



2013-2014

Nevada

Pesticide Applicators

Continuing Education

Course Approval Guide



Nevada Department of Agriculture

# Nevada

## Pesticide Applicators Continuing Education Course Approval Guide

Nevada pesticide regulations allow Commercial Pesticide Applicators (Principals and Operators), nonprimary principal commercial applicators, and private applicators to renew their Nevada Pest Control License or their Restricted-Use Pesticide Certification by accumulating Continuing Education Units or CEU's for attending training courses accredited (approved) by the Nevada Department of Agriculture (NDA). Seminars, classes, meetings, and other training activities must be accredited by NDA at least one day prior to their commencement, if held in the State of Nevada (see reciprocity on pages 7 and 8). The following will serve as a guide for training activities.

### ADVANCE NOTICE

Applications for Continuing Education Activities should be submitted at least 30 days prior to the commencement of the course to allow sufficient time for review, approval, and return of accreditation documents to the sponsor, **by regulation 1 day notice is required** (NAC 555.374). However, course applications received less than 30 days before the course date may be accredited if there is sufficient time for processing. If there is sufficient time to process late applications, the course application will be processed and approval given prior to the first day of the course. If there is insufficient time to process a late submission or an application is received after the first day of the course, the application not be approved for Nevada CEU's.

### SUBMITTING FOR APPROVAL

To apply for CEU's under Nevada Continuing Education Activities, sponsors are asked to submit applications to:

Mail:

Nevada Department of Agriculture  
Continuing Education Section  
2300 McLeod St  
Las Vegas, Nevada 89104-4314

Fax:

702-668-4567

E-mail:

[scottc@agri.nv.gov](mailto:scottc@agri.nv.gov)

CEU approval questions should be directed to 702-668-4570

Each request for a Continuing Education Activity must contain the following:

1. **A Completed "Application for Continuing Education Activity" Form** (Parts A & B). An interactive adobe (pdf) copy of the "Application for Continuing Education Activity" Part A, can be found at [http://agri.nv.gov/Plant/PEST/PCO\\_CE\\_Application/](http://agri.nv.gov/Plant/PEST/PCO_CE_Application/). This form can be submitted via US Mail, fax or e-mail. A copy of the "Application for Continuing Education Activity" should be retained by the sponsor.

Note: A vita/biographical sketch may be submitted in place of Part B, as long as, it adequately describes the qualifications of the speaker or instructor. If the vita does not meet these requirements a Part B of the application must be submitted for each speaker or instructor. An interactive adobe (pdf) copy of the “Application for Continuing Education Activity - Instructor Application & Qualification” (Part B), can be found at: [http://agri.nv.gov/Plant/PEST/PCO\\_CE\\_Application/](http://agri.nv.gov/Plant/PEST/PCO_CE_Application/).

2. **A Copy of the Course Outline** (or a detailed agenda). This is used to evaluate the course and assign the correct number of CEU’s for the course (or parts within a course). The outline submitted should be timed or indicate the amount of time spend on each subject or parts within the subject. If the course or activity involves a tour, please provide an itinerary which includes travel stops and times.
3. **Copies of All Materials Being Handed out During the Course, including Promotional Materials.**
4. **A Copy of the Examination Being Used for Evaluation** (if administered by sponsor).
5. **Copy of the Certificate of Completion, or equivalent (NAC 555.372 & NAC 555 374).** According to the regulation, it is not compulsory to provide all students with a certificate; however, a certificate must be provided if requested by a student.

#### **ATTENDANCE SHEET**

**Attendance sheet(s) must contain the following information:**

- The name of each person who attended the course;
- The identification number assigned by the Department to the licensee, nonprimary principal commercial applicator or private applicator wishing to receive credit for completing the course;
- The name of the business or governmental agency that employs the licensee, nonprimary principal commercial applicator or private applicator;
- The signature of the licensee, nonprimary principal commercial applicator or private applicator;
- Date of the event;
- Title of the approved course, program or activity;
- The course number assigned by the approving agency;
- The number of CEU's assigned by the agency; and
- A signature of the instructor or sponsor.
- **A statement by the course provider that each licensee, wishing to receive credit for the course, presented his/her own valid Nevada Pest Control License or other a government issued photo identification at the time of attendance was recorded. Should an attendee fail to present such positive identification, no credit for the course will be awarded to the individual.**

A blank Attendance (Sign-In) Sheet can be download from the following web page:

[http://agri.nv.gov/Plant/PEST/PCO\\_CE\\_Application/](http://agri.nv.gov/Plant/PEST/PCO_CE_Application/).

