

1 Important Reminders for Continuing Education Sponsors

Once a course has been approved, check DPR's [CE webpage](#) to verify how many hours in each CE category the course was approved for and to ensure your contact and course information are correct.

A course sponsor must ensure information used for advertising a CE course(s) is true and not misleading, including course agenda and syllabus topics and the number of approved CE hours.

Request for changes to an approved course (e.g., time, location, presentations, speakers) should be submitted to DPR as soon as possible. A request for changes must be made in writing and submitted to CEmail@cdpr.ca.gov. The request must include the course title, date, DPR I.D. code, and changes requested.

It is recommended that sponsors have additional pesticide or pest management material prepared in case a presenter runs short of their approved time or is unable to attend last minute.

To add additional course date(s) to a currently approved CE course, fill out the [Additional Course Date Request](#) form (LIC-132 [Rev. 07/23]) and submit it to DPR at least 15 business days before the presentation of the course. There is no fee, provided that the agenda is identical to an already DPR approved course and the additional course date(s) occurs in the same calendar year. Submit the form to CEmail@cdpr.ca.gov.

Sponsors must provide a record of course completion to each attendee within 15 business days of course completion. Each record must include the following 9 items:

1. License or certificate holder's name
2. License or certificate number
3. Title of the course
4. Name of the continuing education sponsor
5. Location of the course
6. Course completion date
7. Number of hours attended in each CE category
8. The course identification code assigned by the Director
9. The license or certificate holder's signature confirming attendance

For CE courses presented on or after January 1, 2024, the sponsoring organization must, at minimum, submit items 1-8 (listed above) to the Department within 14 days after the completion of the course for each license and certificate holder. The information must be submitted by emailing attendance records to SponsorRecords@cdpr.ca.gov. At the time of submission, the sponsor will electronically attest that the records submitted are true and correctly reflect the CE hours earned and accredited to each attendee. The records specified must be submitted to the Director or County Agricultural Commissioner upon request.

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CE credit is given on a one-to-one basis, one hour of course attendance and participation is equivalent to one hour of CE credit. It is illegal to falsify hours on records of course completion and accredit more time than an individual attended and completed. Falsifying CE hours earned could result in civil penalties or an enforcement action that jeopardizes attendees' license or certificate.

Records of course completion are given to attendees only upon the conclusion of the attendee's participation in a course and must reflect the actual hours earned by each attendee.

For your convenience, a template [record of course completion](#) is available on DPR's CE webpage. Note, CE sponsors may use their own format if the 9 items listed above are included.

CE sponsors and license/certificate holders must keep the records of course completion for three years from the completion date of each course.

Sponsors must have sufficient resources to monitor and verify attendance and participation of individuals including tracking when an attendee arrives and leaves a course (to ensure individual receives the correct CE hours based on their attendance), notifying attendees to minimize personal distractions (such as electronic devices), and ensuring instructors and speakers are not accredited CE hours for time presenting or not actively participating in the course as an attendee.

DPR conducts random audits of courses to ensure the integrity of the CE program and verify the course content is current, factual, and consistent with an approved agenda or syllabus. Additionally, audits are used to verify course attendance and that the actual CE hours completed by attendees are correctly recorded and tracked by the sponsor.

If you have any questions regarding this reminder or DPR's CE Program, contact us at CEmail@cdpr.ca.gov.