

**REQUIREMENTS AND PROCEDURES FOR THE APPROVAL OF
RECERTIFICATION TRAINING AND ASSIGNMENT OF
CERTIFICATION UNITS (CCUs)**

Structural pest control licensees and certified applicators are certified for a period of five years. At the end of that five year period, a licensee or certified applicator may become recertified for another five year period by completing the requirements outlined in 02 NCAC 34 .0309(a) of the rules and regulations. This Rule enumerates the required number of CCUs that a licensee or certified applicator must obtain within the five-year period as well as when the credits must be earned.

Training agencies that want seminars or workshops approved for recertification credit must complete and submit to the Division an *APPLICATION FOR CONTINUING CERTIFICATION UNITS (CCUs)*. This form is available on the Division's Web site at www.ncagr.com/str-pest/forms or may be obtained by contacting the Division directly. The applicant providing the training provides basic information concerning the training course on this form. Such information includes, name of trainer and training agency, title of course or program, whether or not the course is a renewal of a previous approval, training dates and locations, phase or phases of structural pest control that the course covers and which general standards for recertification the training course will contain.

In addition to this form, the applicant must submit a detailed course outline describing specific topics that will be covered and the length of time to be spent on each topic. A resume' showing the educational qualifications and experience of the individual providing the training must also be attached. In the case of a course renewal that has been previously approved for CCUs, the previous course ID number must be entered on the application form.

Once submitted to the Division, the application is reviewed by the Certification and Training Coordinator. Specific topics are reviewed to ensure they comply with FIFRA standards for certification of pesticide applicators. Subject matter acceptable under these standards is limited to:

- Label & Labeling Comprehension
- Safety
- Environment
- Pests
- Pesticides
- Pesticide Equipment
- Application Techniques
- Laws & Regulations

Courses may be approved for the fiscal year (July 1 to June 30) or on a one-time basis. For courses approved for the fiscal year, the provider must apply each year if the course is to continue to be approved. Applications should be submitted to the Division annually, before June 30. Courses, which are a renewal of a previous course, are assigned the same Course ID numbers as the previous course. An individual may not receive CCUs for the same course twice within one five-year recertification period. In other words, additional credit will not be given to an

individual attending the same course more than once in a five-year period. In situations where credit is requested for a particular course, but no dates or locations have been scheduled for the training, the Division may require that the training agency provide a 30-day notice to the Division prior to holding the training session. The Division reserves the right to monitor any training for which CCUs have been assigned or requested.

Continuing Certification Units (CCUs) are assigned in the P-phase, W-phase, F-phase and General depending upon the training subject matter. One CCU is roughly equivalent to one hour of qualifying training.

After reviewing the application, the Division Certification and Training Coordinator will assign CCUs for the course along with an ID number for that particular course. The applicant is notified of this in writing. An *Attendance Verification Form* is sent to the applicant for each approved course. This form contains the course title, training agency, date, location, CCUs awarded and course ID number. Licensees and certified applicators attending the course must provide name, social security number and sign this form in order to receive credit. Attendees whose name and SSN are illegible will not receive credit. **The training agency must submit this form to the Division for applicators to receive credit.** By submitting the attendance form, the training provider is certifying that the individuals whose signatures appear on the form actually attended the training.

All training sessions that have been assigned CCUs are subject to review by the Structural Pest Control Committee.