

Continuing Education Units (CEUs)

UC ANR

Developed with input by Program Support Unit
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Introduction

There are many types of CEUs available for each different type of profession. This informational sheet focuses on the most common types that are applicable for agriculture and natural resources.

A general process is outlined below which is followed by the most common types of CEUS that we work with. Specific steps for CA DPR CEUs is outlined at the bottom of this sheet.

Table of contents

Contents

| | |
|---|---|
| General Process to request CEUs | 2 |
| Pre-Event and the Application for CEUs accreditation | 2 |
| Management During the Event..... | 3 |
| Post Event | 3 |
| A note on charging | 4 |
| Appendix 1: Types of CEUS | 5 |
| Appendix 2. California Department of Pesticide Regulation | 7 |

General Process to request CEUs

Pre-Event and the Application for CEUs accreditation

What is typically needed to submit for CEUs accreditation

Reference: Appendix 1. Types of CEUs

1. **Agenda:** Agenda with speakers and topics (see “More on Agenda” below)
2. **Credit category:** Identify type of credit or category for each presentation (i.e., presentations may not all fit under the same category).
3. **Read the requirements!** e.g., Some CEUs accrediting organizations require biographies or abstracts for each speaker or session. They sometimes ask for special expertise or licenses.
4. **Payment:** Some organizations cannot process credit card payments, so they require a check which takes at least two weeks to obtain through UC accounting. You can take a cash advance on your UC Travel Card if needed and process the advance through AggieTravel. (Note: DPR takes credit cards, so cash advance is need only for those organizations such as Structural Pest Control that does not accept credit cards.)

More on the agenda

More detail is better. The more information you provide can result in more hours received. Some organizations are okay with just submitting the agenda; however, it’s not always apparent from titles what speakers will focus on during their presentations.

Some organizations have online systems to collect the agenda information (e.g., CCA – see below). If the application is emailed, mailed or faxed to the organization, it’s recommended you include a table or Excel file with a row for each presentation with the following columns:

| Speaker | Speaker name and organization | Type of hours applying for. | Presentation title | Total time for presentation: | Short description for presentation. |
|------------|-------------------------------|--|--------------------|---|--|
| | | <i>e.g., DPR has categories for Pesticide Laws and Regulations (L), Aerial Pest Control Equipment and Applications Techniques (A) and Other (O).</i> | | <i>Review guidelines carefully. e.g., some organizations include credit for the time to take the final exam (DPR), discussion or breaks</i> | <i>Write (2-3 sentences) to make it clear the presentation fits with the type of CEUs requested. Being clear helps the reviewing organization understand each topic.</i> |
| Nancy blog | | | | | |

Timeline & Deadlines

Most organizations require at least **30 days to process** applications, so plan ahead to gather the needed material.

Be sure to review the instructions on each organization’s website at least 4-6 weeks prior to your event to ensure that you understand deadlines, payments accepted and your responsibilities as a course sponsor.

Agencies do audit courses, so be sure you're being compliant with what's required.

Management During the Event

Confirmation of Participant Attendance

Nearly all organizations require verification that applicants actually attended the event.

- Check the requirements and deadlines for submitting for each organization.
- **Note: Some organizations require evaluation during the event, such quizzes by Zoom poll. You are not required to grade the quizzes with a pass or fail, but rather quizzes are used to prepare participants for the exam and they help keep participants engaged. Some states require that participants answer all polls to verify their attendance, so organizers have to check poll participation via zoom for each participant.**
- **Note: CCA requires you to give or display a QR code for participants to scan to record their attendance using their app.**

- **Ensuring participants get their units.**
 - Advise participants on actions required to receive their credits for attending. Include instructions:
 - In confirmations
 - On slides during virtual events, and
 - On signage at the sign-in table for in-person events.

- **In-person meetings**
 - Participants need to sign an attendance sheet (usually with name and license #).
 - Clearly identify different types of sign-in sheets to minimize participants mistakenly signing in on the wrong form(s).

