

# Requirements for Sponsors of Pesticide Continuing Education Events



## Introduction

This document is intended for sponsors of Oregon Department of Agriculture (ODA)-accredited pesticide continuing education events (sometimes referred to as “CEUs” or “recertification courses”). General guidance for accredited events and key sponsor responsibilities are outlined below. For information about on-demand, online course requirements, how to apply for pesticide credits, or other continuing education topics please visit the ODA website.

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## What responsibilities do sponsors have when conducting an ODA-accredited continuing education event?

Sponsors that facilitate or conduct an ODA-accredited continuing education event have multiple responsibilities, including some that are specific to the event format (i.e., in-person, live webinar). A sponsor may designate another person to assist them. However, it is ultimately the sponsor's responsibility to ensure that all applicable requirements are fulfilled.

### Sponsor Responsibilities

#### COMMUNICATION

- Notify ODA promptly if there are changes to the agenda for an event, such as the dates/times, location, on-site host(s)/moderator(s), speakers, or presentations.
- Communicate requirements for earning pesticide credits to attendees during the event.

#### ENGAGEMENT

- Monitor attendees to ensure that they are present and reasonably engaged for the duration of presentation(s) within each session.
- Ensure that attendees have a mechanism to ask and receive responses to their questions.

#### DOCUMENTING ATTENDANCE

- Use only the appropriate ODA-furnished attendance form(s) for each session. Use of other forms or the incorrect ODA-furnished form(s) may result in no credit being awarded.
- Submit completed attendance record(s) to ODA no later than fifteen (15) business days after the event.

#### AUDITS

- Comply with ODA audit requests, including any associated record requests.

### In-Person Event Responsibilities

- Make the appropriate ODA-furnished Continuing Education Attendance Record ("signature sheet") available to attendees only at the end of each session.
- Monitor the signing of the ODA Continuing Education Attendance Record to ensure that:
  - » only those who attended the entire session sign.
  - » only one entry is recorded for each person.

### IMPORTANT CONSIDERATIONS FOR IN-PERSON EVENTS

- Remind individuals who wish to receive credit that they must legibly record their Oregon pesticide license number (if multiple, pick one), full name (as it appears on their license), and signature on the correct form. In general, pesticide credits cannot be awarded to individuals that fail to record their signature or fail to sign the correct form.
- Occasionally, an attendee that is not present or engaged for the full duration of a session may attempt to sign the ODA attendance record. To avoid a confrontation, the sponsor may choose to allow the individual to sign. If this occurs, the sponsor should document those who do not qualify for pesticide credits. This can be done by crossing out names on the signature sheet, omitting that attendee's name and license number from the Digital Attendance Record, or some other method. Please include a brief description in the "Notes" column of the Digital Attendance Record for the supporting justification.

» the writing is legible to the personnel transcribing the attendee's information onto the ODA-furnished Digital Attendance Record (Excel form).

- Transcribe the names and Oregon license numbers of qualifying attendees from the ODA Continuing Education Attendance Record ("signature sheet") to the correct ODA-furnished Digital Attendance Record (Excel form) and complete the attestation.
- Submit both the scanned/photographed completed Continuing Education Attendance Record ("signature sheet") and the Digital Attendance Record (Excel form) to ODA no later than 15 business days after the event.
- Barcode scanners and similar technologies can be utilized under certain circumstances if approved by ODA in advance. This is a great way to efficiently track attendance, especially for large groups.

## IMPORTANT CONSIDERATIONS FOR LIVE WEBINARS

- Pre-registration data are not a valid metric for verifying attendance or engagement.
- Some attendees may have licenses in several states. Please make sure that you have a process to collect their Oregon pesticide license number. While ODA staff will always attempt to identify each attendee, failure to provide an appropriate Oregon license number can result in missing credits for your attendees.
- Sometimes, webinar attendees may experience technical issues. It is recommended that sponsors plan in advance for how they will verify attendance for these individuals.
- If you perform more engagement checks than are required by ODA during a webinar, you may find that some users participate only part of the time. You then are left to determine who receives (and does not receive) pesticide credits. This can be avoided by adopting a standard in advance and communicating your requirements to the attendees at the beginning of the webinar.
- ODA is aware that sometimes sponsors learn during or after a webinar that multiple individuals attended their webinar using a single device. This unfortunate situation can result in individuals not being awarded pesticide credits by ODA, as there is no way to determine if each individual was present and engaged. Sponsors are encouraged to communicate with attendees in advance, so that this situation is avoided.

