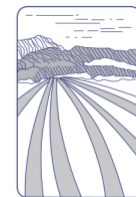




LETTER TO SPONSORS

July 24, 2020



Esteemed Sponsors,

The Pesticides Program staff at the Oregon Department of Agriculture hope you and your family are all doing well. Because of the state of emergency due to COVID-19, we are updating our processes as sponsors adjust how they provide educational opportunities to pesticide applicators and others who need ODA-approved recertification credits.

Below are some very important updates and reminders to help us all plan the coming Fall, and Winter training seasons in advance. The bulleted list below is a summary of the points that will be discussed in more detail in the body of this letter.

- The Live Webinar option will remain in effect at least through March 31, 2021.
- Please consider offering more Live Webinar recertification events that are open to all individuals needing credits. Many of the requests we are receiving are for closed events. A plus for you - it may serve as an opportunity to reach out to a new audience or get new members for your organization.
- Please use the [correct forms](#) and provide all of the requested information in order for ODA to review your request. This is the most common reason for delays.
- We strongly encourage you to submit event documentation 30 days before the event is scheduled. This will give ODA enough time to process and review your applications.

Live Webinar Date Extension

The ODA Pesticides Program is currently reviewing and allowing Live Webinars in which participants can “attend” from their home or any other remote location. Prior to submission of paperwork, please read the [“Temporary Guidance for Sponsors of Pesticide Recertification Events – Interactive Live Webinar Option”](#) found on our [“Sponsor a Pesticide Class”](#) webpage. In order to allow the organizers of large annual events enough time to plan, the acceptance of Live Webinar events will at least be extended through March 31, 2021. Please ensure that the correct forms are used and all the requested information is provided to facilitate review of the documents.

Consider Applying for More “Open” Events

Although we continue to receive a steady flow of requests for recertification events, the majority of those events are not open to the public, leaving many pesticide applicators with few recertification options. Please consider offering alternate webinars or opening currently planned webinars to other applicators to help them



meet their requirements. For organizations with membership requirements, this may be an opportunity to reach a broader base of potential new members. Please note that neither EPA nor ODA will be extending recertification deadline requirements, so applicators are being notified well in advance that they will still need to earn the same numbers of required recertification credits. This means that many applicators and consultants are looking for courses. To see the credit requirements for each applicator license type, go to: <https://oda.direct/InfoChanges>

Event Auditing & Webinar Invitation Information

As with all other events and courses, ODA must have the ability and option to audit Live Webinar recertification events. We understand that the specific invitation links or connection details may not be ready 30 days prior to an event, and therefore not submitted with the original application. ODA will still review applications which are missing these specific details, but ODA will not finalize the review process and issue the approval documents unless the link or connection details are submitted to ODA **before** the start of the Live Webinar. Specific instructions will be communicated to sponsors after the initial application is submitted.

Submit Events 30 Days Prior to the Event Date

The current state of affairs is requiring that ODA staff take on shifting roles and workloads either directly related or otherwise affected by the state's response to COVID-19. Also, due to an increase in event submissions taking place less than 30 days from the date of event, applications may not be reviewed until close to the event date. Although we try to maintain as much flexibility and understanding as possible, shifts in processes and workload may result in delays, and in rare occasions, events submitted less than 30 days in advance may not be reviewed in time. Please help us by doing your part by submitting all the requested information on the correct forms.

Contact Us With Your Questions

If you submit an event and do not receive an email letting you know which ODA staff person has been assigned to review your event, please don't hesitate to reach out to pesticide-recertification.oda.state.or.us; please make sure to include the original email you submitted, including all your original attachments.

If an ODA Pesticide Specialist has been assigned to review your application, please feel free to reach out directly to that person if you have any questions or comments.

ODA Pesticides Program

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e-mail:

pesticide-recertification@oda.state.or.us

(Email is the Preferred Method)