



# RUP Application & Continuing Education Record Renewal Summary

**Return this application and fee to:**  
 Nevada Department of Agriculture  
 Pesticide Certification Program  
 2300 McLeod ST  
 Las Vegas, NV 89104  
 Questions: 702-668-4570

## Instructions:

- 1. Fill out the application completely.** Under "Continuing Education Course Information" (Part "B"), complete each record with approved courses you have taken. In the boxes in the lower right hand corner at the bottom of the page, enter the total number of hours you have completed for the current renewal period. If you are using a document other than this form as proof of continuing education (Part "B"), you still need to return this form with part "A" completed; however, **you must provide the same information as is required on Part "B" for each course completed.** Your continuing education document(s) must be returned with this application. If the information on this application or any other documents(s) you submit are incomplete, the processing of your renewal application will be delayed.
- 2. Starting no sooner than three (3) months prior to your expiration date, you can submit this certification renewal application and \$25.00.** If you fail to complete the required minimum continuing education units (CEU's) by the expiration date printed on your certification, you must re-examine. This form must be filled out in its entirety before submission.
- 3.** Print or Type in the spaces below, sign and date the application.
- 4.** Nonprimary Principal Commercial (Commercial) and Private applicators may not renew a certification using CEU's unless, within the immediately preceding 4 years, you have completed at least 12 CEU's, in which 2 units are in Laws.

<b>A</b>	<b>Applicant Name:</b>		<b>Certification Type:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Private	<b>Certification Categories:</b> <input type="checkbox"/> K – Public Health <input type="checkbox"/> L1 – Commodity Fumigation <input type="checkbox"/> L2 – Rodent Burrow Fumigation <input type="checkbox"/> L3 – Soil Fumigation <input type="checkbox"/> L4 – Structural Fumigation <input type="checkbox"/> M – Mosquito <input type="checkbox"/> R – Nursery & Greenhouse <input type="checkbox"/> O – Wood Preservatives <input type="checkbox"/> N – Predatory <input type="checkbox"/> P – M-44 <input type="checkbox"/> U – Chemigation <input type="checkbox"/> S – Metam-Sodium	<b>Certification Number:</b>
	<b>Mailing Address:</b>		<b>Certification Categories:</b> <input type="checkbox"/> A – Agriculture Plant <input type="checkbox"/> B – Agriculture Animal <input type="checkbox"/> C – Forestry <input type="checkbox"/> D – Ornamental & Turf <input type="checkbox"/> E – Seed <input type="checkbox"/> F – Aquatic <input type="checkbox"/> G – Right of Way <input type="checkbox"/> H – Industrial <input type="checkbox"/> I – Institutional <input type="checkbox"/> J – Structural	<b>Expiration Date</b> (printed on your card):	
	<b>City:</b>	<b>Certification Fee: \$25.00</b>			
	<b>State:</b>	<b>Zip Code:</b>		<b>Receipt No.</b> _____	
	<b>Home Phone:</b> (    ) -    -			<b>COURSE CEU's (Hours)</b>	
<b>Alt. Phone:</b> (    ) -    -		<b>Laws (L)</b>		<b>General (G)</b>	<b>Total (T)</b>
<b>B</b>	<b>CONTINUING EDUCATION COURSE INFORMATION</b>				
	1. Course Title:		Course No.:		(L)      (G)      (T)
	Location (City & State):		Date(s) Attended:		
	2. Course Title:		Course No.:		(L)      (G)      (T)
	Location (City & State):		Date(s) Attended:		
	3. Course Title:		Course No.:		(L)      (G)      (T)
	Location (City & State):		Date(s) Attended:		
	4. Course Title:		Course No.:		(L)      (G)      (T)
	Location (City & State):		Date(s) Attended:		
	5. Course Title:		Course No.:		(L)      (G)      (T)
	Location (City & State):		Date(s) Attended:		
	<b>Total Renewal Units:</b>				
	<b>C</b>	<b>Signature of Applicant:</b>			<b>Date:</b>
E-Mail:		Employed by:			

BRIAN SANDOVAL  
Governor

STATE OF NEVADA

JIM R BARBEE  
Director



Las Vegas Office:  
2300 McLeod Street  
Las Vegas NV 89104-4314  
(702) 668-4590  
Fax (702) 668-4567

## DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> Street  
Sparks, Nevada 89431  
Telephone (775) 353-3600 Fax (775) 353-3661  
Website: <http://www.agri.nv.gov>

Elko Office:  
4780 E. Idaho Street  
Elko NV 89801-4672  
(775) 738-8076  
Fax (775) 738-2639

**Date:** June 6, 2012  
**To:** Certified Pesticide Applicators  
**Subject:** Certificate Expiration Notification and Renewal Options

**Is your Nevada Restricted Use Pesticide Certificate expiring?** If it is, and you are planning to renew by utilizing continuing education units (CEU's) you need to obtain 12 CEU's (this includes 2 units of laws and regulations) before your credential expires. If you choose not to obtain CEU's prior to your expiration date, you may re-take the certification examinations beginning no sooner than three months before the expiration of your certification. Should you elect to re-certify by obtaining pesticide CEU's, please note the following:

- ❖ Continuing education (CE) received must be pre-approved by the Nevada Department of Agriculture and assigned a course number if obtained in Nevada. Out-of-State classes do not need pre-approval but must be obtained in accordance with NAC 555.372. For a listing of currently approved classes go to the CE web site at: [http://agri.nv.gov/PCO\\_CEindex.htm](http://agri.nv.gov/PCO_CEindex.htm) and click on the appropriate link.
- ❖ It is your responsibility to obtain verification of attendance from the CE provider since the Nevada Department of Agriculture **does not** track your class attendance or hours.
- ❖ Nevada Department of Agriculture approved CE must be obtained during the valid period of your certification in order to renew it. There is no "grace period" for this. If you have not obtained the required CEU's during the valid period, you must re-apply and re-examine as a new applicant.
- ❖ You will need to obtain 12 CEU's with at least 2 of 12 units in "Laws" by the expiration date printed on your certification card.
- ❖ Any CE units obtained in excess of the 12 hours required cannot be carried over to the next renewal period.
- ❖ NDOA-approved CE obtained during the valid period of your certification is only valid up to one year after the expiration of your certification. Therefore, you must renew your RUP certificate within one year after it expires. However, the required CE must be obtained during the valid period of your certification. If you fail to renew your certification within one year after its expiration date, you must re-apply and re-test as a new applicant.
- ❖ **Starting 3 months prior to your expiration date,** you may return your completed RUP Application & Continuing Education Record Renewal Summary and \$25.00 Certification fee to:  
Nevada Department of Agriculture  
Pesticide Certification Program  
2300 McLeod ST  
Las Vegas, NV 89104

If you have any questions, please contact one of the Certification Program staff members in:  
Reno at 775-353-3712 (Mary Hossay) or 775-353-3716 (Charles Moses)  
Las Vegas at 702-668-4570 (Scott Cichowlaz) or 702-668-4545 (Kathleen Bednarz)