



## Sample Training Agenda(s) for Pesticide Recertification Credits

Make every effort to design your training agenda with your target audience's credit needs in mind. Although many times, the agenda may be driven by the need to communicate trendy topics like the presence of a new pest, new disease, new pesticide application equipment, or new or additional pesticide label uses. Regardless of what drives your agenda, following are a few things you may want to consider while developing your agenda.

**Number of credits to request:** The Michigan Department of Agriculture and Rural Development (MDARD) awards 1 credit per hour of training. Credits are assigned as a whole and they cannot be fractioned. For example, if an agenda covers three different topics of 20 minutes each in one hour, MDARD will assign 1 credit for the three 20-minute topics. The best effort will be made to award the credit in the category most prevailing according to the topic's description.

**Type of credits to request:** As a point of reference, we will refer to the types of credit as **core credits** and **category specific credits**. The type of credit will be determined based on the topic's description, **for example:**

**Core credits** will be assigned to topics that are generic in nature and may include product label reviews, pesticides and human health, pesticides in the environment, personal protective equipment, calibration of pesticide application equipment, drift management, pesticide laws and regulations, pesticide formulations, pesticide record keeping etc. You may use the core training manual as reference for these types of topics.

**Core credits** are needed by both certified private applicators (growers) and certified custom/commercial applicators (charge for their services). Therefore, if you offer core credits in your training, any certified applicator needing core credits can access these credits. For the most part, training is tailored to a specific target audience, but do not be surprised if someone outside your target audience needing core credits shows up at your training.

**Category specific credits** are needed by commercial/custom applicators only, and because they are category specific in nature, they can only be used by commercial/custom applicators certified in the category for which the credits are approved. Category specific credits are assigned to topics related to pest and disease management in a specific category of certification such as fruits (1C), vegetables (1B), field crops (1A), seed treatment (4), ornamental (3B), turf (3A), aquatic (5), right of way (6), mosquito (7A), to name a few. Some examples of such topics may include pest/disease biology, pest/disease ID, pest disease monitoring techniques, pest/disease control strategies, etc. You may use the category specific training manual as reference for these topics.

**Developing your agenda**, once you assessed your target audience's training/credit needs, you can either develop a **mixed agenda**, a **category specific agenda**, a **split agenda**, or a **concurrent sessions agenda**. Following is a description of each type of agenda:

**Mixed agenda:** this type of agenda is the most common and it may include mixed core and category specific topics. Efforts are made to assign the credits in the categories covered by the topic's description. However; for the most part, mixed agendas usually cover topics in core and one category; especially in agricultural settings. For example, if the target audience is fruit growers, the agenda may include topics in tree fruit pest and disease management along with pesticide label reviews and or proper pesticide application methods. In this case, credits will be assigned in core and category 1(C). Attendees will then chose if they want to apply the earned credits to core or 1C.

There are a few instances when a mixed agenda may include topics in core and one or more than one category; for example, in golf course and forest/right of way settings. A golf course agenda may include core and category specific topics like (3B) turf pest management, (3A) ornamental pest management, (5) aquatic weed control (if there is a pond or lake), (6) right of way pest management (parking lots/and other right of ways), and (7A) vertebrate pest management. However, the agenda must include topics in all of these areas in order to request credits in all categories; otherwise, credits will be assigned according to the categories identified by the topic's description. In the case of forest and right of way settings, the agenda may cover topics in core, forest pest management category (2), right of way (6), and in some cases category (5) if there is a lake/pond (aquatic weed control).

**Keep in mind that in mixed agendas approved for credits in core and one or more categories, attendees will need to choose in which category of certification they want to apply all the earned credits, credits cannot be split among all approved categories.**

**Category specific agenda:** this type of agenda targets either core or category specific credits. This agenda is common when certified pesticide applicators are in need to quickly earn the required number of credits to renew their credential by seminar in a category they are lacking credits. In this case, the whole agenda is devoted to either core or category specific credit. A typical example of this type of agenda is core manual review or a review of pest or disease in a specific category.

**Split agenda:** This type of agenda is usually divided in two parts. For example, half of the agenda (**morning**), may be dedicated to core credits and half of the agenda (**afternoon**) to category specific credits. In this case, you can request one seminar code for the morning session and one code for the afternoon session. Attendees can then apply morning credits to their core certification, and afternoon credits to their category certification. This type of agenda gives attendees the flexibility to attend only the morning or afternoon part of the agenda or both.

**Concurrent session's agenda (sessions offered at different times of the day):** Training programs that are divided in sessions usually involve more than one day of training and are commodity oriented. For example, if the focus is tree fruit production, the day or the program may be divided in session 1 (apples), session 2 (grapes), session 3 (cherries), etc. In this case,

topics discussed in any session can include both core and category (1C) topics, or just core or category.

If you know that most of the attendees will stay/participate in the full program, consider requesting one seminar code per day regardless if the day is divided in different sessions; especially since all sessions are related to category 1C using the example above. This option will cut paper work handling in your side tremendously. For example, if you request one seminar code per session, attendees will need to fill out one bubble sheet per each session. So for instance, if you were to have 100 attendees in your program, and you divide your program in 4 sessions and request a code per each session, you could be handling 400 bubble sheets, versus 100 bubble sheets if you request one seminar code only for the day.

**Concurrent session's agenda (sessions offered at the same time of the day):** there might be instances when several training sessions may be offered at the same time of the day; for example, you offer three concurrent sessions from 8:00 to 10:00 am, and three concurrent sessions from 10:00 to 12:00. In this case, one seminar code will be issued for the three sessions offered from 8:00 to 10:00, and one seminar code for the sessions offered from 10:00 to 12:00 because attendees will only be able to attend one session since all sessions are taking place at the same time.

**Please keep in mind to submit your agenda for review and credit approval at least 30 days in advance of your training. This will provide ample time for review and to mail out bubble sheets and approval letter with seminar code(s).**