

## **Continuing Education Credit System for Recertification of Pesticide Applicators and Dispensers**

### **Background**

The *Integrated Pest Management Act* Regulation permits pesticide certificate holders to renew their certificates by completing continuing education courses. The method by which the continuing education credits can be obtained, however, is not specified in the Regulation. This policy defines the way in which continuing education courses can be obtained and used for renewing pesticide certificates.

### **What the IPM Act Regulation Says:**

#### **Certificate renewal requirements**

**53** (1) For the purposes of section 16 (2), the administrator may reissue a certificate before its expiry date or within one year after that date without requiring the applicant to sit the examination required under section 16 (1) (c) if

(a) within the 5 year period immediately preceding the application date, the applicant has accumulated 20 continuing education credits relating to a matter set out in Schedule 3, or

(b) the applicant

(i) has accumulated at least 5 but fewer than 20 continuing education credits relating to a matter set out in Schedule 3 within the 5 year period immediately preceding the application date, and

(ii) as a term of the new certificate, agrees to complete the difference between the number of continuing education credits accumulated in the 5 year period referred to in subparagraph (i) and 20 within the period specified for that purpose in the certificate.

(2) A continuing education credit is equal to one hour of training that is

(a) in relation to a matter set out in Schedule 3, and

(b) provided by a training provider that

(i) is approved by the administrator,

(ii) provides training approved by the administrator, and

(iii) maintains, for at least 5 years, registration, attendance and course completion information for each student.

**Certificate renewal fee:** An applicant for a certificate renewal to whom section 53 applies must include with the application a non-refundable fee of \$25.

### **Schedule 3 — Certificate Examination Matters**

- 1 General pesticide characteristics
- 2 Act and Regulations
- 3 Labelling
- 4 Human Health
- 5 Pesticide Safety
- 6 Environment
- 7 Pest Management
- 8 Application Technology
- 9 Emergency Response
- 10 Professionalism

### **Continued Education Credits Recertification Policy**

#### General Requirement

- The recertification candidate must obtain continuing education credits appropriate to his/her certification category.

#### Credit Co-ordinator

- A Credit Co-ordinator must administer continuing education credit programs on behalf of its members or clients;
- The Administrator must approve all Credit Co-ordinators before any continuing education credits are issued;
- Credit Co-ordinators may be industry associations or organizations that represent certified individuals;
- Credit Co-ordinators may not be the employer of certified individuals or otherwise be in a position to benefit directly from the recertification of individuals in a continuing education program;
- The Credit Co-ordinator will:
  - ensure availability of an adequate number and variety of suitable courses;
  - evaluate the suitability of courses and recommend to the Administrator, at least 2 weeks prior to the training course, the number and category of continuing education credits that each course merits;
  - ensure adequate notification of the availability of continuing education credit courses to its members or clients;
  - provide a contact for people who require information about the credit recertification program it administers;
  - maintain records, for at least five years, of courses offered, attendance and number of credits earned by each attendee;
  - ensure that candidates obtain credits for training in a variety of Certificate Examination Matters (Schedule 3 in the Regulation). A minimum of 3 credits must be obtained for training in each of the following certificate examination matters:
    - pest management;
    - application technology;
    - human health and/or pesticide safety.
  - inform the Government Agent responsible (Service BC) for issuing certificates when a recertification candidate has sufficient continuing education credits for recertification

## Recertification Candidates

- A Pesticide certificate holder may renew his/her certificate by obtaining continuing education credits if the candidate holds a 5-year certificate or has held a 5-year certificate within the previous 12 months;
- Recertification through continuing education credits is not available to holders of 1-year certificates.
- The provision for obtaining recertification with less than 20 continuing education credits (53 (1) (b)) will apply to candidates when a suitable Credit Co-ordinator has not been available for the entire 5 years prior to the certificate expiry date. When this is the situation, a recertification candidate must have obtained at least 5 continuing education credits for every year that a suitable Credit Co-ordinator has been available.

## Continuing Education Credit Courses

- All continuing education credits must be approved by the Administrator before the course is offered;
- Acceptable courses include:
  - instructor-led classroom courses or presentations at conferences, symposia, workshops, field demonstrations or equipment demonstrations in which continued attendance is verified;
  - viewing approved training webinars, online offerings and video recordings where continued attendance of an individual is verified;
  - use of approved interactive computer programs where completion of the program is verified;
  - self-study of approved course manuals where the completion of the course is verified (such as by completion of work sheets or assignments).
- Recertification credits will be awarded for courses dealing with one or more of the Certificate Examination Matters (Schedule 3) that relate directly to the certificate category of the course attendees;
- No continuing education credits will be awarded for courses dealing with topics other than Certificate Examination Matters;
- Education credits may be applied to recertification in several certification categories where the training is relevant to each of those categories.
- Course presenters should endeavour to include information relevant to course participants. American presenters, for example, should refer to pesticides registered for use in Canada rather than products registered only in the USA.
- One Pesticide Safety credit will be awarded for a Level 1 Occupational First Aid certificate..
- Relevant courses will be approved based on their length in 15 minute increments. E.g., 0.25 credits awarded for a 15 minute presentation, 0.5 credits awarded for a 30 minute presentation, etc.