



West Virginia Department of Agriculture Pesticide Regulatory Programs

Guidelines for Pesticide Recertification Training Programs

The following guidelines specify the items to be included when submitting recertification training programs. Following these guidelines will expedite the review of programs.

- Each recertification training program evaluated for credit in West Virginia should be approved in advance by the Pesticide Regulatory Programs office. Programs will be approved individually, category by category. Approved training topics equal to 30 minutes or the greater portion thereof will be equal to one (1) recertification credit.
- Twenty (20) credits, equal to ten hours of approved training, are required within each 3-year recertification period for commercial and certified public applicators. Ten (10) credits, equal to five hours of approved training, are required for private applicators.

In order for a training program to be considered for recertification credit in West Virginia, the program must follow these guidelines:

- 1) The program must be open to the public and be nondiscriminatory, except for in-house programs submitted by individual pesticide businesses.
- 2) The Pesticide Regulatory Programs office should receive the final written agenda at least 15 days before the program date. The program agenda must include the following:
 - a. Complete mailing address and telephone number of the person submitting the program for recertification credit
 - b. The program curriculum, including a brief synopsis of each topic
 - c. A list of proposed speakers and their qualifications
 - d. The location, date, starting time, breaks, and ending time of the program
 - e. The exact time allocated for each speaker or presentation (for example, 1:00-1:30)
- 3) In the case of on-line or computer tutorials, a written synopsis of the topics covered should be submitted. The estimated program completion time plus instructions for ordering the program software or accessing the program on-line should be included with the request.
- 4) Copies of the training materials (audio, video, software, printed) should be available for program review upon request.
- 5) Pesticide Regulatory Programs personnel may audit scheduled recertification programs as deemed necessary. All fees charged for the program will be waived for regulatory personnel monitoring the program. Copies of all training materials distributed to program attendees will be provided to monitoring personnel.

Recertification Training Topics:

The following topics are suitable for incorporation into pesticide recertification training programs. These topics are based on requirements set forth by the U.S. Environmental Protection Agency:

- 1) Applicable State and Federal laws and regulations
- 2) Labeling information
- 3) Application techniques
- 4) Pesticide waste disposal or minimization
- 5) Pesticide container cleaning and disposal
- 6) Environmental concerns:
 - a. groundwater
 - b. endangered species
 - c. drift and runoff
 - d. controlling pesticide spills
- 7) Worker protection and safety
- 8) Pests and pesticides
- 9) New developments
- 10) Principles of integrated pest management

Please Note:

- Any one program agenda submitted for approval will be granted credit only once during each 3-year recertification period.
- For in-house training, no more than one month's worth of training programs is to be submitted for approval at one time.



For additional information contact:

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