



Continuing Education Accreditation Form

Instructions:

1. For each event, submit a(n):
 - Completed **Continuing Education Accreditation Form** (see next page).
 - Event Agenda**
 2. For each presentation in your event, submit a completed:
 - [Presentation Detail Form](#)
- 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. At least **30 days** prior to the event date, submit all completed forms and your Event Agenda.

Important:

- New [internet or distance](#) events may take additional time to review.
- Events submitted less than 30 days prior to the event date may be denied credits.
- Credits will be denied for applications submitted after the event date. 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

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) _____

Facility Name _____

Street Address _____

City _____ State _____ Zip Code _____

On-Site 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: Morning/Afternoon Day

6. Event is (choose one): Open to anyone who wishes to attend (listed on ODA website).
Closed – attendance by sponsor invitation only.

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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.