



## **Message To Event Sponsors**

### **ODA COVID-19 Pandemic Response Temporary Guidance for Sponsors of Pesticide Recertification Events - Interactive Live Webinar Option**

The Oregon Department of Agriculture (ODA) is accepting Live Webinar recertification events for credit review through October 15, 2021 to help event sponsors comply with social distancing orders and help limit large in-person gatherings.

**Live Webinar Option:** Event (class) sponsors may offer recertification credit events via interactive live webinar, and these webinars may be a minimum of one (1) recertification credit (50 minutes).

#### **Questions and Requirements**

##### **How do I change an in-person meeting I already submitted to ODA to a live webinar?**

Notify ODA of your intended change as soon as possible and prior to the event.

##### **How do I seek approval for a new event offered via live webinar?**

New events must be submitted to ODA using the same process normally in place, with slightly modified forms to be used while the temporary guidance is in place. To access the new forms visit ODA's Sponsor a Pesticide Class: <https://oda.direct/SponsorClass>.

##### **How will ODA review live webinars?**

The same topic requirements will still be in place. In addition, all live webinar events must meet the conditions listed below.

- 1) ODA must be provided an invitation link allowing ODA staff to audit events as needed.
- 2) Implement the following measures to reasonably assure that attendees are present and engaged:
  - a) Use a platform (e.g. *GoTo Meeting*, *Adobe Connect*, *Skype*, etc.) that would require each participant to log in to the event using their full name.
  - b) Each participant must have a way to ask the presenters questions, verbally or in writing.
  - c) Engage the audience by requesting written responses to presenter questions through a chat feature or online interactive engagement tools (e.g. *Kahoot!*).
  - d) Confirm that everyone who logged in at the beginning of the presentation is still present at the end by having roll call in one of the following ways:
    - Verbal, through microphone; or
    - Written, through a chat feature; or
    - Visual, through a web cam.
- 3) Additional requirements:

- a) The sponsor will still need to provide ODA the digital attendance record with all the required participant information:
  - a. License Number and
  - b. Full name
- b) If small groups have no option but to log in from a single computer, the sponsor will need to confirm everyone's attendance visually (web cam) or verbally (microphone).

**How will I collect participant signatures after the event?**

The requirement to provide signatures will be temporarily waived for sponsors who receive ODA approval.

Thank you. If you have any questions, please do not hesitate to contact your ODA event reviewer directly, or the ODA Pesticides Program.

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