## **CERTIFICATE OF TRAINING** (if requested by an individual)

**The certificate (or equivalent) must contain, at a minimum, the following information:**

- Name of the attendee (recipient);
- Date of the event;
- Title of the approved CEU activity;
- The course number assigned by the approving agency;
- The number of CEU's assigned by the agency; and
- A signature and title of the instructor or sponsor.

## **APPROVAL PROCESS**

Once the required information for a Continuing Education Activity has been received from the sponsor, the application will be evaluated, assigned a course number and assigned the appropriate CEU's. A letter of accreditation, a scanned copy of "Application for Continuing Education Activity" Part A and a generic attendance sheet will be sent to the sponsor via e-mail (preferred method) or US Mail. If the sponsor(s) wishes to use an alternate method of documenting attendance, this should be explained as an attachment to their Application for Continuing Education Activity. In most cases the NDA will accept the alternate method, provided it complies with NAC 555.374 and a representative of the sponsor will certify attendance.

Part B of Form NDOA CE-001 will not be returned with the letter of accreditation.

## **CRITERIA USED FOR EVALUATING COURSE OFFERINGS**

Applications for Continuing Education Activities submitted for CEU's will be evaluated on the basis of subject matter presented and time devoted to the topic. In general, discussions relating to almost any aspect of pest control may be considered for approval of CEU's. Examples of Continuing Education courses that may be accredited are:

- ▶ Seminars;
- ▶ Meetings;
- ▶ Association meetings - 1 CEU for every hour of instruction up to a maximum of 3 CEU per year);
- ▶ Adult education classes;
- ▶ Correspondence classes,;
- ▶ Internet (online) courses;
- ▶ College or university classes;
- ▶ Video or other media presentations (some restrictions apply); and
- ▶ Any equivalent activity approved by the Director.

Examples of acceptable Continuing Education topics include the following:

- ▶ Pesticide labels and labeling;
- ▶ Pesticide safety / Pesticide first aid;
- ▶ Effects of pesticides on the environment;
- ▶ Environmental factors affecting pesticide use and performance;
- ▶ Characteristics of pests, biology, symptoms of pest infestation, and damage;
- ▶ Pesticide products;
- ▶ Application equipment, and techniques; and
- ▶ Pesticide laws and regulations.

Examples of topics which will not be considered for CEU's include the following:

- ▶ Plant nutrition and fertilizers;
- ▶ Business management (except as provided by NAC 555.290(8));
- ▶ Insurance;
- ▶ Marketing techniques;
- ▶ Public relations; and
- ▶ Sales pitches or sales presentations containing no significant technical information on pesticide products, pests, application equipment or techniques.

### **ASSIGNING OF CEU's AND CEU REQUIREMENTS**

CEU's will be assigned on a basis of (50) minutes of actual course time per CEU. Courses containing less than 50 minutes of acceptable material cannot be given Nevada CEU's, and therefore, are not approved. The minimum number of CEU's for any one course (or part within a course) is 1.0 CEU. CEU's will be granted in 0.5 increments after the first hour.

Courses are evaluated on the basis of the information presented; if the information provided along with the application does not describe a presentation adequately, CEU's may be reduced or may not be granted, even if the topic is acceptable for CEU's

### **Custom Licensees:**

For the-licensing year 2006 and forward (January 1 thru December 31 of each year), each licensed applicator in the State of Nevada will be required to successfully obtain at least six (6) CEU's for the renewal of their Commercial Nevada Pest Control License. The required breakdown of the CEU's are as follows:

#### **Principals or Primary Principals:**

- ▶ At least one (1) CEU must be in Laws and Regulations governing the use of pesticides - "Laws"; and
- ▶ Five (5) additional CEU's must be obtained in the field of pest control (Laws or general).

#### **Operators:**

- ▶ Six (6) CEU's must be obtained in the field of pest control (Laws or general).

#### **Agents:**

- ▶ No CEU requirement.

