



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

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Requirements for Certified and Registered Pesticide Applicators Recertifying by Seminar Credits

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The Michigan Department of Agriculture & Rural Development (MDARD) is providing guidance to assist pesticide applicators who wish to recertify their certification or registration credential by earning recertification seminar credits (hereon referred to as credits). Additional information about recertifying your credential can be found on MDARD’s pesticide applicator renewal webpage, Michigan.gov/PestCertRenewal.

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Resources

- Verify how many credits you have earned: [MDARD's Applicator Credit Report](#)
- Keep track of your own credits: [Seminar Attendance Record](#)
- 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
- If you have questions about the status of your renewal, contact MDARD's Central Licensing Unit at MDARD-PestCert@Michigan.gov or 800-292-3939.
- If you have general pesticide questions, contact MDARD's Pesticide Section at MDARD-Pesticide@Michigan.gov.

Background & Purpose

[Act 451, Part, 83, Pesticide Control](#), requires you as a certified or registered applicator to demonstrate your competency to safely apply pesticides every 3 years (AKA recertification). [Regulation 636, Pesticide Applicators](#) establishes two methods that you can complete to recertify your credential:

1. Re-take the applicable certification exam(s). * Registered applicators also need to be re-trained.
2. Instead of taking an examination, you can earn credits by attending continuing education courses/trainings (AKA seminars).

Both methods of recertification require you to meet the same competency standards necessary for initial certification or registration. Specific competency standards are described in [Regulation 636, Pesticide Applicators](#) and [40 CFR Part 171 Certification of Pesticide Applicators](#).

MDARD acknowledges seminar courses are a meaningful and a useful path to recertification, but the default means of recertification is through exams. MDARD does not determine seminar availability but ensures seminar content meets minimum requirements while applicators and hosts follow program procedures. You must adhere to the guidelines in this document to successfully recertify by credits.

Requirements for Recertifying by Credits

- You can only earn credits in the categories you are certified or registered in at the time of the seminar.
- You can only earn credits while your credential is valid, **before it expires**.
 - If you earn credits after your credential expires, the credits will be applied to the next certification/registration renewal period immediately following the current cycle.
- You must earn the **minimum number of credits**.
 - Private applicators need 16 private core credits.
 - Commercial and registered applicators need 8 commercial core credits and 8 credits in each category on your credential.
 - Applicators with aerial or fumigation standards need to earn 2 credits for each standard.
- If you fail to renew a category by credits, you must take the applicable certification exam.

- Credits earned at a seminar cannot be split across multiple categories. You will choose one approved category to apply the credits towards.
 - 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.
- If you are certified as both private, commercial, or a registered applicator, you can apply credits from one seminar to both credentials.
 - Report both certification and registration numbers to the host to apply credits to both credentials.
- If you earn extra credits beyond the minimum number required to recertify, the credits are applied to your active certification cycle. The extra credits cannot be applied to your next three-year certification cycle.

MDARD recommends spreading seminars over the three-year certification period and not waiting until the last year or last few months before your credential to begin earning credits.

Applicator Responsibilities

You are expected to:

- Adhere to MDARD's recertification by seminar policies.
- Be respectful to hosts and other attendees.
- Select seminars to attend that are approved for the categories that you are currently certified or registered in.
- Adhere to any attendance or participating procedures implemented by the host.
- Know your Michigan certification/registration number to provide to hosts for credits.
 - If your certification/registration number is not provided to the host, you may not receive credit for attending the seminar.
- [Track earned credits](#) to ensure you have received credit for seminars you have attended and have earned the minimum number of credits.
- **Provide your renewal application and applicable fee to MDARD. Your recertification will not be processed without the appropriate paperwork.**
 - Contact MDARD-PestCert@Michigan.gov to have a new renewal application issued.

For in-person seminars, you are expected to:

- Arrive on time and remain at the seminar until it concludes.
- Remain physically present, actively listening, and be engaged in the seminar.
- Participate in surveys, quizzes, polls, examinations, and other forms of participation to verify your attendance and engagement.

For online seminars, you are expected to:

- Be signed in when the seminar begins to discuss seminar content and remain signed in until the seminar has concluded.
- Participate in surveys, quizzes, polls, examinations, and other forms of participation to verify your attendance for the entirety of the seminar.
- Complete an entire training module to receive credit.
- Report any connectivity issues to the host.

When you have missing credits, you should contact the host. Credits may not be posted to your credential for a variety of reasons, including but not limited to, no attendance roster was received by MDARD, your name not being reported on the attendance roster, a typo in your information on the attendance roster, etc.

Prohibited Conduct & Noncompliance

If a seminar host determines you violated MDARD's recertification by seminar policies, credits toward your credential will not be reported to MDARD. Prohibited conduct includes:

- Not remaining at a seminar for the entirety of the event.
- Submitting seminar completion information for an applicator that was not in attendance.
- Falling asleep.
- Excessive cell phone use.
- Excessive side conversations with other attendees.
- Missing multiple check-ins during the event.
- Not actively participating in learning.
- Other disruptive behaviors that inhibit your own and other attendees' ability to learn.

The following actions may be taken by MDARD upon failure to follow the requirements identified in this guidance document:

- 1st offense: You will not earn credits for the seminar.
 - If being disruptive, the host may ask you to leave the seminar.
- 2nd offense prior to the expiration of the current credential: You forfeit all credits earned on your current credential and you will need to recertify by exam.
 - After recertifying by examinations, you may resume earning credits.
- 3rd offense: You will permanently lose the option of renewing your credential by credits.

Search for Approved Seminars

All seminars offering credits must be approved by MDARD. You can search for approved seminars by visiting MDARD's recertification by seminar webpage, [Michigan.gov/PestSeminars](https://www.michigan.gov/PestSeminars). The Online Seminars report includes pre-recorded videos,

training modules, and other events that are not live. The Other Seminar Events report includes live in-person and online events.

Tracking Earned Credits

You can use [MDARD's Applicator Credit Report](#) to verify how many credits you have earned. Please note that it takes about a month for credits to appear on the report. You can use the [Seminar Attendance Record](#) included at the end of this guidance document to track how many credits you have earned.

Evaluating Seminars

You can anonymously alert MDARD to concerns or provide feedback about a specific seminar by filling out the [Seminar Evaluation Form](#) or emailing MDARD-Pesticide@Michigan.gov.

How to contact MDARD

Questions about how many credits you have, moving seminar credits, or status updates about your certification credential can be directed to MDARD's Central Licensing and Call Services Unit at MDARD-PestCert@Michigan.gov or 800-292-3939. (Email is preferred).

General questions about pesticide certification can be directed to MDARD's Pesticide Section at MDARD-Pesticide@Michigan.gov.

Additional information about pesticide applicator certification and registration can be found on MDARD's pesticide applicator webpage, Michigan.gov/MDARDPestCert.

