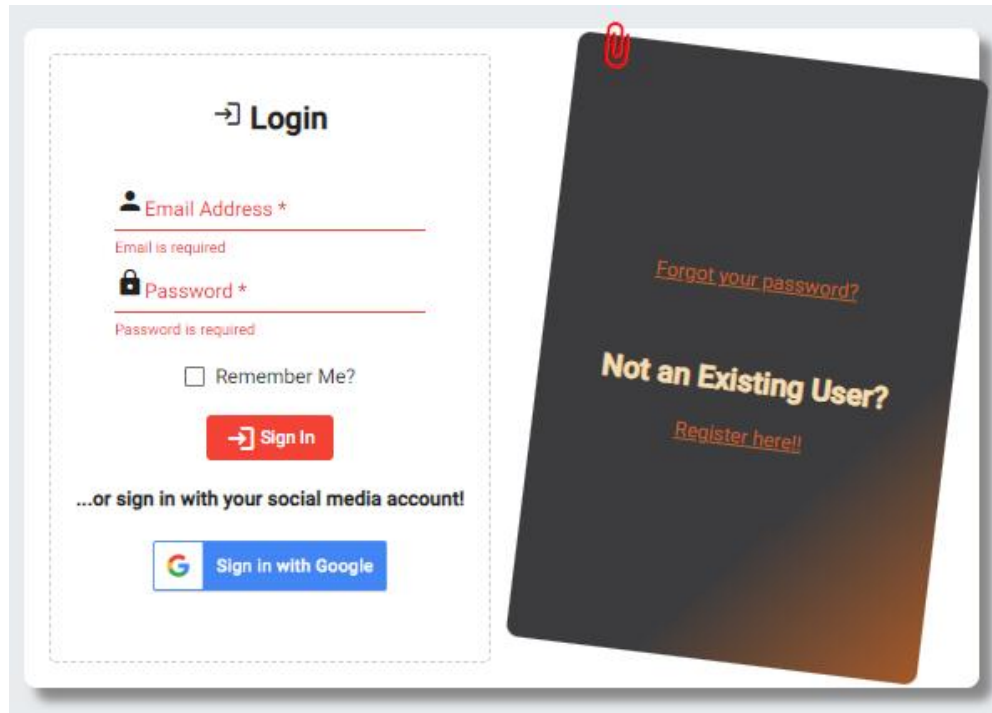


STEP BY STEP: COURSE SUBMISSION

1. To submit a course, go to

<https://apps.ncagr.gov/AgRSysPortalV2/user/login?returnUrl=%2Fcourse%2Fsubmission>

You will need to create an account or if you already have an account, you will need to log in with your login information. Before submitting a course, read our Continuing Education Credit Requirements by clicking on the following link <https://www.ncagr.gov/SPCAP/pesticides/RECREDRE.HTM>. To submit a course or roster is recommended to use Microsoft edge or Chrome.



