

# Additional Instructions for Distance and Online Learning Recerification Courses



OREGON  
DEPARTMENT OF  
AGRICULTURE

The instructions for submitting Distance Learning classes is in addition to the instructions in the Oregon Accreditation Guide. Some types of distance learning training formats may not be creditable or may only be approved if taken from a proctored location. The Oregon Department of Agriculture reserves the right to monitor/audit all training programs free of charge.

As with other classes, 50 to 60 minutes of applicable information will be equal to one recertification credit. Time used to complete the verification statement and instructions will not count as creditable time. In situations where there is time for a final exam, the final exam time does not count towards the 50-60 minutes of creditable time.

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## COMPUTER-BASED / ONLINE COURSES

Course sponsors must provide ODA with a complete copy of the course for review in the format that the course will be presented, including all educational materials and/or aids. This can be provided via hard copy, cd, thumb drive, or via web link. For review of an online course via web link, a user account must also be provided (see below).

### Online courses:

Sponsors must develop a unique username and password for the course that is linked to the participant's pesticide applicator license number. The unique username and password must be used to access the course.

Course sponsors must provide a written explanation of how the identity of the course participant will be verified. Acceptable formats would include a verification and fraud statement that the course participant must agree to sign, similar to the one listed below:

*Allowing someone other than the course participant to complete this module, in order to qualify for pesticide recertification credits, constitutes fraud. Committing fraud to obtain renewal of a pesticide license may result in enforcement action.*

*By selecting yes, I verify and attest to the fact that I am the person whose name and license number appear in course sign-in dialogue box and on the pesticide applicator license.*

Yes \_\_\_\_\_

No \_\_\_\_\_

**Participant engagement:** To ensure that someone is engaged with the online course material, the course must have random pop-up questions, check boxes, and/or key codes that must be responded to by the participant. Questions must be worded in such a way that only a person who completely participated in the course could answer them. One minute per pop-up question may count towards creditable time. There is a required minimum of 10 questions per hour of creditable time and a maximum of 20 questions.

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## Other important information:

- Online courses must have a way to monitor an individual's time spent in the course. For example, the system will timeout if there is no activity within a 10-minute period.
- Courses must be designed so that they prevent the participant from taking more than one course simultaneously.

## ALL COMPUTER-BASED / ONLINE COURSES

**Final exams:** A final exam is required. For courses longer than two hours, each topic must end with a minimum of 10 questions per hour of approved content. Successful completion of a course includes the participant taking a post-test or final exam with a passing score of at least 70%. There must be a large enough pool of questions to sufficiently cover the key points of the approved course and to ensure that different participants do not receive the same questions. The test questions must be randomized or each test taker. If the participant does not pass the exam and is permitted to re-take a failed exam, the questions and answers must be re-generated in a random order.

## Other important information:

- A course must be setup in such a way that an individual cannot go directly to the final exam.
- Courses must be completed within the calendar year in which they were started and be completed by midnight on December 31st.

## Reporting:

A monthly report similar to the one below must be submitted to ODA at the beginning of the following month with the report headings listed in the sample report. The following are required:

- List one course per page.
- List the name of the course and the ODA course number (course numbers change each year).
- List the full name and license number of each course participant in the appropriate report.
- List the date and time they began the course and the date and time they completed the course.
- List the total amount of time they spent in the course.
- State how you determined the participant's successful completion of the course (ie: online examination, written examination).

During the months of November and December, sponsors are strongly encouraged to submit Attendance Reports to ODA by the 7th of the following month.

ODA Course #	Course Name	Oregon License Number	Full Name	Date Started	Date Completed	Total Time in Course	Final Exam/ Post Test Score
169990101	Pesticide Calibration	0012345	\$250	2/13/16	3/31/16	62 mins.	81%

## LIVE INTERACTIVE DISTANCE LEARNING

(i.e.: Webinars, skype, Polycom, etc.)

Group participants must be at an ODA-approved, proctored location.

Sponsors should clearly indicate whether pre-registration is required. The sponsor must provide a way for the course participants to be able to ask questions in real time via video, telephone, messages, etc. The course sponsor must coordinate with proctors to ensure and document that participants attended the entire duration of the course.

Some examples of documentable participation for distance learning may incorporate one or more of the methods below:

- Messaging of questions for the instructor/speaker to respond to during the course
- Two-way visual observation
- Verbal interaction or similar methods of verification during the entire course

### Attendance Records (Proctor's Responsibility)

- Scan and email the ODA attendance records to: **attendance-records@oda.oregon.gov**, or
- Mail the original ODA Attendance Records to: Pesticides Program, Oregon Department of Agriculture, 635 Capitol St NE, Salem, OR 97301. Please do not fax records.
- **Please only send the records once.** Do not email and/or mail records to multiple locations, or multiple times. Call 503.986.4635 if you have a concern.