

CHECKLIST

For Requesting Continuing Education Training (C.E.T.) Credits For Presentations, Seminars, Workshops, Conferences, etc.

(Attach to request)

Requests must be received at least **ten (10) working days** prior to the date of the event. Requests received with less than 10 working days notice or missing required information may not be reviewed.

Requests must include the following:

- [] Name of the Sponsor (company, organization, etc.) and a Contact Person's telephone number, e-mail address, etc.;
- [] Biography (or resume) of each speaker demonstrating their qualifications for speaking on the subject material. (Previously submitted biographies are valid for two years.)
- [] An outline of each speaker's presentation; *
- [] Copy of materials to be presented or passed out to participants;
- [] Target audience and goals of the presentation;
- [] Category or categories for which recertification credits are being requested;
- [] Class availability and any applicable fees. (Is the program open to all applicators or limited to those at a specific business or company);
- [] The dates, times and locations of the programs. If this is unavailable, provide explanation.

* Be sure your outline contains supporting details about topics you identified as major headings. Just listing a major heading (i.e., "Nozzle selection") without supporting details will leave the reviewer(s) wondering what information about nozzle selection is valuable to the certified applicators. As a result, they may assign no value or only a fraction of the presentation's true value. Under each major heading, add supporting details as subheadings (i.e. "Low-pressure nozzles reduce drift"). It will allow reviewers to know how a certified applicator might use the information you present or skills you teach.

Submit requests to: Mr. Steven Ogata, Environmental Health Specialist
Hawaii Department of Agriculture
Pesticides Branch
1428 S. King Street
Honolulu, HI 96814-2512

Ph. (808) 973-9409
Fax. (808) 973-9418
e-mail: Steven.S.Ogata@hawaii.gov