- **Virtual meetings**
 - Collect individuals license information for virtual meetings when registering or with exams.
 - **Exams:** Exams are set up using an online form (such as ANR's Survey Tool). The questions are often or can be the same questions used in the quizzes (polls in Zoom) used during the presentation.
 - **Attendance:** Use Zoom's attendance report to check each person's participation during the required sessions. The report includes emails that the user logs in with and their own user name. The attendance report will often contain many lines for one participant. Each line will include a time in and time out. Multiple lines for one participants shows when they lost connection. Each line must be reviewed to ensure that they were in attendance during CEUs approved presentations, so do not delete duplicates from the report.
 - **Unique login required:** Participants who want to receive credit must have a unique logon so attendance can be verified. Participants cannot watch together on one device.
 - **Tip:** Zoom participants are not always easily identifiable, so you may have to check by email. If you cannot find a person on the attendance list, send them an email asking them how they logged in.

Note: the UC ANR Learning and Development site has materials on how to make webinars engaging.

Post Event

Reporting

- Most sponsors require post-event reports to verify and report attendance using their formats and forms.
 - The forms usually require at a minimum names and license numbers.
 - Check the requirements and deadlines for submitting.
- Some organizations require participants to self-report as well.
 - For example, CCA has a QR code that is scanned by participants which takes them to an online form to report their attendance.

Records Retention

Keep copies (electronic and/or hard copies) of sign-in sheets and/or lists of attendees with times for each participate for virtual events for at least three years. ***DPR requires maintaining records for 3 years.***

Participants license renewals are every two years, so you may receive inquiries the year after an event is held about a particular participant and whether credit has been earned or not for your event. Sometimes recipients will contact you for codes and hours when they are renewing their license, so keep the information in an easily accessible location.

A note on charging

Given budget realities and changing times, more organizations are charging for events.

Here are points to consider in terms of when to charge and how much:

- Your time is not free
- Most people are fine to pay a small fee (in addition to the CEUs fee) if the system is easy to navigate and they feel payment is safe and secure.
- Charging a small fee also ensures that participants are more committed to attending the event and are more likely to actually show up. Charging a fee often results in more accurate estimated attendance.

Having accurate estimated attendance helps to estimate resources needed to support the event. With an in-person event, this could mean having the right amount of seating and refreshments. With virtual events, it is ensuring you have adequate assistance managing the details of a virtual meeting/webinar from handling Q&A and chat, to providing technical assistance for providing assistance to participants. For example, a larger virtual event requires one person to be dedicated to handling chat and not handle any other duties.

- Remember that people sometimes do not value what's free! You can always offer complimentary registration to certain participants or groups.

Appendix 1: Types of CEUS

| Organization | Audience | Website/Contacts | Notes |
|---|--|---|--|
| Agencies | | | |
| Cal. Department of Pesticide Regulation (DPR) Pest Management and Licensing Branch Continuing Education Program | Professionals who spray or advise others on pesticide/herbicide use: <ul style="list-style-type: none"> • PCA (Pest Control Advisor) • Aerial Applicators • QAL (Qualified Applicator Certificate) • QAC (Qualified Applicator License) PAC (Private Applicators Certificate) are for those who spray on their own property. | https://www.cdpr.ca.gov/docs/license/conted.htm Email: cemail@cdpr.ca.gov Phone: 916-603-7792 | \$45 per day fee usu. applies. Application and payment must be postmarked 30 days prior to the event. See below for more details on application and management, |
| Cal. Dept. of Public Health (CDPH) | Vector Control Technician | https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Vector-Control-Technician-Certification-Program.aspx Training and Certification Coordinator at (916) 552-9730 | Reporting requires each participant's name, certification number and district. |
| Cal. Structural Pest Control Board | Applicators, Field Representatives, Operators | https://www.pestboard.ca.gov/ce/index.shtml | Requires leads to be certified by agency. If leads are not certified instructors, allow a few months to obtain that certification. Fees |
| Other States Dept. of Pesticide Regulation | Same as for DPR above. Be sure to review deadlines and processes because they vary for each state. | Search for "Pesticide Regulation CE Sponsor" for each state. | See websites of other states |
| Professional Organizations | | | |
| Certified Crop Adviser (CCA), American Society of Agronomy | Certified Advisers/Consultants | https://www.certifiedcropadviser.org/education-ceus | <ul style="list-style-type: none"> • Online application • No application fee |
| California Dept. of Food and Agriculture (CDFA) Irrigation and Nitrogen Management Program (INMP) – formerly known as CURES Credits | Growers of land that's enrolled in the Irrigated Lands Regulatory Program as required by the Central Valley Regional Water Quality Control Board. | https://www.cdfa.ca.gov/is/ffldrs/frep/continuing_education.html | No fee |

