

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 \$100.00 to expedite course approval. Courses that are approved may be audited by Hawaii Department of Agriculture (HDOA). Once approved, courses are valid for 2 years.

Requests for all types of courses 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.* (A copy of the presentation may be requested)
- [] 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 or course code 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
1428 S. King Street
Honolulu, HI 96814

Ph. (808) 973-9409
Fax. (808) 973-9418
e-mail: HDOA.PESTED@hawaii.gov

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Additional requirements for distance learning
(Attach to request)

Distance learning may be approved on a case-by-case basis.

Credit from online courses where a trainer is not present, such as with self-paced modules, cannot exceed half of each applicable categories' credit hour requirement, rounded down, unless otherwise noted. Courses that have a trainer present virtually at the time and throughout the duration of the course, such as webinars, will not be considered as part of the online course credit limitation. Once approved, courses are valid for 2 years.

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

- [] (Only online courses) Online system must not allow courses to be taken simultaneously.
- [] (Only online courses) HDOA may request to demo the system.
- [] Online system and webinars must provide a minimum time limit of at least 1 hour or provide evidence that at least 1 hour was spent on the course.
- [] 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).

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