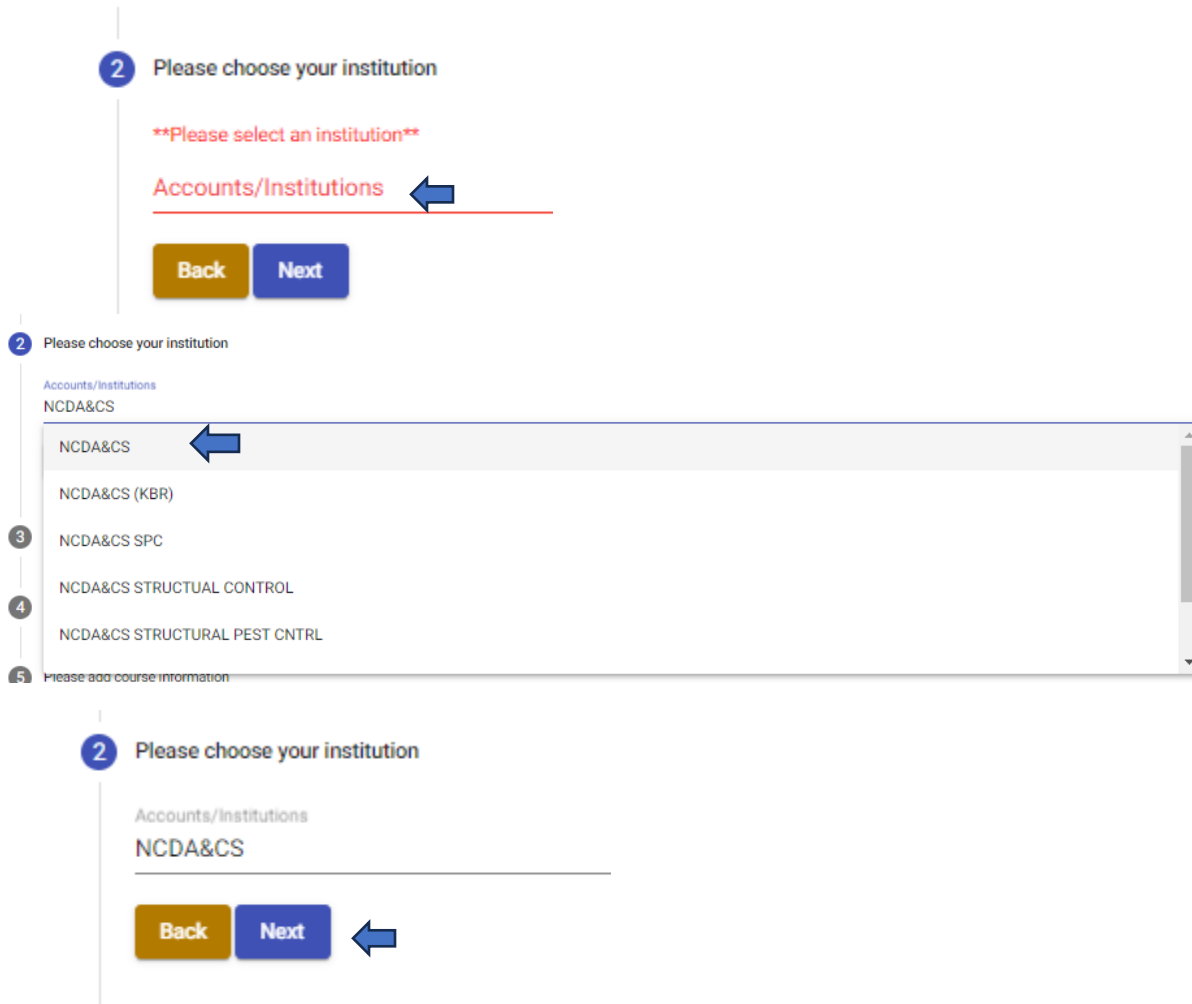
2. Once logged in, you'll see following image, and you will select **Pesticides- Agricultural, Aerial, Outdoor Applicator Licenses, Private Pesticide Applicator**. Click Next.
If you do not see this next step, go to step 12.

Course Submission

- 1 Please choose your curriculum
 - Pesticides - Agricultural, Aerial, Outdoor Applicator Licenses, Private Pesticide Applicator
 - Structural Pest Control - License, Certified Applicator, Registered Technician
 - Soil and Water Conservation

Next
- 2 Please choose your institution
- 3 Please add your contact information
- 4 Please add instructor information
- 5 Please add course information
- 6 Please add course offering(s)
- 7 Please add course credits
- 8 Please provide a course agenda
- 9 Finished

3. Click on **Accounts/Institution**, start typing your institution, and a drop box will appear, choose your institution, click next. If your institution is not listed, please contact NCpesticidecredits@ncagr.gov.



4. On the next step, type the contact information for this course, this will be the contact information in case we or an interested licensee have a question regarding this course. Once completed click on Next.

3 Please add your contact information

First Name *
Jane

Last Name *
Doe

Email *
Jane.Doe@ncagr.gov

Address *
123 Go to be NC Dr.

Phone *
123-456-7891

Back Next

5. Add the instructor that will be presenting on the course/training/conference, etc.
If there's more than one instructor, click on **Additional Instructor** and type their information.
If an instructor has been entered by mistake, you can remove the instructor by clicking on **Remove Instructor**.
If you have a file with the instructor's biography, please attach it on **Choose file** option, under each instructor. You have the option of submitting a file with all the instructor's biography once, instead of submitting a different file for each instructor. Once you're done with this step, click Next.

