminars are either deemed consistent or inconsistent with the content approved by MDARD.
 - If it is determined that the course's content or speaker deviates significantly from what was approved, MDARD may adjust or revoke the awarded credits.
 - MDARD may contact you regarding the seminar evaluation.
 - You may lose your ability to offer seminar credits with continued unfavorable evaluations from MDARD and/or failing to adhere to recertification seminar policies.
- MDARD has a public facing [recertification seminar evaluation form](#) for receiving public feedback from seminar attendees. Any feedback received will be reviewed by MDARD and you are informed of all comments.

- You may appeal an approval, denial, or evaluation by contacting MDARD at MDARD-Pesticide@Michigan.gov. Please provide the following information for the appeal:
 - A detailed breakdown of each speaker and any scheduled breaks.
 - A detailed description of the content covered by each speaker, including timing, and how the content directly relates to the applicable competency standards established in Regulation 636.
 - An explanation of why they believe MDARD's evaluation is inaccurate.

References

- [Act 451, Part, 83, Pesticide Control](#)
- [Regulation 636, Pesticide Applicators](#)
- [40 CFR Part 171 Certification of Pesticide Applicators](#)
- MDARD PEST-POL-0304 Recertification Seminar Policy
- MDARD PEST-POL-0306 Requirements for Hosting a Recertification Seminar
- [Form to request seminar pesticide credits](#)

Appendix A – Standards for Certification and Recertification

Topics are reviewed to determine if they are a core competency, are specific to a category, or only applicable in agricultural or commercial settings.

Core

The minimum competencies that are required to be an effective applicator are considered core to using pesticides. Core competencies are generic in nature and are important knowledge and skills for any applicator, regardless of what category they are certified or registered in. Because any type of applicator can accrue core credits, it's important to distinguish what topics are relevant to all applicators versus specific [categories](#) or an [agricultural specific topics](#).

When core credits are awarded to a seminar, it provides an opportunity for all applicators (from turfgrass applicators to the pest management industry to farmers growing crops), to attend the seminar and receive core credits. To be eligible for both private and commercial core credits, the seminar's content must directly relate to the competency standards described in [40 CFR, Part 171](#), which are also listed below. To be approved for core credits, the topics must be discussed in depth (not just mentioned) and be generic or broad about applying pesticides. Core topics include:

- General features of pests.
 - Common features and characteristics of damage needed to identify a pest.
 - Understanding how to identify a pest.
- General principles of Integrated Pest Management (IPM).
 - What is IPM.

- IPM steps (ID, defining area of control, planning strategy, monitoring, evaluation).
- Pest management methods (biological, mechanical, cultural, physical, genetic, chemical).
- Label review and comprehension.
 - How to read and comprehend a pesticide label. What is the trade/product name, ingredient statement, use classification, signal words, precautionary statements, environmental precautions, use directions, disposal directions, storage requirements, etc.
 - Restricted use verses general use pesticides.
 - Understanding the label is the law and using pesticides in a manner consistent with the label.
 - Mandatory verses advisory language.
 - Verifying the label doesn't prohibit the use of the product to control the target pest(s).
- Pesticides and human health relating to exposure.
 - Worker safety. (WPS is considered an agricultural specific topic).
 - Exposure routes.
 - Toxicity and potential effects.
 - Risk is a function of exposure and pesticide toxicity.
 - Signs and symptoms of pesticide exposure.
 - First aid following pesticide exposure.
 - Handling pesticide containers and equipment.
 - Personal protective equipment.
 - Common types and causes of pesticide accidents.
- Pesticides and the environment.
 - Environmental fate of pesticides (drift, volatilization, leaching, crop removal, microbial degradation).
 - Surface and groundwater contamination.
 - Soils when discussing geology, residual soil activity, label directions for specific soil types, pesticide persistence.
- Protecting non-target organisms from accidental exposure.
 - Protecting pollinators.
 - Endangered Species Act requirements. EPA Bulletins Live Two.
 - Protecting other fish or wildlife.
 - Protecting wetlands and other bodies of water.
 - Precautions necessary to guard against injury to applicators and individuals in or near treated areas.
 - Drift management.
- Climate and weather when discussing how it influences how and when to make a pesticide application, its effects on pests, or degradation of pesticide residues.
- Pesticide laws and regulations.
- Pesticide formulations.
 - Types of pesticides.
 - Types of formulations.
 - How to mix and load various formulations.

