

TERMS FOR APPROVAL

In making this request, the organization listed on the front agrees to comply with the following criteria:

1. The subject matter to be presented for CEU credit must relate directly to the certification standards.
2. The trainers or presenters must possess the expertise required to impart the specified information to the attendees.
3. The Record of Attendance (DACS-13325) must show the name, address, applicator license number, date, and sign-in and sign-out times for each attendee desiring CEU credit. All information on the record must be legible.
4. The attendee (applicator) will receive the original copy of the Record of Attendance form following the program attended. **It is the responsibility of the applicator to keep these records of CEUs earned until license renewal time!** The Provider may also keep a copy of the form for future reference. Record of Attendance forms will not be forwarded to FDACS by the Provider. The applicator must send a copy of the form to FDACS along with their renewal notice and license renewal fee.
5. For each session for which approval is requested, the sponsor will specify the duration (time) and request the number of CEUs to be allowed. This is normally 1 CEU for each 50 minutes of instruction time, or 0.5 CEU for each 50 minutes of demonstration time (for Bureau of Compliance Monitoring only), for applicable sections of the program.
6. The sponsor must submit each of the following for verification of program content, applicability, and assignment of CEU credits:
 - Program agenda including a list of the contact hours of instruction time
 - Brief description of the specific program contents as noted on the agenda
 - Documentation that attests the expertise of each trainer or presenter (brief resume)
The individual's title is not sufficient
7. **Forms and information should be submitted at least 2 weeks before the program. All programs must be approved before the presentation in order to receive CEU credits.**
8. Authorized Department agents may attend any approved CEU session unannounced and without paying any associated registration fee. If these agents desire to earn CEU credits while monitoring approved training programs, they must follow the same protocol as other attendees for registering and paying fees, if applicable.

For assistance, please call the Pesticide Certification Section at (850) 617-7870.

ADDRESS FOR SUBMISSION:

Send this form with appropriate documentation (#6 above) to:

**Pesticide Certification Section
3125 Conner Blvd. Bldg. 8 (L-8)
Tallahassee, FL 32399-1650
Fax (850) 922-6961**