4 Please add instructor information


First Name *
Joe

Last Name *
Doe

Title

Education

Employer

 No file chosen

4 Please add instructor information

First Name *

Joe

Last Name *

Doe

Title

Education

Employer

No file chosen

First Name *

Rob

Last Name *

Doe

Title

Education

Employer

No file chosen

6. This is where you type the title of the training, any restrictions or requirements, and a website link, where people can find more information about it.

You will have three options you can click on, whether it is open to the public or not, if there is a fee required, and if it's online. If this course is not open to public, it will not appear on the course calendar. Once completed click on Next.

5 Please add course information

Title Of Training *
Test Course

Restrictions / Requirements

Website Link

Is Open to Public
 Fee Required
 Virtual/Online

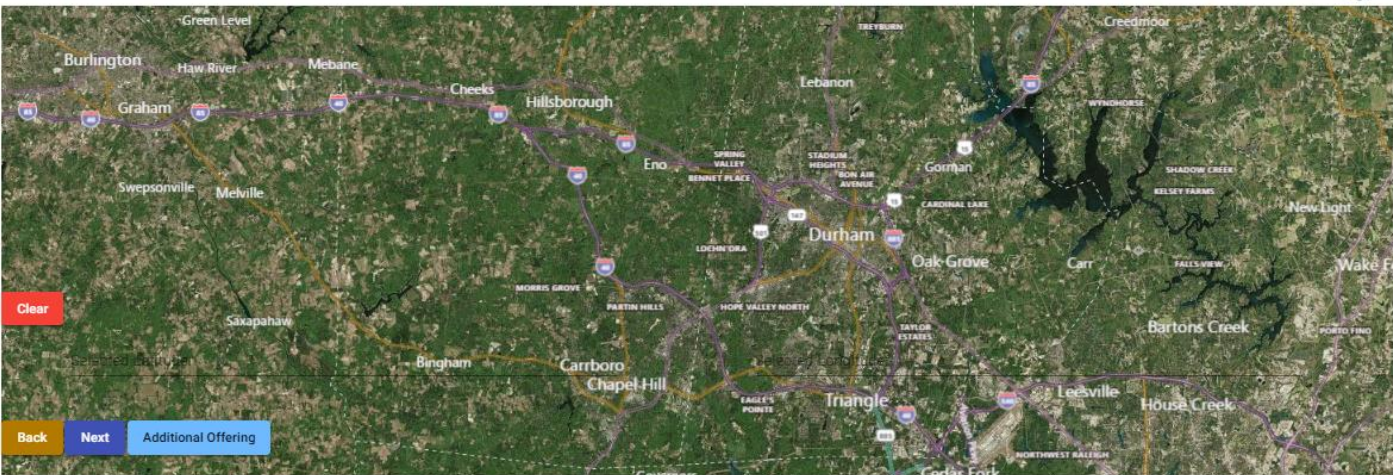
Back **Next** ←

7. In this step you will choose the date, time, and location of your training. You don't need to use the Drop Pin option.

6 Please add course offering(s)

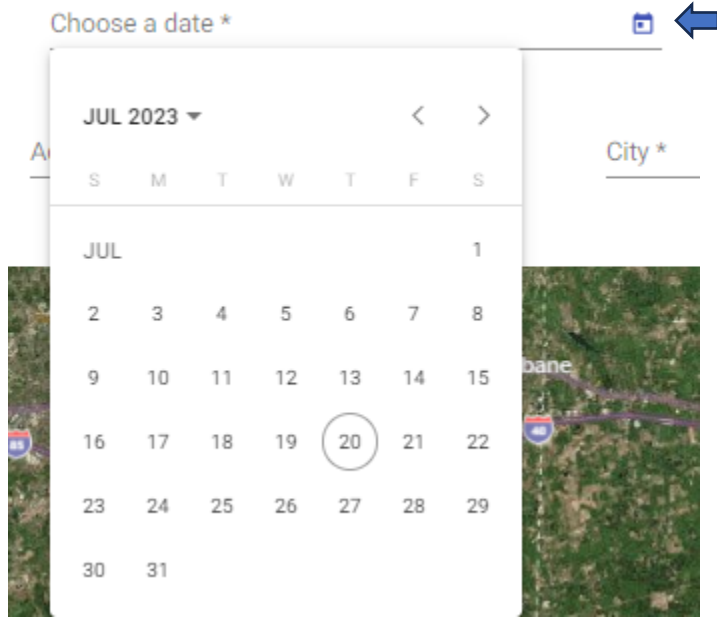
Choose a date * [calendar icon] --:-- [clock icon] --:-- [clock icon]