### **Nevada Certified Pesticide Applicators (RUP certificate holders):**

- ▶ Must have a current and valid certification (either a nonprimary principal commercial (commercial) or private applicator certification);
- ▶ 12 total CEU's need to be obtained during the applicators valid certification period;
- ▶ At least two (2) of the twelve (12) CEU must be in Laws and Regulations; and
- ▶ The additional CEU's must be obtained in the field of pest control (Laws or general).

For more information on this optional way of renewing a RUP certificate go to the Nevada Pesticide Applicator Certification and Training web site. There you will find the renewal form and associated fees.

## Training Category Descriptions

(a) **Laws and regulations:** Examples: Nevada laws and regulations, and federal laws and regulations impacting the pest control industry and the use of pesticides; Pesticide labeling including pesticide use and use restrictions, label interpretation, storage, transportation, disposal requirements; Endangered species and groundwater restrictions (state and federal); Licensing and certification requirements for licensed pesticide applicators and certified applicators; Pesticide registration (state and federal). Techniques in reducing environmental damage (soil, water, animals, etc.), IPM; MSDS reviews and employee right to know; Worker safety, PPE, spill response. Other “hot” topics may be considered for laws and regulations: Examples: FQPA, local out-breaks of pests resulting in public health concerns (Plague, Hantavirus, Anthrax and mosquito born diseases), health watches and warnings, local restrictions (state, county, city, or township) relating to pest control.

(b) **General:** Other topics which deal with pest management, safety in handling and dispensing pesticides, and other pesticide issues. Other pesticide issues might include pest identification, life cycles of pests, biology, life histories of pests, control methods, proper use and care of equipment, and clean-up; Other examples might include specific type of applications utilizing injection pumps, ULV sprayers, dusters, granular spreaders, large volume sprayers, and low pressure hand held/backpack sprayers; Methodology of servicing special or sensitive buildings or locations (schools, daycare centers, market places, casinos, restaurants, office buildings, and multi-family dwellings). Characteristics, advantages, disadvantages, selection, use, and cleanup of pesticides and equipment; Application techniques; Drift reduction and calibration of equipment; Emergencies and first aid.

### Exceptions for Custom Licensees:

- Nevada Pest Control Operator’s possessing a current/valid Pest Control Advisor (PCA), Certified Crop Advisor (CCA), or equivalent certificate from another state, are exempt from acquiring the required CEU’s related to pest control.
- An applicator who obtained his license for the **first time** less than 12 months immediately preceding the expiration of his/her license.
- A licensee who upgrades from an operator status (license) to a principal operator status (license) during the 12 months immediately preceding the expiration of his license by passing the general examination and at least one specific category examination. Note: Just passing a principal category examination and upgrading that category from an operator to a principal does not exempt the licensee from the CEU requirements.
- Has re-examined per NAC 555.290(7).

Special Note: Courses accredited with “Safety” CEU’s during 2006: The “Safety” CEU’s will convert to “General” CEU’s. The course will be reevaluated upon re-application (if requested by the course sponsor).

## Accreditation

- In house and equivalent courses will be accredited for 36 months and will expire on the last day of the 36<sup>th</sup> month, unless another expiration date is indicated on the Application.
- Live or equivalent courses will be accredited for 12 months and will expire on the last day of the 12<sup>th</sup> month, unless another expiration date is indicated on the Application.
- Internet, CD based, correspondence, etc. based courses may be given a specific expiration date.

## RECIPROCITY BETWEEN STATES

There is no reciprocity between Nevada and other states with respect to Nevada's approval of pesticide continuing education activities. Courses accredited or approved by other states are not automatically assigned CEU's for Nevada pesticide applicators, nor are courses accredited or approved in Nevada automatically accredited for pest control licensees of other states. The licensing agency in each state (usually the State Department of Agriculture) must be contacted for course approval for pesticide applicators in that particular state.

