



West Virginia Department of Agriculture Pesticide Regulatory Programs

Guidelines for Pesticide Recertification Programs

The following guidelines specify the items to be included when submitting recertification training programs. Following these guidelines will expedite the review of programs.

1. Each recertification training program evaluated for credit in West Virginia should be approved in advance by the Pesticide Regulatory Programs office.
2. Programs will be approved individually, category by category. Approved training topics equal to 30 minutes or the greater portion thereof will be equal to one (1) recertification credit.
3. The Pesticide Regulatory Programs office should receive the final written agenda at least 15 days before the program date. The program agenda must include the following:
 - a. Complete mailing address and telephone number of the person submitting the program for recertification credit.
 - b. The program curriculum, including a brief synopsis of each topic.
 - c. A list of proposed speakers and their qualifications.
 - d. The location, date, starting time, breaks, and ending time of the program.
 - e. The exact time allocated for each speaker or presentation (e.g., 1:00-1:30).
4. Copies of the training materials (audio, video, printed) should be available for program review upon request.

Recertification Credit Requirements

Commercial and certified public applicators – **20** credits (10 hours) every **three** years.

Private applicators – **10** credits (5 hours) every **three** years.

Registered technicians – **4** credits (2 hours) **each year** prior to renewal.

5. For on-line or computer tutorials, a written synopsis of the topics covered should be submitted along with estimated program completion time, plus a description of the method for verifying the applicator's identity. Instructions for ordering the program software or accessing the program on line should be included with the request.

Each course must also include a self assessment test in order to be assigned credit. A passing score of 70 percent is required to earn the credit assigned to the course. Slides and other material within the course must be timed to prevent the applicator from skipping course material and proceeding directly to the test. One (1) recertification credit will be awarded for each 30 minutes of course material.

6. Pesticide Regulatory Programs personnel may audit scheduled recertification programs as deemed necessary. All fees charged for the program will be waived for regulatory personnel monitoring the program. Copies of all training materials distributed to the program attendees will be provided to monitoring personnel.

Recertification Training Topics:

The following topics are suitable for incorporation into pesticide recertification training programs. These topics are based on requirements set forth by the U.S. Environmental Protection Agency:

1. Applicable State and Federal laws and regulations
2. Labeling information
3. Application techniques
4. Pesticide waste disposal or minimization
5. Pesticide container cleaning and disposal
6. Environmental concerns:
 - a. groundwater
 - b. endangered species
 - c. drift and runoff
 - d. controlling pesticide spills
7. Worker protection and safety
8. Pests and pesticides
9. New developments
10. Principles of Integrated Pest Management

Please Note:

- The **Pesticide Recertification Training Verification Form** is an official document. Altering the form in any way will render it invalid.
- If changes in a program's date or content become necessary, contact the Pesticide Regulatory Programs office to request a revised form, otherwise no recertification credits will be awarded.
- For in-house training, no more than one month's worth of training programs is to be submitted for approval at one time.
- No credit will be given to in-house training programs for which the trainer is the only attendee.

For additional information contact:

**West Virginia Department of Agriculture
Pesticide Regulatory Programs
1900 Kanawha Boulevard, East
Charleston, WV 25305-0190
Telephone: 304-558-2209
Fax: 304-558-2228**