### Live Webinar Event Responsibilities

- Ensure that the methods utilized for verifying attendance and engagement are appropriate for the situation. Unless audio/visual roll calls are utilized, each attendee must be logged in through their own device so that the data recorded by the webinar platform accurately reflects their attendance and engagement.
- All methods used to verify attendance and engagement must be approved by ODA in advance of the event.
  - » Verify attendance at the beginning and end of each webinar session.
  - » Verify attendee engagement by administering an engagement check during each session.
  - » Notify ODA promptly if technical issues result in changes to the methods used to verify attendance or engagement.
- Record the names and Oregon pesticide license numbers of each person that attended the full duration of the webinar session and responded to the mid-webinar engagement check on the correct Digital Attendance Record and complete the attestation.

### Hybrid Event Responsibilities (live webinar and in-person components)

- Sponsors must fulfill the applicable requirements (detailed in this document) for both the live webinar component and the in-person component(s).
  - » For the in-person component(s), attendance must be documented separately for each physical location on both the correct Continuing Education Attendance Record (“signature sheet”) and Digital Attendance Record (Excel form) provided by ODA.
  - » For the live webinar component, attendance must be documented on the correct ODA-furnished Digital Attendance Record (Excel form).

## IMPORTANT CONSIDERATIONS FOR HYBRID EVENTS

- Each live webinar and in-person component of your event must be accredited separately. Before your event, please confirm that ODA has accredited each of the live webinar and in-person components of your event, and has authorized the methods you plan to use to verify attendance and engagement for the live webinar component.
- Sponsors are encouraged to have at least one dedicated moderator/host to help facilitate the associated attendance/engagement verification activities for both the live webinar and each in-person component.

## Last-minute changes, event cancellation postponement, or no Oregon attendees?

Winter weather or illness can be unpredictable and may cause attendees or speakers to cancel at the last minute. If your event (or part of it) changes due to an absent speaker or is canceled or postponed, or if no Oregon licensees were in attendance, please notify ODA as soon as possible so that we can provide guidance and update our records. We may also provide updated forms for documenting attendance.

Additionally, if you have a speaker change it is important to verify their licensing is appropriate if they will provide technical advice or recommendations about Restricted Use Pesticides (RUPs). More information can be found at <https://oda.direct/Continuing-Ed-Licensing>.

## NOTIFYING ODA

- If a change happens the day of the event or during the two business days prior, please call the Pesticides Program office at 503.986.4635.
- For changes that do not require immediate attention, please reply directly to your accreditation confirmation email, or email [pesticide-recertification@oda.oregon.gov](mailto:pesticide-recertification@oda.oregon.gov) and include the "CSN" number(s) from the associated ODA-furnished attendance record(s).

## Use of forms to document attendance

Sponsors must fulfill the applicable requirements (detailed in this document) for both the live webinar component and the in-person component(s).


- For the in-person component(s), attendance must be documented separately for each physical location on both the correct Continuing Education Attendance Record ("signature sheet") and Digital Attendance Record (Excel form) provided by ODA.
- For the live webinar component, attendance must be documented on the correct ODA-furnished Digital Attendance Record (Excel form).
- **Important:** The Digital Attendance Record (Excel form) does not contain a section for signatures and is not intended to be printed or used as a signature sheet.

The use of ODA-furnished Continuing Education Attendance Records or Digital Attendance Records for parts of your event for which they are not intended may result in no credit awarded to attendees. Similarly, the use of forms other than those furnished by ODA generally results in attendees not receiving credit.

If sponsors have any issues with, or questions about the attendance forms, please contact the ODA Pesticides Program as soon as possible at 503.986.4635 or [pesticide-recertification@oda.oregon.gov](mailto:pesticide-recertification@oda.oregon.gov).

