



Oregon

Kate Brown, Governor

Department of Agriculture

635 Capitol St NE
Salem, OR 97301-2532



September 16, 2015

Please read this entire Sponsor Letter as ODA is making changes which may impact you and your class participants

Please announce to the class participants that as of October 1, 2015, the ODA will no longer grant credits to attendees that do not sign the ODA Attendance Record. Therefore it is critical that they sign the attendance record and provide all the required information, in a legible manner.

Past Practice

In the past, the ODA would grant recertification credits, if the sponsor would attest to the presence of a participant, through the Verification of Attendance form; however, due to staffing limitations, the ODA is discontinuing this practice. The only exception might be in the instance, in which the sponsor loses the ODA Attendance Records.

Don't have license number or can't read the license number?

- If you have individuals attending who do not have their license number(s) with them or the numbers have worn off, have them fill in the requested information on the ODA Attendance Record leaving the Applicator/Consultant/Private Applicator/Apprentice Number section blank. Since there might be multiple license holders with the same name, they should include their phone number or email address for verification purposes.

No license yet?

- If a person has qualified for a Commercial, Public, Consultant, or Private license, and/or has applied for one of these licenses and it has not yet been issued yet, attendees **must complete all of the fields** on the ODA Attendance Record and write **"Pending"** where it asks for the Applicator/Consultant/Private Applicator/Apprentice Number. **Apprentices are only eligible for credits once an Apprentice license has been issued.**

Handling the ODA Attendance Records - SIGNATURES ARE REQUIRED

- **ODA Attendance Records are only to be made available for completion at the end of each course session or at the end of the meeting.**
- No early signing of Attendance Records is permitted.
- Attendees that arrive late, leave early, or do not attend the entire course session or meeting are **not eligible for credits** and a notation should be made by the Sponsor on the Attendance Record.
- Individuals **must legibly print and sign their name**, fill in their license number and email address.
- All individuals holding any type of Oregon pesticide license **except** an Immediately Supervised Trainee license must complete the ODA Attendance Record.



- ODA Attendance Records are to be returned to ODA within 15 days of the completion of the course.
- **At the conclusion of the meeting**, the ODA Attendance Records can either be scanned and emailed to the pesticide-recertification@oda.state.or.us email address, or the originals may be mailed to the Salem Office, Pesticides Program, Oregon Department of Agriculture, 635 Capitol St. NE, Salem, OR 97301.
- To ensure that all pages of the attendance records are submitted to the ODA, please number the attendance records 1 of 8, 2 of 8, etc.
- If you are mailing the original Attendance Records, please make a copy for yourself in case they get lost in the mail.

Monitoring

- All accredited programs are subject to monitoring by the ODA or other agency representatives.
- It is expected that the program registration fees will be waived for persons who identify themselves as agency representatives who are attending the course for monitoring purposes.
- Sponsors are not expected to provide meals free of charge to persons acting as a monitor.

Accreditation of Training Program

- This letter is in reference to programs submitted for accreditation by the ODA. Accreditation will allow Oregon licensed pesticide applicators, consultants, and apprentices who attend your program to be assigned credit hours toward their recertification.
- **Sponsors must notify the ODA of any changes to the course prior to the event or original credit hours may be reduced.**

Plan for Speaker Cancellations

- The ODA advises that course sponsors have one or two backup presentations pre-approved by ODA in the event that a speaker has to cancel at the last minute. These can be submitted with the rest of the agenda and should be labeled as "BACKUP" presentations.

Attendance Records

- One attendance record is attached for each course session approved by the ODA.
- Sponsors should make additional copies of the session records based on expected attendance.
- If a course is cancelled or there are no attendees seeking recertification credits, please write "**NO ATTENDEES**" across the sheet and return to the ODA.
- **Do not alter or change the attendance records. Denial of credit may result.**

If you have questions or problems, please contact Deb Clason, (503) 986-4563; Laurie Gordon, (541) 617-6097; or Linda White, (503) 986-4752.