Contact the following agencies for course approval or accreditation in Arizona, California, Idaho, Oregon, and Utah:

State of Arizona  
Office of Pest Management  
1688 W. Adams Street  
Phoenix, Arizona 85007  
602-255-3664  
<http://www.sb.state.az.us/>

Arizona Department of Agriculture  
Pesticide Certification and Training Section  
1688 W. Adams Street  
Phoenix, AZ 85007  
602-542-0901  
<http://www.azda.gov/>

California Department Pesticide Regulation  
Structural Pest Control Board  
2005 Evergreen ST., STE 1500  
Sacramento, California 95815  
916-561-8700  
<http://www.pestboard.ca.gov/>

California Department Pesticide Regulation  
Pest Management and Licensing Branch  
PO BOX 1379  
Sacramento, California 95812  
916-324-4250  
<http://www.cdpr.ca.gov/>

Idaho Department of Agriculture  
Pesticide Operator Recertification  
PO Box 790  
Boise, Idaho 83701-0791  
208-332-8600  
<http://www.agri.state.id.us/>

Oregon Department of Agriculture  
Pesticide Certification & Licensing Section  
635 Capitol Street NE  
Salem, Oregon 97301-2532  
503-986-4550  
<http://egov.oregon.gov/ODA/>

Utah Department of Agriculture and Food  
PO Box 146500  
Salt Lake City, Utah 84114-6500  
801-538-7100  
<http://ag.utah.gov/>

A complete listing of Pest Control Regulatory Agencies can be found by going to the following web site: <http://www.pestnetwork.com/usagencies/bystate.html>

**Special Note: Course providers and Nevada pesticide applicators.**

Currently, Commercial Pesticide Applicators (Principals and Operators), nonprimary principal commercial applicators, and private applicators can obtain pesticide CEU's in any state of the union and receive equivalent CEU credit toward renewal of their Nevada Pest Control License or Restricted-Use Pesticide Certification, as long as the following Nevada CEU conditions are met by the course provider.

- The course must be approved for pesticide CEU's by the appropriate agency responsible for approving pesticide CEU's (i.e. Idaho Department of Agriculture, Arizona Office of Pest management, etc. must approve the course for CEU's if the course is being held in their respective state).
- The course provider or attendee must submit to the Nevada Department of Agriculture, Continuing Education Section, the following upon completion of the course:
  - A final agenda or outline of the course which includes the location, date and times of the course, topics discussed, and the name of each speaker at the course;
  - A copy of the host state approval letter (or form) and the number of CEU approved for the course by the appropriate approving agency of the state, or equivalent document acceptable to the director indicating accreditation by the host state; and
  - A list of Nevada pesticide applicators who attended the course (attendance sheet) who are requesting to receive credit for attending the course.

**COURSE CHANGES & MONITORING**

The sponsor of an approved course MUST provide at least one days notice of any NDA CE activity that is being offered prior the expiration date of the course or activity. The notification must include the date, time and location of the course or program. The sponsor of an approved course MUST advise the NDA if an approved course is changed (i.e. speaker does not show, topic(s) change, date(s) change, or location changes, etc.). Courses are subject to monitoring and evaluating by NDA or other agency representatives free of charge. Sponsors who do not adhere to these requirements or whose activities or courses deviate substantially from the submitted agenda may be withdrawn pursuant to NAC 555.377.

**AT THE CONCLUSION OF THE COURSE OR ACTIVITY**

After the conclusion of a course or activity the sponsors must, within 30 days, return the completed attendance sheets to the NDA for CEU posting (NAC 555.377). **This is particularly important for courses occurring from October through December, since licensees will be renewing their commercial pest control licenses at the end of the calendar year.**

7<sup>th</sup> Revision: 9-5-2012



**CHAPTER 555 - CONTROL OF INSECTS, PESTS AND NOXIOUS WEEDS  
CUSTOM APPLICATION OF PESTICIDES**

**Licensing**

**NAC 555.372 Renewal of license for person engaged in pest control business: Requirements for continuing education.** (NRS 555.320, 555.400)

