



February 2, 2017



You are receiving this letter because you have been a class sponsor in the past, and have applied for and possibly received recertification credits for courses offered. The purpose of this letter is to notify you that we now have two separate email addresses for information submittal.

Recertification Course Accreditation Form (Course Requests) Submittal
Email to: pesticide-recertification@oda.state.or.us

ODA Recertification Attendance Records (Sign-up Sheets)*

Email to: attendance-records@oda.state.or.us

Please indicate the first five (5) digits of the course number in the subject line of the email.

ODA Recertification Attendance Records

If you prefer not to scan and email the attendance records, you may opt to mail the original attendance records to: Pesticides Program, Oregon Department of Agriculture, 635 Capitol St NE, Salem, OR 97301. Please do not fax records.

Please only send the records once. **Do not email or mail records to multiple locations.** It creates confusion, delays and a duplication of work.

*Please insure that you submit completed legible attendance records (sign-up sheets) within 15 days of the course completion, especially in November and December. ODA advises that you submit the attendance records as soon as possible after the course. ODA recommends that you retain a copy of the Recertification Attendance Records for your records.

For additional information related to how to sponsor a pesticide class, see

<http://www.oregon.gov/ODA/programs/Pesticides/Licensing/Pages/SponsorClass.aspx>

Thank you

Pesticides Program
Oregon Department of Agriculture (ODA)
635 Capitol St NE, Salem, OR 97301
(503) 986-4635

