



OREGON
DEPARTMENT OF
AGRICULTURE

Continuing Education Accreditation Form for Live Webinars

These forms are to be used specifically for Live Webinar events submitted under the [Temporary COVID-19 Guidance for Sponsors of Recertification Events](#).

In effect April 1, 2020 – Aug. 30, 2024

Instructions:

1. For each event, submit a(n):
 - Completed **Continuing Education Accreditation Form for Live Webinars** (see next page).
 - Event Agenda**
2. For each presentation in your event, submit a completed:
 - [Presentation Detail Form For Live Webinars](#)

For example: If you have an event with four presentations, you will submit 4 Presentation Detail Forms; 1 Continuing Education Accreditation Form; and 1 agenda.

3. Please submit all completed forms and your Event Agenda at least **30 days** prior to the event date. If you cannot make the 30-day deadline, ODA recognizes there may be challenges due to the pandemic, and we will work with sponsors as best we can.

Important:

- Events submitted less than 30 days prior to the event date may be denied credits, depending on current workload. However, ODA staff will do their best to work with you.
- If you don't have the webinar links set up at the time of submission, you must still submit them to ODA prior to the event.
- Event applications must still be submitted and approved by ODA prior to the event date. Requests submitted after the event will not be reviewed.
- Incomplete application packets will result in delays.

Submit Completed Forms to:

- Email: pesticide-recertification@oda.state.or.us
- Fax: (503) 986-5378
- Mail: Oregon Dept. of Agriculture, Pesticides Program
635 Capitol St. NE, Ste. 100
Salem, OR 97301

Continuing Education Accreditation Form for Live Webinars

1. Sponsor Information:

Name of Sponsoring Organization _____

Contact Person _____

Contact Address _____

City _____ State _____ Zip Code _____

Contact Phone _____ Contact Email _____

Person Completing Packet _____ Email _____

2. Event Information:

Event Title _____

Event Date(s) _____

Webinar Platform To Be Used _____

Invitation Link to Webinar _____

Other Relevant Connection Information _____

Online Host/ Moderator _____ Email _____

3. Is this event identical to one previously approved? Provide the event #: _____

(Note: all forms still required)

4. Total # of Credits Anticipated: Core: _____ Aerial: _____ Other: _____

(Note: 1 Credit = 50 minutes on qualifying topics)

5. Attendance Sheet(s) Requested for Each: Hour Block Two-hour Block

6. Event is (choose one): Open to anyone who wishes to attend (listed on ODA website).

Closed – attendance by sponsor invitation only.

7. Briefly, how do you plan to confirm participant attendance?

8. Where to Submit Completed Forms:

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Advertising Credits: Until credits have been assigned by ODA to your event, please describe credits as 'anticipated' in ads, flyers, etc.