

**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 **fourteen (14) working days** prior to the date of the event. Requests received with less than 14 working days notice or missing required information may not be reviewed.

Requests must include the following:

- [ ] Name and contact information of the sponsor and contact person;
- [ ] Biography (or resume) of each speaker. (This may be already on file with the HDOA; if unsure, best to resubmit)
- [ ] An outline of each speaker's presentation; \*
- [ ] Target audience and goals of the presentation;
- [ ] Category or categories for which recertification credits are being requested;
- [ ] Class availability and applicable fees. (Is the program open to all applicators or limited to those at a specific business or company);
- [ ] The dates, locations, and times of the programs;
- [ ] Was this program (or one similar) approved for CEUs in the past? If so, provide date of past approval.

\* 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:           Hawaii Department of Agriculture  
  Pesticides Branch - Oahu  
  1428 S. King Street  
  Honolulu, HI 96814

  Ph. (808) 973-9424  
  Fax. (808) 973-9418  
  e-mail: [HDOA.PESTED@hawaii.gov](mailto:HDOA.PESTED@hawaii.gov)