- Compatibility.
- Using adjuvants.
- Factors that influence effectiveness or lead to pesticide resistance.
- Pesticide application equipment.
 - Types of equipment.
 - Methods of application.
 - Components of equipment.
 - Operation and maintenance of equipment.
 - Calibrating equipment.
- Pesticide recordkeeping.
- Pesticide container storage, handling, and disposal procedures.
 - Clean Sweep.
 - Keep pesticides away from children and other persons that may have access.
- Certification and training updates.

Categories

Competency standards for each category are defined in [Regulation 636, Rule 4](#). To be eligible for category credits, the seminar's content must directly relate to the competency standards described in Regulation 636 and listed below.

These topics are mostly applicable to commercial applicators, except for when the seminar pertains to growing an agricultural commodity (see [Agricultural specific topics below](#)). Topics can be only applicable to commercial applicators certified or registered in the specific category. To review all standards for commercial categories, review [Regulation 636, Rule 4](#). Category specific topics includes, but are not limited to:

- Being certified or registered in the correct category appropriate for the site and type of application.
- Pest ID.
- Pest biology and life cycles.
- Pest monitoring tips.
- Pest management.
 - IPM strategies specific to a pest, such as genetic disease tolerance, using treated seed, pruning, and other non-pesticide pest management strategies.
 - Strategies to reduce pesticide use.
- Reviewing labels in a category specific manner.
 - EX: Teaching the applicator how to complete a termite application using a specific product label.
- Specific types of applications.
 - EX: Tree injections, how to use a Z-spray, using truck mounted equipment, etc.
- Specific use sites.
- Specific types of pesticide formulations used.

- EX: using BT dunks to control mosquitoes, using a WP product on corn to control tar spot, etc.
- Law and regulation requirements specific to a category.
 - EX: what laws a turfgrass applicator needs to know.
- Updates from category specific study manuals.

Aerial and Fumigation Application

To be eligible for category credits, the seminar's content must directly relate to the competency standards described in [Regulation 636, Rule 4\(i\) & \(ii\)](#).

Agricultural specific topics

Certification credentials are separated by private and commercial applicators. In agricultural settings, there are category specific topics that are applicable to private applicators producing agricultural commodities and the corresponding commercial category.

A few examples include the management of plant pests and diseases, application equipment, the Worker Protection Standards, pre-harvest intervals, reviewing product labels in a category specific manner, and other specific crop and commodity production information.

In these instances, the private core and the specific category will be awarded as most agricultural growers hold a private applicator certification credential. Applicable categories include:

- 1A – field crops.
- 1B – vegetable crops.
- 1C – fruit crops.
- 1D – livestock.
- 2 – forestry in relation to production, not maintenance.
- 3A – turfgrass in relation to production, not maintenance.
- 3B – ornamental in relation to production, not maintenance.
- 4 – seed treatment.
- 7E – interiorscape in relation to production, not maintenance.

Ineligible Topics

The following topics are not eligible for credits as they are not comparable to the competency standards described in [Regulation 636, 40 CFR, Part 171](#), or on an examination.

- Fertilizer and nutrient management.
 - May qualify if discussing plant health issues such as disease management and pest tolerance in depth.
- Business practices, sales, branding, or product portfolio updates.
 - Pesticide products may be mentioned briefly when in conjunction with training about pest management. Topics that focus on a review of manufacturing brands, their product availability, and performance

comparisons without discussing impacts on pest management will not be approved for credits.

- Available program software, applications, or updates to existing software.
- Marketing or market analysis.
- Water quality and irrigation.
 - May qualify if discussing pesticide applications or chemigation.
- Pruning and aerating.
 - May qualify if discussing from a standpoint of using less pesticides or IPM.
- Planting flora.
 - May qualify if discussing from a standpoint of using less pesticides or IPM.
- Customer service training outside the scope of professionalism for commercial applicators.
- Employee hiring or retention.
- OSHA or other agency required training.
- CPR, first aid, or other safety training outside of using pesticides.
 - May qualify if discussing pesticide decontamination procedures.
- Farming equipment.
 - May qualify if discussing pesticide application equipment.
- Tillage.
- Soil, including how to read a test and how to improve soil health.
 - May qualify if discussing soil applied herbicides, biopesticides and residual soil activity, and soil topics concerning pesticide mitigation labeling
- Carbon credits.
- Vendor booth sessions.
- Award presentations.
- Panel discussions.
 - May qualify if the only discussion topic is using pesticides.