| Organization | Audience | Website/Contacts | Notes |
|--|---|---|---|
| International Society of Arboriculture (ISA), Western Chapters | Certified Arborist, Arborist Specialty, Board Certified Master Arborist and Certified Tree Worker | <p>Apps are sent to WCISA: Rose Epperson 31910 Country Club Drive, Porterville, CA 93257 – Fax to 714/639-9450</p> <p>https://www.isa-arbor.com/Credentials/Maintaining-Credentials/CEU-Center</p> | <ul style="list-style-type: none"> • \$10/day application fee applies • Requires submittal of application 4-6 weeks prior to the event. |
| Society for American Foresters (SAF), Society for Range Management, and so on. | Foresters or Range Managers | Check websites. | Professional societies are usually self-tracking but with sign in sheets and no app. Fees. |

Please note that state or regional chapters of some national professional organizations handle their CEUs processes, so check with the state chapter office first if the process is not outlined on the state chapter website.

Appendix 2. California Department of Pesticide Regulation

Processes, deadlines and forms are outlined at <https://www.cdpr.ca.gov/docs/license/conted.htm>. Please be sure to check the website for the latest information. DPR does audit courses that receive CUEs through them, so be sure to follow their guidelines and processes!

Application Process [How to Sponsor a CE Course \(ca.gov\)](#)

| Timing | What | How | Resources/Notes |
|---|---|---|---|
| ~ 6-8 weeks prior to event | Gather info for DPR's Template CE Course Agenda (PDF) | Ask lead(s) and/or speaker(s) to complete the template with info on their presentation. | How to Sponsor a CE Course (ca.gov) |
| ~ 6-8 weeks prior to event | Determine payment method. If paying by check, start processing to allow at least 2 weeks for check request through UC. | <ul style="list-style-type: none"> • Check: Submit a check request if paying • Credit Card: Include with app so nothing else needed. | Payment for with credit card information must accompany the application. |
| At least 30 days prior Cashier ATTN: CE Department of Pesticide Regulation P.O. Box 1379 Sacramento, California 95812 | Mail Application Packet to DPR with: <ul style="list-style-type: none"> • Completed Template CE Course Agenda • Completed and signed Application • Payment is by credit card or check • Virtual events: Include login information as well as indicate how you will manage the quizzes, test and retests. | <ul style="list-style-type: none"> • Continuing education approval request application, PDF (DPR-PML-131) • Template CE course agenda, PDF • Visa/master card transaction, PDF (DPR-105-B) | <ul style="list-style-type: none"> • Has to be postmarked at least 30 days prior to the event and send to DPR's post office box. • This is sent to a USPS post office box so you cannot send via Federal Express or UPS delivery... • You can use USPS priority mail or next day mail to ensure you have a delivery receipt. Do NOT require a signature when mailing. Doing so will cause delays. • Contact Person on the application will receive the approvals and instructions via email from cemail@cdpr.ca.gov. • CE Calendar: DPR will also list open to the public events on their CE Classes webpage, so use a contact/number that you want listed. • Recommended to attach schedule/program as well as DPR's Template • If the same course is repeating over multiple dates, \$45 is the total fee for all dates. Program has to be exactly the same. • If you decide to duplicate your event for later dates, there is a form online that you can submit to request CEUs for add'l. events. |

