



New Jersey Department of Environmental Protection
Bureau of Pesticide Control, Licensing and Registrations
401 East State Street
Mail Code 401-04A
Trenton, NJ 08625-0420

**NOTE: THIS APPLICATION
MUST BE SUBMITTED AT
LEAST **25 DAYS PRIOR** TO
THE COURSE DATE**

PESTICIDE TRAINING COURSE APPLICATION

You will find this application on our website (www.pcpnj.org). Please fill out the form completely, save it, and then send it to: PestCertCourses@dep.nj.gov as an attachment to an email along with a detailed syllabus and speaker bios.

COURSE TITLE:		COUNTY CODE (SEE PG.2)
<u>NAME OF FACILITY & FULL ADDRESS WHERE COURSE WILL BE HELD</u> IF THIS IS A REMOTE COURSE, PLEASE INCLUDE THE MEETING LINK		DATE(S) OFFERED:
ORGANIZATION/SPONSOR(S) OFFERING COURSE:		
COURSE OPEN TO THE PUBLIC? No Do not list the course on the NJDEP website Yes List this course on the NJDEP website so prospective students can search for the class	TARGET AUDIENCE: _____ ANTICIPATED NUMBER OF ATTENDEES: _____	
IS THIS COURSE <u>IDENTICAL</u> TO A COURSE FIRST APPROVED WITHIN THE PAST 3 YEARS? (MUST HAVE THE SAME AGENDA AND SPEAKERS AS PREVIOUS COURSE) No Yes If Yes, List Course Number:	CATEGORIES REQUESTED	
COURSE DURATION, BRIEF DESCRIPTION AND OBJECTIVES		
COURSE DURATION:	COURSE START TIME:	COURSE END TIME:
LIST ALL BREAKS IN CLOCK TIMES:		
BRIEF DESCRIPTION & COURSE OBJECTIVES:		
YOU MUST ATTACH YOUR COURSE AGENDA. A DETAILED DESCRIPTION OF EACH TOPIC IS REQUIRED. INCLUDE START AND STOP TIMES FOR EACH TOPIC/SPEAKER. ALL BREAKS AND MEAL TIMES MUST BE SHOWN. INCLUDE A DESCRIPTION OF THE ATTENDANCE VERIFICATION METHODS THAT WILL BE USED TO ENSURE THAT ONLY ATTENDEES WHO SIT FOR THE ENTIRE COURSE RECEIVE CREDIT.		
NAME OF INSTRUCTOR(S); ATTACH BRIEF BIO/CREDENTIALS FOR EACH SPEAKER		
1.	4.	
2.	5.	
3.	6.	

ONLINE COURSES: ALL COURSES GIVEN ON A VIRTUAL PLATFORM MUST SELECT THE ATTENDANCE VERIFICATION PROCEDURES USED FOR EACH OF THE THREE REQUIREMENTS BELOW (CHECK ALL THAT APPLY)

- 1) THE IDENTITY OF ATTENDEES MUST BE VERIFIED USING A GOVERNMENT-ISSUED PHOTO ID.
CHECK ID OF ATTENDEE ON CAMERA AT THE BEGINNING OF CLASS.
HAVE ATTENDEES SEND A TIME-STAMPED PICTURE OF THEMSELVES WITH THEIR PHOTO ID AT THE BEGINNING OF CLASS. THE PICTURE MUST BE CLEAR ENOUGH TO CONFIRM THEIR IDENTITY. KEEP PHOTOS FOR 5 YEARS.
ATTENDEES WILL HAVE ID CHECKED IN-PERSON BY THEIR EMPLOYER'S BRANCH SUPERVISOR AND VIEW THE ONLINE CLASS AS A GROUP (THIS OPTION ONLY AVAILABE FOR IN-HOUSE TRAINING)
- 2) THE COURSE COORDINATOR MUST ENSURE THAT ATTENDEES WHO RECEIVE CREDIT ARE PRESENT FOR THE ENTIRE COURSE.
OBSERVE ATTENDEES ON CAMERA THROUGHOUT THE COURSE
USE PERIODIC CLASS PARTICIPATION THAT REQUIRES A RESPONSE FROM THE ATTENDEES, AND REFUSE CREDIT TO THOSE WHO DO NOT RESPOND IN A TIMELY MANNER
- 3) THE COURSE COORDINATOR MUST ENSURE LATE COMERS DO NOT RECEIVE CREDIT.
LOCK ENTRANCE TO THE WEBINAR AFTER IT BEGINS
TRACK ATTENDEES LOG-IN AND LOG-OUT TIMES

CERTIFICATION: I agree to ensure that this training course will be conducted according to the standards set forth in the Course Coordinator Instructions. I understand the credits assigned to this Pesticide Training Course are based on the agenda information and may be adjusted by Bureau of Pesticide Control staff based on actual course content. I will notify the Department of all changes to the attached agenda at least 2 business days prior to date of course. I understand that submitting information for pesticide training course approval is a legal process. Falsification by a course sponsor responsible for the information provided, and/or failure to conduct the training as pre-approved, may result in the withdrawal of course approval, not only for the submitted course, but also for future courses, and that the Department reserves the right to pursue further legal remedies.

