

SPONSOR RESPONSIBILITIES

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. Sponsors are responsible for tracking attendance using the options below:

- 1) Sign-in / sign-out sheets, Forms P-77 and P-78, may be used. Sponsors are responsible for filling in ALL class information completely and accurately. During the sign-in process, participants must fill in actual time at signing NOT the scheduled 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. 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.

Attendance sheets should be submitted to hdoa.pested@hawaii.gov or mailed to Hawaii Department of Agriculture, Pesticides Branch, 1428 South King Street, Honolulu, HI 96814.

- 2) For iOS only: A scanner can be downloaded from the Apple Play Store by searching “HDOA Pesticides.” The icon will be the HDOA logo which is featured on this document in the top left-hand corner. The sponsor code will be provided upon course approval. Sponsors are responsible for scanning certification cards prior to the start of the class and scanning them out after the class has ended.

Sponsors may request a copy of the attendance sheet at least one week after class completion.

- 3) For online courses: At minimum, reports must include the participant’s name, their HI certification number, the approved course code, the course name, and date of completion.

Reports must be submitted monthly to hdoa.pested@hawaii.gov or mailed to Hawaii Department of Agriculture, Pesticides Branch, 1428 South King Street, Honolulu, HI 96814.

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.