Address * [input] City * [input] County * [dropdown] **Drop Pin** [question mark icon]

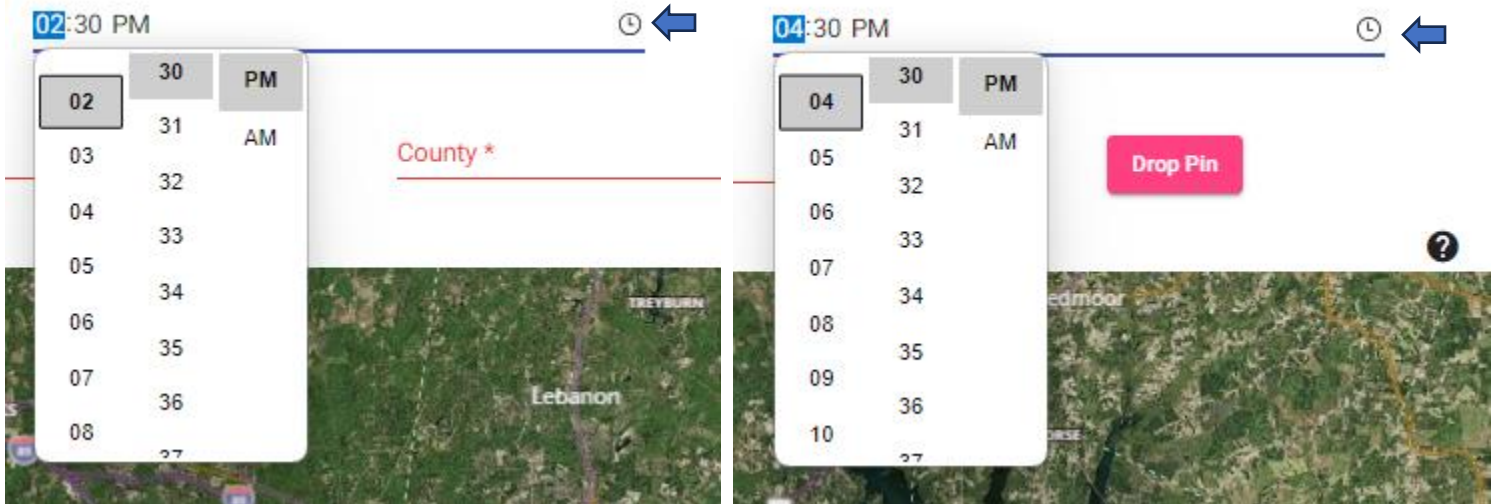


Back **Next** **Additional Offering**

To choose a date, please select the calendar symbol and select the date.



To choose a time, select the clock symbol and select the start and end times.



Once you have selected date and time, you can continue to type the address. If it's an online class you can type "Online" in the address and city, and choose the "." Option on county, like is shown below.

- In-Person course

Address * 123 Go to be NC Dr. City * Raleigh County * WAKE Drop Pin

- Online course

Address * Online City * Online County * ALAMANCE ALEXANDER ALLEGHANY ANSON Drop Pin

If the training has multiple offerings, you can add it by clicking on **Additional Offering**, and add date, time, and address information like you did on the first offering. Once completed you can click Next.

Is important to choose the date and time from the symbol, because if you just type it, there's a chance it won't be successfully submitted.

6 Please add course offering(s)

Choose a date * 7/20/2023 02:30 PM 04:30 PM

Address * Online City * Online County * Drop Pin

8. On the next step, you will choose the category and how many credits from the categories you want to apply for. If not sure what category or how many credits, you can leave it blank, we will choose once we review the agenda. You can either type the numbers of credits you want to apply for, or you can use the arrows next to the category. Once completed, click Next.