1. Except as otherwise provided in subsection 3, a person who is licensed to engage in the business of pest control may not renew the license unless the person certifies that he or she has, within the immediately preceding 12 months, completed at least six units of continuing education in courses accredited by the Director. Each unit of continuing education must be completed in a course that relates to pest control. A primary principal or principal:
  - (a) Is not entitled to receive credit for completing more than three units of continuing education in business management.
  - (b) Must complete at least one unit of continuing education in a course relating to laws and regulations governing the use of pesticides.
2. To receive credit for the completion of a unit of continuing education, a licensee must attend and successfully complete a course accredited by the Director. If the course for which credit for continuing education is sought is:
  - (a) An Internet course;
  - (b) A course contained on a compact disc;
  - (c) A correspondence course; or
  - (d) A video or other media presentation sponsored by the Cooperative Extension Service, a licensee must receive a passing grade on an examination conducted upon completion of the course or presentation.
3. The provisions of subsection 1 do not apply to a licensee who:
  - (a) Obtained the license for the first time less than 12 months immediately preceding the expiration of the license;
  - (b) Passes the general and specific examinations given pursuant to NAC 555.340 in each category of pest control in which he or she is currently licensed;
  - (c) Holds a license or certificate as a pest control adviser or certified crop adviser, or the equivalent as determined by the Director;
  - (d) Is an operator and has become licensed as a principal during the 12 months immediately preceding the expiration of the license by passing the general examination and at least one examination for a category of pest control given pursuant to NAC 555.340;
  - (e) Passes a written or oral examination specified in subsection 7 of NAC 555.290; or
  - (f) Is licensed solely as an agent.
4. A licensee may receive credit for the completion of a course of continuing education offered in another state if:
  - (a) The course is approved for continuing education by the appropriate agency of the state; and
  - (b) Upon completion of the course, the licensee or sponsor of the course submits to the Department:
    - (1) An agenda or outline for the course setting forth:
      - (I) The location, date and time of the course;
      - (II) The topics discussed during the course; and
      - (III) The name of each speaker at the course;
    - (2) A copy of a letter or other form indicating that the appropriate agency of the state has approved the course for continuing education and the number of units of continuing education

approved for the course;

(3) The name of each licensee from this State who attended the course as indicated by the attendance sheet for the course; and

(4) A request to receive credit for attending the course.

5. For each course for which a licensee claims one or more units of continuing education, he or she may request from the sponsor of the course:

(a) A certificate of completion issued by the sponsor of the course; or

(b) Another document or record that in the judgment of the Director adequately establishes that the licensee successfully completed the course.

(Added to NAC by Dept of Agriculture by R081-99, eff. 11-18-99; A by R033-01, 5-1-2002; R001-03, 9-24-2003; R052-06, 6-28-2006)

**NAC 555.374 Continuing education: Prerequisites for accreditation and receipt of credit; duties of sponsor; acceptable activities.** (NRS 555.400, 561.105)

1. To obtain accreditation from the Director for a course of continuing education, the sponsor of the course must submit to the Department, at least 1 day before the first day of the course:

(a) A detailed outline of the subject matter to be presented;

(b) A description of the method of presentation;

(c) A curriculum vitae or other biographical statement of the instructor; and

(d) Any other information required in the application for accreditation.

2. To equal one unit of continuing education, the course for which the application is submitted must consist of at least 50 minutes of instruction and be directly related to:

(a) The control or management of pests;

(b) The classification or usage of pesticides;

(c) The safe handling or dispensing of pesticides; or

(d) A law or regulation concerning the use of pesticides.

3. The information required by subsection 1 must be submitted on an application prescribed by the Director.

4. The sponsor of a course accredited by the Director shall submit to the Department, within 30 days after the completion of the course, a list that includes:

(a) The name of the course;

(b) The course number assigned by the Director pursuant to NAC 555.375;

(c) The number of units of continuing education that a person who successfully completes the course may receive;

(d) The name of each person who attended the course;

(e) The identification number assigned by the Department to the licensee, nonprimary principal commercial applicator or private applicator wishing to receive credit for completing the course;

(f) The name of the business or governmental agency that employs the licensee, nonprimary principal commercial applicator or private applicator;

(g) The signature of the licensee, nonprimary principal commercial applicator or private applicator; and

(h) A statement prepared by the sponsor of the course indicating that:

(1) The licensee presented to the sponsor the licensee's license as a primary principal, principal or operator or any other form of identification issued by a governmental agency that includes a photograph of the licensee; or

(2) The nonprimary principal commercial applicator or private applicator presented to the sponsor a form of identification issued by a governmental agency that includes a photograph of the nonprimary principal commercial applicator or private applicator.

5. The sponsor of a course shall maintain a record of the information set forth in subsection 4 for at least 4 years after the completion of the course. The records must be made available to the Director upon request.

6. Except as otherwise provided in subsection 7, courses of continuing education that may be accredited by the Director include, without limitation:

- (a) A seminar;
- (b) A meeting;
- (c) An adult education class;
- (d) A correspondence class;
- (e) An Internet class;
- (f) A college or university class;
- (g) A video or other media presentation; and
- (h) Any equivalent activity approved by the Director.

