

**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 **thirty (30) working days** prior to the date of the event. Requests received with less than 30 working days notice may incur a fee of up to \$100 to expedite course approval. Courses that are approved may be audited by Hawaii Department of Agriculture (HDOA).

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.

Requests for online courses must meet the **additional** requirements below:

- [] Online system must not allow courses to be taken simultaneously
- [] Online system must provide a time limit of at least 1 hour or provide evidence that at least 1 hour was spent on the course.
- [] HDOA may request to demo the system.
- [] There must be some sort of assessment in which a passing score of 70% is needed.
- [] The sponsor or system must report the participant's name and HI certification number, the date of completion, the approved course code, and course name to the state every month. If a certificate is offered to the applicant, then a copy shall be submitted.
- [] The applicant must sign or agree to an anti-fraud statement indicating that fraud will result in loss of online credits and may result in revocation of their license(s).

* 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
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Honolulu, HI 96814

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