7 Please add course credits

P. Aerial Methods 0	K. Ag Pest-Animal 0	O. Ag Pest-Plant 1	A. Aquatic 0
D. Dealer 1	N. Demonstration & Research 1	G. Forest 0	L. Ornamental & Turf 0
Z(SP). Private Fumigation 0	V. Private Recert/Safety 0	X. Private-Specially Training 1	B. Public Health 0
I. Regulatory 0	H. Right-Of-Way 0	M. Seed Treatment 0	S. Soil Fumigation 0
T. Wood Treatment 0			

Back Next

9. In this step, it is required you attached an agenda, any additional details are optional. Once completed, click on Next.

8 Please provide a course agenda

Please provide details for your Course Agenda:

Choose File No file chosen

Will Provide Agenda

Back Next

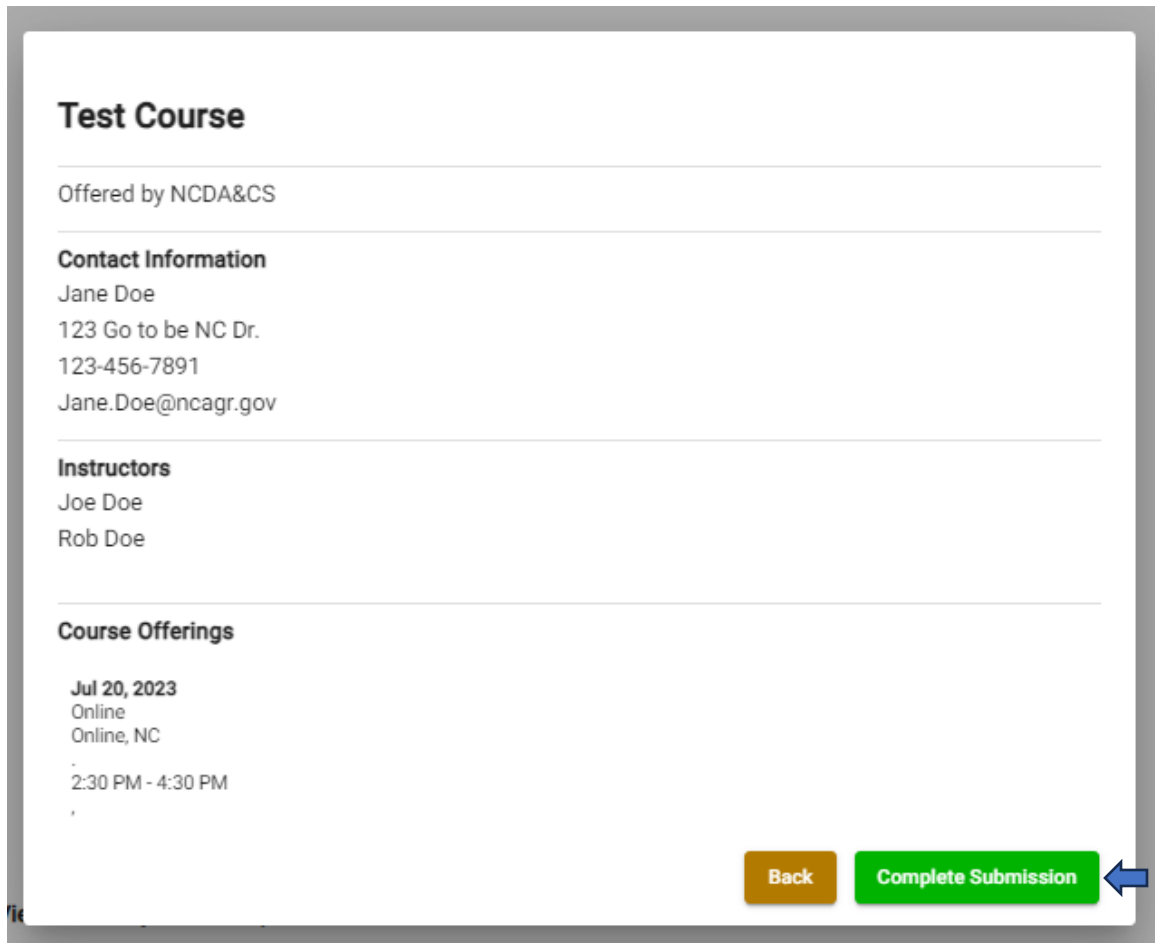
10. This is the last step; this is where you can view the summary of the course submission.