7. A person who attends a meeting of the Nevada Pest Control Association may receive credit for attending the meeting without obtaining approval for the meeting pursuant to this section.

8. A person who successfully completes a course of continuing education is not entitled to receive credit for attending the course unless, at the time the sponsor of the course recorded the attendance of the person at the course, the person presented to the sponsor the identification specified in paragraph (h) of subsection 4.

9. A licensee, nonprimary principal commercial applicator or private applicator may not receive credit more than once in a calendar year for attending the same course with the same course number assigned by the Director pursuant to NAC 555.375.

(Added to NAC by Dep't of Agriculture by R081-99, eff. 11-18-99; A by R001-03, 9-24-2003; R052-06, 6-28-2006; A by Bd. of Agriculture by R156-07, 1-30-2008; A by Dep't of Agriculture by R062-10, 1-13-2011)

**NAC 555.375 Continuing education: Notification of accreditation by Director.** (NRS 555.400)

1. The Director will, within 30 days after receipt of a completed application for accreditation of a course of continuing education, notify the sponsor of the course whether the course has been accredited or denied accreditation.

2. If the Director approves a course for accreditation, the notice of accreditation will include the:

- (a) Course number assigned by the Director; and
- (b) Number of units of continuing education for which the course is accredited. If a course is divided into sections, the notice will identify the number of units of continuing education allocated to each section.

(Added to NAC by Dept of Agriculture by R081-99, eff. 11-18-99)

**NAC 555.376 Continuing education: Sponsorship by Department or Cooperative Extension Service.** (NRS 555.400)

1. The Director will accredit a course of continuing education sponsored by the Department if the Department complies with NAC 555.374. Such a course may be in the form of:

- (a) A meeting;
- (b) Training for a certificate to use a restricted-use pesticide; or
- (c) A video, slide or other media presentation. The video, slide or other media presentation will be available for review, by appointment, at the offices of the Department and of the Cooperative Extension Service.

2. The Director will accredit training for a certificate to use a restricted-use pesticide sponsored by the Cooperative Extension Service upon compliance with NAC 555.374.

(Added to NAC by Dep't of Agriculture by R081-99, eff. 11-18-99)

**NAC 555.377 Continuing education: Expiration, withdrawal, suspension or modification of accreditation.** (NRS 555.400)

1. The accreditation of an in-house course of continuing education expires on the last day of the 36th month after the course is accredited. The accreditation of any other course of continuing education expires on the last day of the 12th month after the course is accredited. A course of continuing education remains accredited for the applicable period unless the Director:

- (a) Specifies a different date in the notice of accreditation; or
- (b) Withdraws accreditation upon a finding of sufficient cause. Sufficient cause exists if the course as conducted does not conform to the course as described in the information provided pursuant to NAC 555.374.

2. If a sponsor of an accredited course of continuing education fails to submit to the Department a list of all persons who successfully completed the course pursuant to NAC 555.374, the Director may withdraw, suspend or modify the accreditation of the course.

3. Before the Director withdraws, suspends or modifies the accreditation of a course, he or she will give the sponsor:

- (a) Notice in writing of his or her intention to withdraw, suspend or modify the accreditation and the reasons for taking that action; and
- (b) An opportunity to respond.

(Added to NAC by Dep't of Agriculture by R081-99, eff. 11-18-99; A by R052-06, 6-28-2006)

# Nevada Attendance Sheet

Title of Activity:			Date of Event:	
Course No.		“Laws” CEU: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of CEU’s:	
Name of Attendee <small>☞ Print legibly</small>	Certification or ID Number <small>☞ Print legibly</small>	PC Company , Agency or Firm <small>☞ Print legibly</small>	Signature of Attendee	Positive ID Checked
Example – John H. Smith Jr.	2002345 / C-9999	Pest Control Co. Name / Agency Name	<i>John H. Smith Jr.</i>	<input checked="" type="checkbox"/>
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### Statement of Provider

To the best of my knowledge, the above attendees attended and successfully passed this continuing education program. Each of the above indicated attendee presented his/her own Nevada Pest Control License or other government issued photo identification at the time attendance was recorded. Those individuals who fail to present such ID will not receive credit for the program.

