

Submitting Programs

Any person wishing to have an education program considered for Continuing Education Units will submit the following to the ODAFF. Plant Industry and Consumer Services Division:

1. A list of the topics including a description of the content and an indication of their relative value for meeting the standards of continuing certification.
2. A list of speakers and their qualifications.
3. Approaches to be used to verify attendance and/or evaluate the progress of participants.
4. Agenda showing the amount of time scheduled for each topic.

After receipt of this information, the ODAFF and Oklahoma State University Pesticide Safety Education Program will determine whether or not the program meets the criteria of CEU. If the program is accepted, the person will be notified of the number of assigned CEU(s). This process normally takes a minimum of two weeks. If the person disagrees with the number of units assigned, they can appeal to ODAFF.

A person wishing to have CEUs assigned prior to an event, so the units may be advertised in advance should submit the required information at least six weeks prior to the event.

CEUs can be awarded after the program has occurred. This is beneficial only if you have a sign-in sheet with the person's certified applicator number. Post approval is not encouraged; however, it is available for those who need to use the process.

Out-of-state programs are also eligible for Oklahoma CEU approval. Approval can be achieved by the program presenter submitting the information to ODAFF or by the person attending submitting the program. For Oklahoma programs adjacent to other states, the program planner may wish to consider submitting the program for CEU approval in the adjacent state. The pesticide coordinators' office can provide you with the appropriate contact. One can access the OSU Pesticide Safety Education Programs' website at <http://pested.okstate.edu> to view information on pesticide programs and issues.

Good Submittal Example

Sponsor: Oklahoma Pest Control Association, 2600 S. W. 44th Oklahoma City, OK 73119. Phone # 405-685-2036
Program Event: Oklahoma Termite Workshop
Place: Payne County Fairgrounds
Date: February 29, 2012
Time: 8:00 am - 12:30 pm
Fee: No

Please consider this program for credits in the Structural Pest and Demonstration and Research categories.

Topics:

8:00 - 9:00 **Termite Biology - Brad Kard**
Examine the biology and physiology of termites and how that relates to various control methods such as liquid termiticides, baits and baiting and exclusion.

9:00 - 10:00 **Termite Species of Oklahoma - Charles Konemann**
Distribution of termite species in Oklahoma and relative foraging areas of each species.

10:00 - 10:30 Break

10:30 - 11:30 **Pesticide Disposal and Container and Recycling - Charles Luper**
Procedures for collection, storage and disposition of unwanted pesticides for disposal and containers for recycling.

11:30 - 12:30 **How to Calculate Pretreat Volumes - Kevin Shelton**
How to accurately calculate liquid termiticide volumes, square foot and linear foot dimensions. How to calculate termiticide costs.

Speakers:

Brad Kard - Structural and Urban Entomologist. Ten years Research and Extension with Oklahoma State University. Current Research projects are Biology, Ecology, and Management of Subterranean Termites. Prior to OSU, 8 years with The United States Forest Service.

Charles Konemann - Senior Agriculturist. Four years research with the Structural and Urban Entomology Program with Oklahoma State University. Current Research projects are Biology, Ecology, and Management of Subterranean Termites.

Charles Luper - Extension Associate. Eight years with the Pesticide Safety Education Program. Responsible for Worker Protection Standard for Agriculture Pesticides and Pesticide Disposal, and Container Recycling.

Kevin Shelton - Extension Coordinator. Ten years with the Pesticide Safety Education Program with Oklahoma State University. Responsible for The Pinkston Education Facility and implementing Practical classes for Structural and General Pest applicator categories.

Bad Submittal Example

Sponsors: Kevin Shelton, Charles Luper
Program Event: Termite Program
Date: February 29, 2012

Topics:
8:00 - 9:00 Termite Biology - Brad Kard
9:00 - 10:00 Termite Species of Oklahoma - Charles Konemann
10:00 - 10:30 Break
10:30 - 11:30 Pesticide Disposal and Container and Recycling - Charles Luper
11:30 - 12:30 How to Calculate Pretreat Volumes - Kevin Shelton

Speakers: **Brad Kard** - Structural and Urban Entomologist.
Charles Konemann - Senior Agriculturist.
Charles Luper - Extension Associate.
Kevin Shelton - Extension Coordinator.

Reasons For Problems:

- No way to contact program sponsor
- No location
- No presentation description
- No speaker information

Worse Submittal Example

Sponsor: Shelton & Luper
Program Event: Termite Program

Topics:
Termites - Brad Kard
Oklahoma Termites - Charles Konemann
Break
Disposal and Recycling - Charles Luper
Calculating Volumes - Kevin Shelton

Reasons For Problems:

- No way to contact program sponsor
- No location nor date of program
- No presentation description
- No schedule provided for presentations
- No speaker information
- Presentation titles so vague you do not know which categories are being covered or not covered.