NAME/SIGNATURE OF PERSON RESPONSIBLE FOR THIS COURSE

DATE

PRINT INFORMATION OF CONTACT PERSON FOR THIS COURSE:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ (THIS NUMBER WILL APPEAR ONLINE FOR CLASSES OPEN TO THE PUBLIC)

CONTACT'S EMAIL ADDRESS: _____

COUNTY CODES

01 - Atlantic County
02 - Bergen County
03 - Burlington County
04 - Camden County
05 - Cape May County
06 - Cumberland County
07 - Essex County
08 - Gloucester County

09 - Hudson County
10 - Hunterdon County
11 - Mercer County
12 - Middlesex County
13 - Monmouth County
14 - Morris County
15 - Ocean County
16 - Passaic County

17 - Salem County
18 - Somerset County
19 - Sussex County
20 - Union County
21 - Warren County
22 - Outside of NJ (in-person)
23 - Virtual Platform/Various

NJ PESTICIDE TRAINING COURSE COORDINATOR INSTRUCTIONS

ADVANCE NOTICE

Applications for pesticide applicator training courses must be submitted at least **25 days prior** to the commencement of the course to allow time for review, approval, and return of course approval documents to the sponsor.

APPLICATION PROCESS

The course sponsor must submit the course application and supporting documents to PestCertCourses@dep.nj.gov or by mail to the address provided at the top of the application. The request for course approval must include:

- A completed Pesticide Training Course Application.
- A **detailed** course description with time of training in each subject. Applications without adequate subject detail will be returned.
- A program agenda that includes start/stop times (e.g. 10:00-10:30) for each topic or speaker as well as any breaks or meals. **Minimum break periods of 15 minutes for every three hours of continuous training must be included.**
- A description of the methods used to ensure that only those attendees who sit for an entire course as approved by NJDEP receive the course certificate at the conclusion of the course.
- Copies of all course material handouts, if requested by NJDEP.
- A draft copy of any course announcement to be sent to prospective attendees, if applicable.
- A brief bio/credentials for each speaker

ONLINE COURSES

Online courses must meet the requirements listed in the form. Courses given on all virtual platforms are required to fill out this section. If you are offering the course using multiple techniques, for instance a live course that is then offered on-demand, please submit a separate application for each type of class.

Applicators can earn 25% of their credits from online courses with the minimum attendance verification. These classes will be given the date January 1st for the licensing year they are taking place, which is how they will appear on the student's transcript. For ongoing courses, a new number must be obtained each licensed year, which runs from November 1st to October 31st.

Remote (live) courses that monitor each attendee on camera throughout the course are not subject to the 25% restriction.

CREDIT ASSIGNMENT

Applications for pesticide recertification courses submitted for credits will be evaluated on the basis of subject matter presented and time devoted to the topic. Credits are assigned to specific categories or subcategories of certification and/or as Core credits, depending on the topic. Each credit is worth 30 minutes of instruction time.

APPROVAL PROCESS

The course application (including outline, agenda and instructor qualifications) will be reviewed by the Bureau of Pesticide Control. If approved, course number(s) and appropriate credits will be assigned. A course should be offered only as approved by NJDEP in advance, based on the course application submitted to NJDEP. Sponsors cannot modify the course after NJDEP has assigned a course number and credits.

RECERTIFICATION COURSES

One NJDEP course number will be assigned for each course. Courses taking place over multiple days will receive a separate course number for each day. This course number is to be listed on the **Pesticide Applicator Recertification Course Attendance Form** which is to be filled out in detail by candidates attending the entire course that want recertification credits.

COURSE COORDINATOR RESPONSIBILITIES

The coordinator of a pesticide applicator training course plays a key role in ensuring the integrity of the certification training process, and are expected to uphold the following rules:

Before the course starts, the coordinator must confirm the identity of any students seeking pesticide certification credits. Certified applicators or technicians must present a valid photo ID. The sponsor shall require all certified pesticide applicators to record their **active** Pesticide Applicator license number, birthdate, and both print and sign their name as it appears on their license on the **Pesticide Applicator Recertification Course Attendance Form** which shall be collected at the end of the day. Online/Remote courses are not expected to use the attendance form, but must capture the same information from attendees at the start of the class.

Appropriate controls must be used to ensure that only the attendees who sit for the entire course, as approved by NJDEP, receive a course certificate or sign the **Pesticide Applicator Recertification Course Attendance Form**. The coordinator must have sufficient staff present to monitor the audience and supervise the attendance sign-in process. The course coordinator must only issue one original training course certificate to course attendees completing the full length of training as approved by NJDEP.

Attendees who arrive after the start of the first training topic or leave before the end of the last topic shall not be issued a course certificate.

All attendance and certification rosters must be submitted to the Bureau of Pesticide Control no later than 21 days after the course. A separate roster must be submitted for each course number. The coordinator must keep a copy of these records on file for a minimum of 5 years.

In addition to the responsibilities outlined above, the course coordinator must submit any required or requested information to NJDEP in a timely manner and immediately notify NJDEP of any proposed changes to the approved course content, structure, speakers, time, date, and/or location.

MONITORING OF PESTICIDE TRAINING COURSES

NJDEP & USEPA pesticide staff routinely monitor pesticide training courses for course content, time allocated to topics, etc. As a condition of course approval, sponsors must grant NJDEP/USEPA pesticide staff access to monitor any approved course and waive registration fees for NJDEP/USEPA pesticide inspectors.