Signature of responsible person:	Name and Title:	Date:
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**State of Nevada**  
Department of Agriculture

2300 McLeod St  
Las Vegas, Nevada 89104  
Telephone 702-486-4690  
Fax 702-486-4695

## APPLICATION FOR CONTINUING EDUCATION ACTIVITY

Please complete this request and return with the following:

- ✓1. Detailed course outline:  **Attached.**
- ✓2. Copies of all materials (handouts, etc.)  **Attached.**
- ✓3. Copy of certificate of completion, or equivalent, being provided to students  **Attached.**

NOTE: A vita/biographical sketch or Application (Part B) is required for each continuing education instructor. Please attach.

NAME OF PROVIDER:		CONTACT PERSON:		TELEPHONE NO.: (        )        -	
Contact E-mail: (An E-mail will be sent to this address when the course is approved)					
NAME OF INSTRUCTOR(S)(If different than contact person) -- ATTACH: VITA, BIO, OR PART B APPLICATION:					
MAILING ADDRESS:					
TITLE OF ACTIVITY:					
DATES OFFERED & LOCATIONS:				Total Classroom Hours:	
TYPE OF ACTIVITY OFFERED: <input type="checkbox"/> Technical Activity <input type="checkbox"/> Seminar or Conference <input type="checkbox"/> In House Training <input type="checkbox"/> Other:				<u>Hours Requested for Each Topic:</u>	
FREQUENCY OF ACTIVITY: <input type="checkbox"/> Annual (one time only) <input type="checkbox"/> Ongoing / Open <input type="checkbox"/> On request <input type="checkbox"/> Other :				Laws = _____	
BRIEF DESCRIPTION OF ACTIVITY:				General = _____	
OTHER COURSE INFORMATION: <u>Fee to Attend</u> <input type="checkbox"/> Yes (\$)        ) <input type="checkbox"/> No; <u>Open to the Public:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No;					
<input type="checkbox"/> <u>Other info</u> -					
The NDA may video tape portions of this course for future CEU activities. Permission to video tape this course is granted to the NDA for this purpose. <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>DO NOT WRITE BELOW THIS LINE</b>					

ACTIVITY IS:     Approved     Denied

Course No. assigned NV-\_\_\_\_\_

CEU's Assigned: \_\_\_\_\_  Laws (\_\_\_\_)     General (\_\_\_\_)

Approving Signature \_\_\_\_\_

Date \_\_\_\_\_

# Instructor Application and Qualifications

NAME:	TELEPHONE NO.: (     )     -
-------	---------------------------------

ADDRESS:

E-MAIL:

## DESCRIBE THE QUALIFICATIONS OF THE INSTRUCTOR BELOW

### EDUCATION

CREDENTIALLED INSTRUCTOR IN COURSE AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	COURSE OF STUDY:	
SCHOOL/COLLEGE/UNIVERSITY:	DEGREE RECEIVED:	YEAR RECEIVED:

### EQUIVALENT EXPERIENCE

LIST TRAINING ACTIVITIES COMPLETED IN SUBJECT MATTER:

LIST ACTIVITIES YOU HAVE INSTRUCTED ON THE SUBJECT MATTER:

ARE YOU A LICENSED PEST CONTROL OPERATOR? IF YES, LIST STATE LICENSED IN. <input type="checkbox"/> YES    _____ <input type="checkbox"/> NO
---

DID YOU AUTHOR THE COURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
---	--

LIST EMPLOYMENT FOR THE LAST THREE YEARS:

Reference: Name: _____	Address: _____	Phone: _____
Reference : Name: _____	Address: _____	Phone: _____

The information on this application is required pursuant to NAC 555.290 and is maintained by the Nevada Department of Agriculture, 2300 McLeod St, Las Vegas, Nevada 89104. All information requested on this application is mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete.

SIGNATURE	DATE
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# Verification of Attendance

Continuing Education Activity accredited by the Nevada Department of Agriculture

Title of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_ Course No. \_\_\_\_\_

Provider \_\_\_\_\_

## Certificate of Completion

This document certifies attendance for the following license/certification holder:

Name of Attendee: \_\_\_\_\_

License / Certification Number: \_\_\_\_\_

Continuing Education Unit (CEU) Breakdown:

Laws \_\_\_\_\_

General \_\_\_\_\_

Total CEU's: \_\_\_\_\_

**Submit this form with your certification renewal application to the Nevada Department of Agriculture.  
Keep a copy for your records**