

# How to register for Continuing Education Units (CEUs) with the California Department of Pesticide Registration

This document contains how to register your class for Continuing Education Units with the California Department of pesticide Regulation.

## Information related to continuing education units from the California Department of Pesticide Regulation

If the webinar will offer California Department of Pesticide Regulation (DPR) continuing education units (CEUs), the webinar host/presenters should send in the CEU application at least 30 days in advance of the webinar date. This timeframe gives DPR enough time to review your application and approve CEUs. DPR requires the webinar link so your webinar should be scheduled in Zoom Webinar before you turn in your application. DPR requires you to:

- ***“Establish a means to identify the attendee taking the course and ensure their completion of the course”.***

Using Zoom Webinar with required individual registration for the webinar takes care of this requirement. Zoom provides a report with individual participant login and logout times. But each participant must be registered individually with their own email address! Participants cannot watch the webinar in groups if CEUs are needed. We suggest that you also activate “Attention tracking”, which monitors if a meeting/webinar attendee does not have Zoom in the forefront during screen sharing. Those participating by smart phone should use the Zoom app, not just call in, because otherwise they can’t see the shared presentation and participate in polls and chat.

- ***“Require attendees to answer quiz questions during the class. This can be done through many online webinar programs or remote attendees email their answers to the course sponsor. Quiz question should be given at least every two hours”.***

Use Zoom’s Poll feature. Poll questions need to be uploaded to Zoom prior the webinar. We recommend doing up to 10 knowledge-check poll questions per one-hour webinar. Polls appear as pop-up windows, which some participants may have blocked, depending on browser settings. Share the following link with webinar participants: <http://bit.ly/agexhelp>. For those who don’t see polls, they can respond using Chat. See the partner fact sheet for more information about developing knowledge-check poll questions.

- ***“Provide a final exam that attendees be required to pass with at least 70% correct, attendees may retake alternate versions of the exam until they successfully pass”.***

This can be addressed by creating an online test using [Google Forms](#). Set up automatic shuffle of the questions and responses order so the test isn’t exactly the same if a participant takes it again.



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*You need 30 days advance notice to register your webinar for CEUs with DPR.*

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