| Timing | What | How | Resources/Notes |
|---------------------------------|--|---|--|
| 2-3 weeks | <p>For Virtual Events: Quizzes and Exam Prep</p> <p>Quiz: Required to be held during the event typically at the end of each presentation. There is no pass or fail. It's used as a prep for the final exam.</p> <p>Final Exam will be discussed later.</p> | <ul style="list-style-type: none"> Request that speakers whose presentation received CEUs to provide 2-3 questions with answers for quizzes to be asked during the event. Use one question from each speaker as a poll and use the others as backups for retakes. Quizzes are handled in Zoom as poll questions. Quizzes are to prep participants for the test, so the final test questions can be the same. | <ul style="list-style-type: none"> Zoom has a 180 character-limit for questions and they must be yes/no or multiple choice questions. Speakers should address quiz answers given to ensure that the correct answer is given to the participants. Be sure to allow for 2-3 minutes for poll questions to be answered and addressed. Check online https://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm to ensure that DPR has received the application package and it is under review. Contact them if you do not see it on their website. |
| Shortly after CEUs are approved | Sponsor Packet and scantrons (in-person meetings) are sent by CECPM to the person who is listed on the application. | <p>Contact CECPM if you do not receive:</p> <ul style="list-style-type: none"> Sponsor information packet Sign-in sheets Computerized checkout forms (scantrons). Contact if you need more. | <p>CECPM: Phone 916-928-0985 or Fax 916-921-6905 Website: http://cecpm.com/ Email: info4ce@cecpm.com</p> |
| Ongoing | Sponsors are required to notify DPR of changes to speakers, topics or location. | | |
| ~2-3 weeks prior | <p>Check to see if you've received an email approval from ceemail@cdpr.ca.gov and check the DPR website for approval.</p> <p>Publicize CEUs received to your participants.</p> | <ul style="list-style-type: none"> If credit is not received, email DPR. Publicize codes and hours received being specific for which days if multi-day event. | <p>Review and identify which sessions received CEUs and type.</p> <p>You cannot publicize specific hours before receiving approval, but you can say DPR CEUs are pending.</p> |
| 1 week prior | <p>Prep for In-person:</p> <ul style="list-style-type: none"> Be sure you have received scantrons from CECPM (see post event below for contact). Add your course info to the top of your sign-in sheets and print. | <ul style="list-style-type: none"> In-person: Continuing Education Course Sign-In Sheet for each day. You have use a new sheet for each day and participants have to sign in on a new sheet and turn a new scantron in for each day where CEUs were credited. Private Applicators (PA) have separate sign in sheet from professional types of licenses. They | <p>Recommended to use a separate clipboard for each type of credit with a large note affixed indicating type. For example: Private Applicators – license starts with “PA-.” Separate clipboards that are identified with org and type (DPR Private or CCA) are essential for events with multiple CEUs.</p> |

| Timing | What | How | Resources/Notes |
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| | <ul style="list-style-type: none"> Develop short instructions for participants to be placed at CE table/area with sign in sheets. <p>Prep for Virtual:</p> <ol style="list-style-type: none"> Prepare PowerPoint with instructions. Virtual: Create quizzes (polls) in zoom. Create final exam to be emailed to participants after the event. | <p>have to sign in just once and do not have to use scantrons.</p> | |
| At the event | <p>In-Person</p> <ol style="list-style-type: none"> Set up CE sign-in area/table with sign in sheets. Distribute scantrons at registration (with time in and out indicated if not attending entire day) Collect Scantrons at end of each day. <p>Virtual</p> <ul style="list-style-type: none"> Quizzes: Launch and closed polls as directed by the speaker(s). Final Exam: <i>At end of event</i>, email link with final exam (inc. name and license # at the top of the online form). Set a deadline for taking the test. 3-5 business days is typical. Allow time for you to check answers and let those who failed re-take it. <p>As moderators to remind attendees to sign in and turn in their scantrons when they depart. Remind</p> | <p>Best to have it near but some distance from the registration desk. It often bottlenecks.</p> <p>Scantrons – in person</p> <ul style="list-style-type: none"> Distribute scantrons to Professional license holders only (not private applicators) from the registration desk. Collect scantrons at the end of the day. If they arrive late, indicate time in on the scantron. If scantrons are turned in early, record the time out as the time when they turned in the scantron. Tell them that they may get partial hours if CEUs are occurring after they turn in their scantron. Do NOT collect scantrons early from participants who are staying all day. Check scantrons for signatures and license #s. They won't receive credit without those. | <p>In-Person:</p> <p>Professional license holders: Must sign in each day on the sign-in sheet for each day AND complete a signed scantron for each day.</p> <p>Private applicators: Sign in one time for the event.</p> <p>Virtual:</p> <p>Both professional license holders and private applicators have to be present during the CEUs presentations as well as pass the final exam with 70 percent correct answers.</p> <p>Scantrons and Certificates</p> <p>MUST not be left unattended during an event. Do not place them on a table for anyone to take.</p> <p>Check to ensure scantron is signed and license number is included as participants drop them off to you.</p> |

