

SPONSOR RESPONSIBILITIES

April 10, 2013

Sponsors are responsible for maintaining the integrity of the participant attendance. Those who continually fail to fulfill this responsibility will not be granted the opportunity to offer recertification classes in the future.

- 1) Sponsors are responsible for scanning certification cards prior to the start of the class and scanning them out after the class has ended. The “start” and “end” times recorded by the scanner are very important. Incorrect times may result in participants not receiving credit. Those who continually submit incorrect data will not be allowed to sponsor future recertification classes.
- 2) For smaller sessions, sign-in / sign-out sheets may be used. Sponsors are responsible for filling in ALL class information completely and accurately. Again, the start and end times are very important. During the sign-in process, participants must fill in actual time at signing NOT the scheduled start time. At the start of the class, sponsors should draw a line across the page just below the last entry and indicate the start time. Participants signing in 10 - 15 minutes after the start time will not receive credit. **Sponsors must check to insure that participants have filled in the sheets completely.** If the entry is deficient, the participant may not receive any credit. Note that initials are NOT acceptable. If not certified, the participant should enter “none” or “not certified”. If sign-in / sign-out sheets are pre-filled with participant’s information, they should be reminded to verify their information prior to signing.

The original sheets must be submitted to the Pesticides branch. A copy should be made in the event the originals are lost.

Again, these procedures are necessary to maintain integrity in the recertification process. Sponsors who continually submit deficient documentation will not be granted the opportunity to offer recertification classes in the future. For more information on the recertification process/requirements, go to: <http://hdoa.hawaii.gov/pi/pest/pesticide-applicator-certificationrecertification-2/>.