9 Finished

Click **Back** to review the previous step or **View Summary** to review your information.

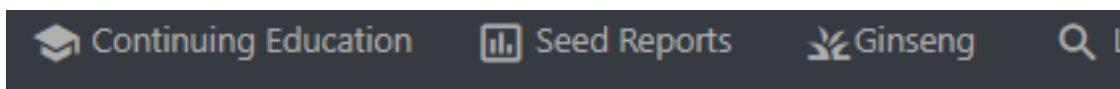
Back View Summary

When you click on View Summary, you will see the summary of the course, and click on **Complete Submission**.



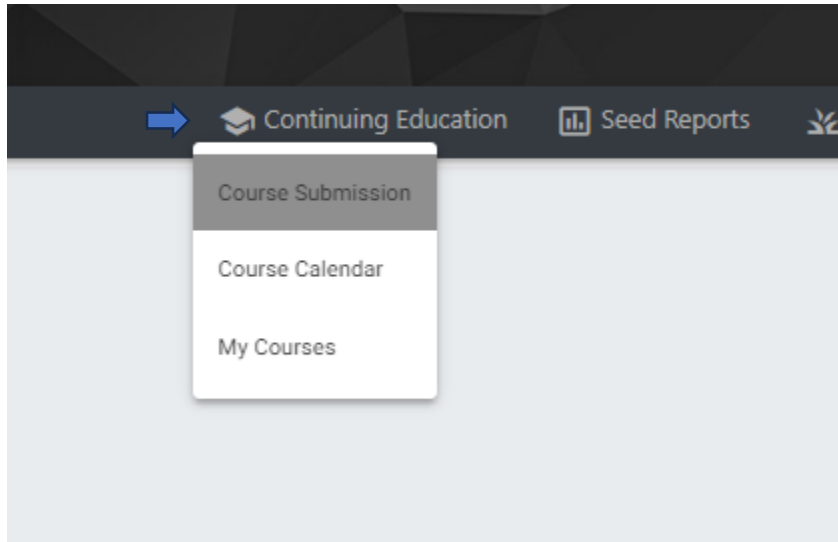
The screenshot shows a web page titled "Test Course". Below the title, it says "Offered by NCDA&CS". There are three sections: "Contact Information" with details for Jane Doe (123 Go to be NC Dr., 123-456-7891, Jane.Doe@ncagr.gov), "Instructors" listing Joe Doe and Rob Doe, and "Course Offerings" for "Jul 20, 2023" (Online, NC, 2:30 PM - 4:30 PM). At the bottom right, there are two buttons: "Back" (orange) and "Complete Submission" (green), with a blue arrow pointing to the green button.

Once submitted, you will see the following message. If you click Complete Submission, and nothing happens, you do not see the message below, try using Chrome or Microsoft edge browser, or try logging out and back in into the account, unfortunately the previous work will not be saved, you will need to start from step one; this usually helps the issue, If not, please contact NCpesticidecredit@ncagr.gov.



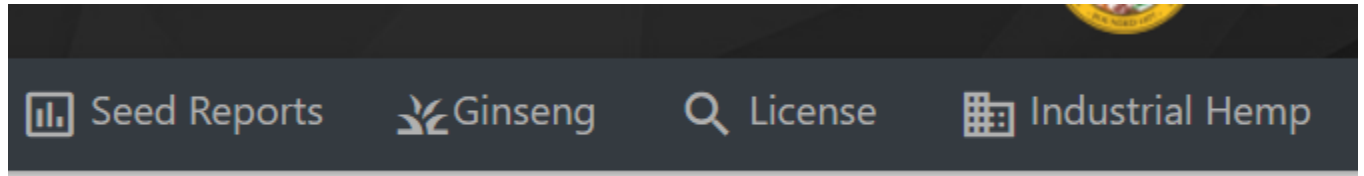
Your course has been successfully submitted!

11. If you want to see the courses, you have submitted you can click on the **Continuing Education** tab and choose **My Courses**. You will see the list of courses and their status.