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**Continuing Education Attendance Record**

 Oregon Department of Agriculture

Location: SALEM, OR      Session Date: 04/23/2025

Event Title: EXAMPLE - NOT A REAL CEU      Start/End Time: 08:00 AM - 11:30 AM

Session Title: EXAMPLE - MORNING SESSION      Sponsoring Organization: OREGON DEPARTMENT OF AGRICULTURE

On-site Moderator/Proctor: Taylor Smith      Other Credits: 2      Aerial Credits: 0      CSN ID: 48572


Credits Approved: 4      Core Credits: 2

Sponsors, please return form by email or mail only. Email (preferred): [attendance-records@oda.oregon.gov](mailto:attendance-records@oda.oregon.gov)

**INSTRUCTIONS FOR COURSE ATTENDEES**  
To receive credit, you must provide your license number\* (if multiple, each person's full name will appear on your license), and signature.  
\*Exception: If you are certified but have not yet been issued a license number, write "pending" in the license number section. Apprentices cannot earn credits until their license is issued.

LICENSE NO.*	FIRST NAME	LAST NAME	MI	SIGNATURE	QR CODE / BARCODE (OPTIONAL)
AG-L					

**Digital Attendance Record (REQUIRED)**

 OREGON DEPARTMENT OF AGRICULTURE

Location: SALEM, OR      Date: 4/23/25

Event Title: EXAMPLE - NOT A REAL CEU      Time: 08:00 AM - 11:30 AM

Session Name: EXAMPLE - MORNING SESSION

CSN: 48572

**INSTRUCTIONS:**  
1) The preparer (sponsor representative filling out this form) must provide their full name and complete the attestation below.  
2) Please provide the license number and full name for each session attendee in the grey area below.  
3) If an attendee is certified but has not yet been issued a license number, write "pending" in the license number section. Pesticide Apprentices can not earn credits until their license is issued.  
4) Within 15 business days after the In-Person event, submit this form and the ODA Continuing Education Attendance Form (the form signed by attendees) to the email address or online submission platform listed below:

Email: [attendance-records@oda.oregon.gov](mailto:attendance-records@oda.oregon.gov)  
MySponsor (pilot online submission platform): <https://oda.direct/mysponsor>

**PREPARER INFORMATION & ATTESTATION (REQUIRED)**

NAME	CONTACT INFORMATION

BY CHECKING THIS BOX, THE PREPARER OF THIS FORM ATTESTS THAT EACH PERSON LISTED BELOW ATTENDED AND WAS ENGAGED FOR THE FULL DURATION OF THIS SESSION AND HAS SIGNED THE CONTINUING EDUCATION ATTENDANCE RECORD FORM

CSN # (Admin. Use)	LICENSE NUMBER	FIRST & LAST NAME	NOTES (OPTIONAL)
48572			
48572			
48572			

## **How should I submit attendance records to ODA?**

Sponsors must submit completed ODA attendance records to ODA no later than fifteen (15) business days after their event using one of the following methods:

- MySponsor (online submission platform):  
<http://oda.direct/MySponsor>
- Email: [attendance-records@oda.oregon.gov](mailto:attendance-records@oda.oregon.gov)

Note: Attendance records can be submitted by a person other than the sponsor, if the sponsor identifies them to ODA in advance. Attendance records received from persons other than the sponsor or those they identify in advance will not be accepted.

## **What should I expect during an audit of my event?**

All ODA-accredited events are subject to monitoring by ODA. When offering an ODA-accredited event, you must allow free entry (excluding meals) to ODA representatives for the purposes of monitoring or auditing the event. Upon completion of an audit, an ODA representative will contact the sponsor to provide a summary of their observations.

Additionally, ODA reserves the right to request any additional data necessary to determine attendance or engagement of participants. Sponsors are advised to preserve relevant records or data for at least 15 business days after their event.

## **Where can I get more information?**

If you have any questions, please contact the ODA Pesticides Program at [pesticide-recertification@oda.oregon.gov](mailto:pesticide-recertification@oda.oregon.gov) or 503.986.4635. Guidance documents and other resources for pesticide continuing education sponsors are available on the ODA website.