

Request for Recertification Attendance Record Review

Please complete this form to request a review of your credit history record.

Corrections are limited to accredited classes that you have attended this year and during the previous calendar year. Credit hour adjustments for attendance at courses prior to January 1st of the previous calendar year will not be considered. Submittal of this completed form does not guarantee an adjustment in credit hours.

Step 1: Please provide the following information.

Last name: _____ First name: _____ MI: _____
License Number: _____ Current Phone Number: _____

Step 2: Check your online credit hour report at oda.direct/PestCreditHours

Step 3: Record any courses missing from your report that you attended.

- In-person courses - You will not receive credit if you did not sign the ODA Attendance Record (sign-up sheet).
- Internet courses - Completion must be documented in the sponsor's course completion record.

Date of Attendance or Completion	Location (City)	Name of Course and Sponsor	Session Attended (AM?/PM?/Both)

Step 4: Submit completed form to one of the following:

Email: pestx@oda.state.or.us

Fax: 503-986-5378

Mail: Oregon Department of Agriculture
Pesticides Program
635 Capitol St. NE
Salem, OR 97301-2532



Oregon
Department
of Agriculture