A screenshot of the 'My Courses' page. At the top, a dark navigation bar contains several tabs: 'Continuing Education', 'Seed Reports', 'Ginseng', 'License', 'Industrial Hemp', 'Spotted Lanternfly Report', 'Product Registration', 'License Payments', and 'Forage Analysis Report'. Below the navigation bar, the page title 'My Courses' is displayed. A table with three columns: 'Offerings', 'Name', and 'Status' is shown. The table contains six rows of data. A blue arrow points to the first cell of the last row in the 'Offerings' column.

Offerings	Name	Status
>	test course	Deleted
>	test course	Approved
>	test2	Deleted
>	test3	Deleted
>	course	Deleted
>	Test Course	Awaiting Approval

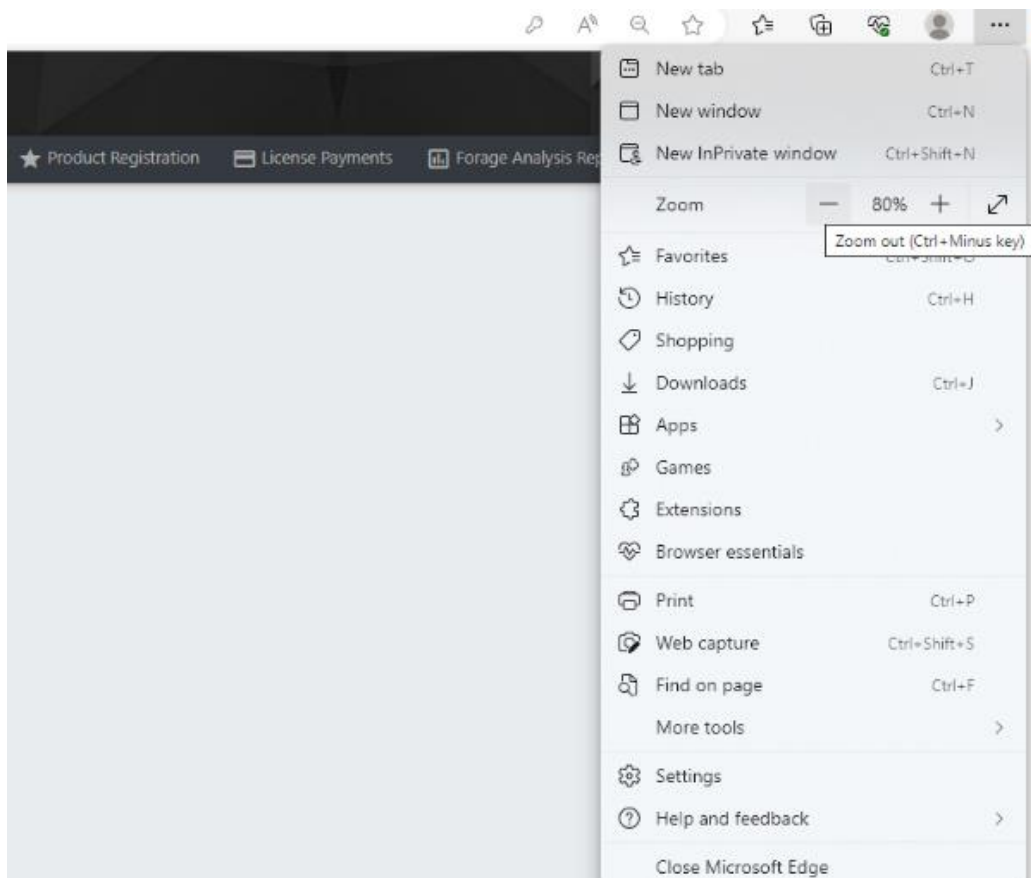
12. Once logged in into your account, you see the following images (Picture 1,2), or a screen that seems too big that you cannot see a tab called **Continuing Education**; depending on the browser and device you're using, click on Zoom settings, which you can find it on settings or on the 3 dots in the top right corner of your screen, like in picture 3, you will need to zoom out until you see **Continuing Education** tab (Picture 4), click on such tab, and click on **Course Submission** and return to step 2.



Picture 1



Picture 2



Picture 3



Continuing Education

Seed Reports

Ginseng

License

Industrial Hemp

Spotted Lanternfly Report

Product Registration

License Payments

Forage Analysis Report

priscila.campos@ncagr.gov

Logout

Course Submission

Course Calendar

My Courses

Picture 4