**Michigan Department of Agriculture & Rural Development**
**Pesticide & Plant Pest Management Division**

# REQUEST FOR SEMINAR PESTICIDE CREDITS

SUBMIT FORM THIRTY (30) DAYS PRIOR TO THE DATE OF SESSION
to: MDARD-Pesticide@Michigan.gov
by mail: P.O. Box 30017, Lansing MI 48909

Review the instructions on how to complete this form before beginning your request.

Date Submitted:_____

## REQUESTOR'S INFORMATION

Person Requesting Credits: _____

Business Name: _____

Affiliation: _____

Phone #: _____ E-mail: _____

Street Address: _____

City: _____ State: _____Zip: _____County: _____

**Phone Number for Meeting Inquiries/Registration**: _____

## MEETING INFORMATION

Meeting Title: _____

Date(s) of Meeting: _____

Is this a private meeting? ☐ yes ☐ no

Is this an online meeting? ☐ yes ☐ no

If online, provide the link to the webpage: _____

How will you verify applicator attendance?
_____

List any tools you will utilize to verify applicator participation
_____

**Facility Name (if applicable):** _____

Street Address: _____

City: _____ State: _____Zip: _____County: _____

Phone #: _____

**CREDIT INFORMATION**

Requested number of credits: _____
(1 credit per 50 minutes of training, half credits not awarded)

How should these credits be awarded to applicators (by topic, day, track, entire event, etc.):
_____

Mark which certification categories you are requesting:

| | | |
|---|---|---|
| ☐ Private Core | ☐ 3B - Ornamental Pest Mgmt. | ☐ 7D - Vertebrate Pest Mgmt. |
| ☐ Commercial Core | ☐ 4 - Seed Treatment | ☐ 7E - Interior Plant Pest Mgmt. |
| ☐ 1A - Field Crops | ☐ 5 - Aquatic Pest Mgmt. | ☐ 7F - Mosquito Mgmt. |
| ☐ 1B - Vegetable Crops | ☐ 5A - Swimming Pools | ☐ 7G - Domestic Animal Pest Mgmt. |
| ☐ 1C - Fruit Crops | ☐ 5B - Microbial Pest Mgmt. | ☐ 8 - Public Health Pest Mgmt. |
| ☐ 1D - Livestock Pest Mgmt. | ☐ 5C - Sewer Line Pest Mgmt. | ☐ 9 - Regulatory Pest Mgmt. |
| ☐ 2 - Forestry Pest Mgmt. | ☐ 6 - Right-of-way Pest Mgmt. | ☐ 10 - Demonstration & Research |
| ☐ 2A - Wood Preservation | ☐ 7A - General Pest Mgmt. | ☐ Fumigation |
| ☐ 3A - Turfgrass Pest Mgmt. | ☐ 7B - Wood Destroying Pest Mgmt. | ☐ Aerial |

**Please attach a copy of your agenda or fill out the table on the next page.** Include any scheduled breaks.

Please note that as part of the recertification by seminar program, MDARD inspectors will make periodic visits to monitor and evaluate training sessions for adherence to agenda time and seminar content related to requested categories. No registration fee is required for MDARD to complete their inspection.

I, the requestor, agree to comply with the stipulations in the guidelines for conducting training seminars outlined in MDARD's PEST-POL-0306 Requirements for Hosting a Recertification Seminar and MDARD's guidance document for hosts offering recertification seminar credits. I fully understand that with failure to follow MDARD policies and procedures may result in the denial of any future workshops that may or may not have approval.

**INITIAL** _____

# AGENDA

| Time | Title of Topic | Description of Topic | Speaker Name & Title |
|---|---|---|---|
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**INSTRUCTIONS ON HOW TO COMPLETE THIS FORM**

1. Review any MDARD guidance documents before submitting your request. Guidance documents can be found on MDARD's recertification by seminar webpage, Michigan.gov/PestSeminars.
2. Complete all applicable fields. Incomplete forms will be returned.
3. Fillable fields will automatically adjust to fit the amount of text entered.
4. Seminars marked as private will not be posted on the public facing MDARD webpage.
5. Provide the link to the webpage if the meeting is online. Online meetings do not require a facility name.
6. Record the details on how you will verify applicator ID and attendance. This includes, but is not limited to, verifying ID at sign in or closure of the meeting, using sign-in sheets, QR codes, bar code scanners, etc.
7. Record the details on how you will verify applicator participation. This includes, but is not limited to, quizzes, polls, surveys, observation, etc.
8. Enter how many credit hours you are requesting. 1 credit is awarded per 50 minutes of training. Half credits are not awarded.
9. Include how many applicators you are anticipating will request credits.
10. Identify how you would like these credits to be awarded to applicators. The agenda can be split in a variety of ways, such as by each individual topic, morning and afternoon session, day, tracks, for the entire event, etc. Seminars that have concurrent sessions will be split by topic.
11. Look at your agenda topics and determine which category or categories it covers, such as core, category specific, or both.

    **CORE TOPICS (commercial or private):** these topics are related to any type of pesticide use and are generic in nature. Some examples may include pesticides and human health, pesticides in the environment, pesticide label review, personal protective equipment, pesticide application equipment, equipment calibration, pesticide laws and regulations, record keeping, etc. You may use the core manual as guide for core topics.

    **CATEGORY SPECIFIC TOPICS**: these topics are related to the management of plant pests and diseases. Some examples may include, pest and disease ID, pest/disease biology, pest/ disease monitoring, pest/disease control strategies, weed control, IPM, etc. You may use category specific manuals as guide for category topics.

    **NOTE:** fertilizer, irrigation, business, sales, brand or pesticide product lineups, marketing, or market analysis topics do not qualify for pesticide recertification credits.

12. **Record how long the topic will be discussed.** Examples include 1 hour or 8 – 9 am.
13. **Provide a minimum of three sentences for the description of topic on the agenda.** The more details you provide, the more accurately MDARD can assign credits.
14. **Provide the speaker's name and title**.