| Timing | What | How | Resources/Notes |
|--|---|--|--|
| | attendees that CE is in lieu of re-examination. | | |
| Post Event | <p>Distribute final exam (pulled from quiz questions) to participants. Collect name, license #(s), email.</p> <p>Check to ensure 70% passing score. Don't send final attendance report to CECPM until all have passed and the list is complete.</p> | If failed, create new test and communicate with those needing re-takes with link and deadline. | Attendance records - copies of sign-in sheets, Zoom reports - must be kept by the sponsor for 3 years. |
| Post Event | Check completed scantrons | <ul style="list-style-type: none"> • Check for signatures and license #s • Check that time in and time out include the CEUs times. Set aside those who don't receive full credit. • Partial Attendance: Calculate hours received and complete the bubbles at bottom of the scantrons if they receive partial attendance. • Full attendance/CEUs credit: Bubbles are left blank at the bottom of the scantron | <p>It's easier to keep them organized by day.</p> <p>The entire top of the scantron must be completed for the participant to receive credit.</p> |
| Post Event | Distribute or send certificates to participants | <p>Complete the header information and hours and code. Participants will sign and keep for their records.</p> <p>Be sure to send complete appropriate hours to receiving partial hours.</p> | CAPCA and PAPA members usually do not ask for certificates because those organizations work with CECPM to track their hours for them. |
| Post Event – Professional Licensees within 15 days of event | Send course completion records and scantrons to CECPM who manages the sponsor info packets as well as recordkeeping for DPR. | <p>Submit to CECPM:</p> <ul style="list-style-type: none"> • CE attendance records. • requests for corrections to licensee's CE hours. <p>Be sure to include in the CECPM return envelope:</p> <ul style="list-style-type: none"> • Completed computerized Checkout Forms (if used) • Original Sign-in Sheets (keep copies) | <p>CECPM: Phone 916-928-0985 or Fax 916-921-6905 Website: http://cecpm.com/ Email: info4ce@cecpm.com</p> <p>CECPM 2101 STONE BLVD., STE 200 WEST SACRAMENTO, CA 95691</p> |

| Timing | What | How | Resources/Notes |
|----------------------------------|--|---|---|
| | | | After processing your event, CECPM will send you an attendance roster which you must also keep for 3 years. |
| Post Event – Private Applicators | <p>CECPM does not track the CE hours for those with Private Applicator (Grower) Certificates.</p> <p>Send Private Applicators a certificate with the header “Private Applicators/Growers Verification of Attendance”</p> | Keep the <u><i>separate sign-in sheet</i></u> for Private Applicators (Growers) for your records. They are NOT sent to DPR, CECPM, etc. | <p>PAs do NOT submit scantrons. Do not send the scantrons to CECPM if they completed a scantron and you can identify their PA license on it.</p> <p>PA report their CEUs to their county Agriculture Department.</p> <p>Meeting organizers to not report Private Applicator attendance to CECPM</p> |
| Post Event | <p>Straggling Scantrons or requests for CEUs.</p> <p>Contact is CECPM, not DPR</p> | CECPM will accept stragglers’ scantrons or checkout form after you have already turned your attendance records in, if you submit it with a letter/memo of verification of attendance and indicate the hours that were attended. | CECPM prefers to receive everything in one batch. |
| Post Event - ongoing | Records Maintenance | Be sure to keep records in an easily accessible location for 3 years after the event. | Licenses are on a 2-year renewal basis, so you could receive an urgent call from a participant who didn’t receive their hours or urgently needs the code and hours/type. They’ll need answers quickly so they can submit their license renewal. |