STEP BY STEP: COURSE SUBMISION
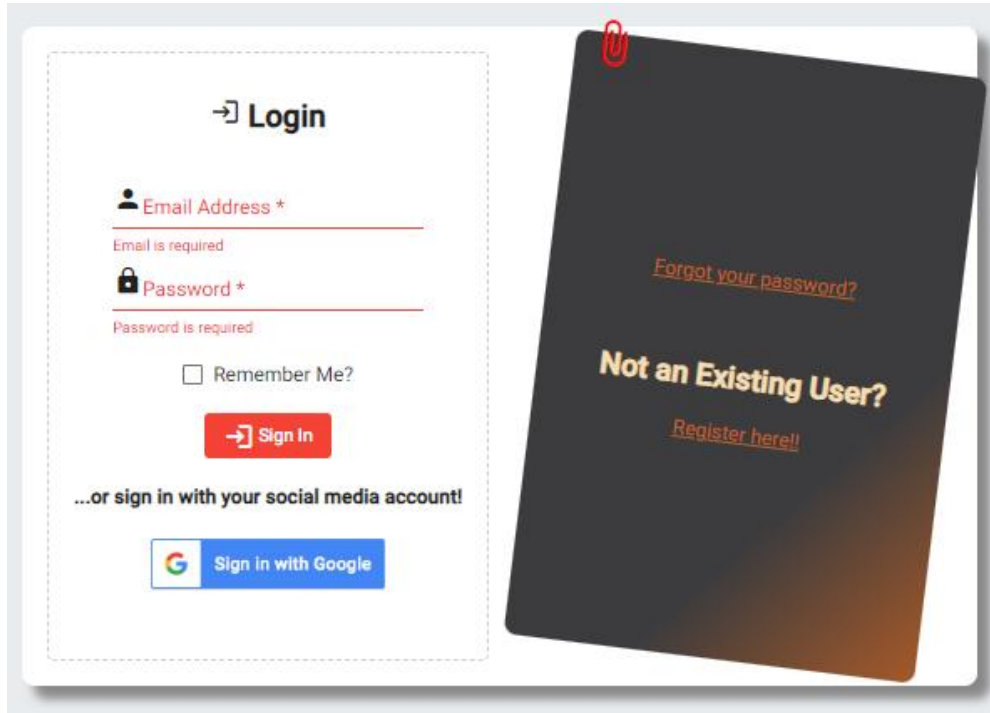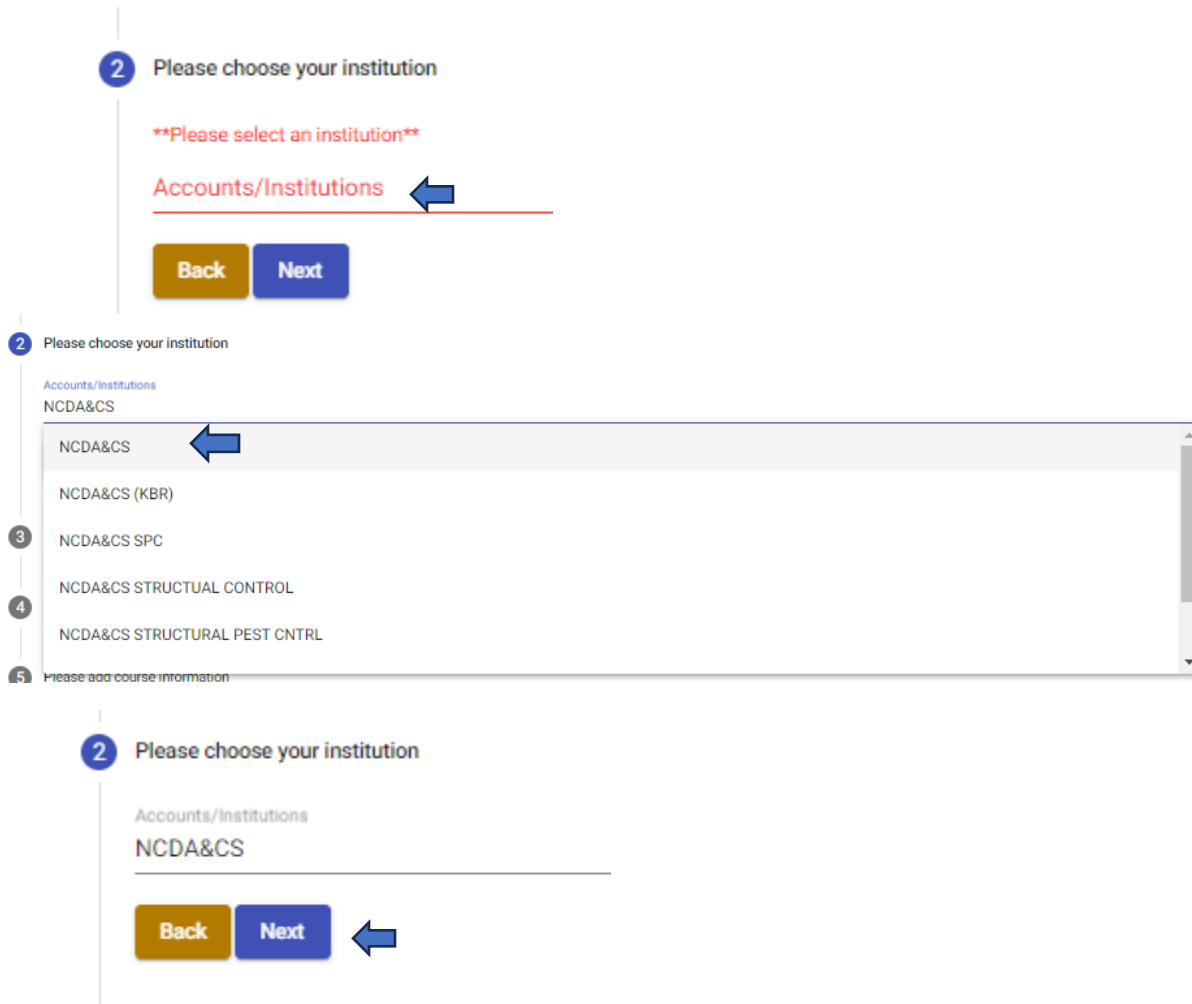
1. To submit a course, go to
   https://apps.ncagr.gov/AgRSysPortalV2/user/login?returnUrl=%2Fcourse%2Fsubmission You will need to
   create an account or if you already have an account, you will need to log in with your login information.
   Before submitting a course, read our Continuing Education Credit Requirements by clicking on the
   following link https://www.ncagr.gov/divisions/structural-pest-control-and-pesticides/pesticide/continuing-
   education. To submit a course or roster is recommended to use Microsoft edge or Chrome.

2. Once logged in, you'll see the 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.
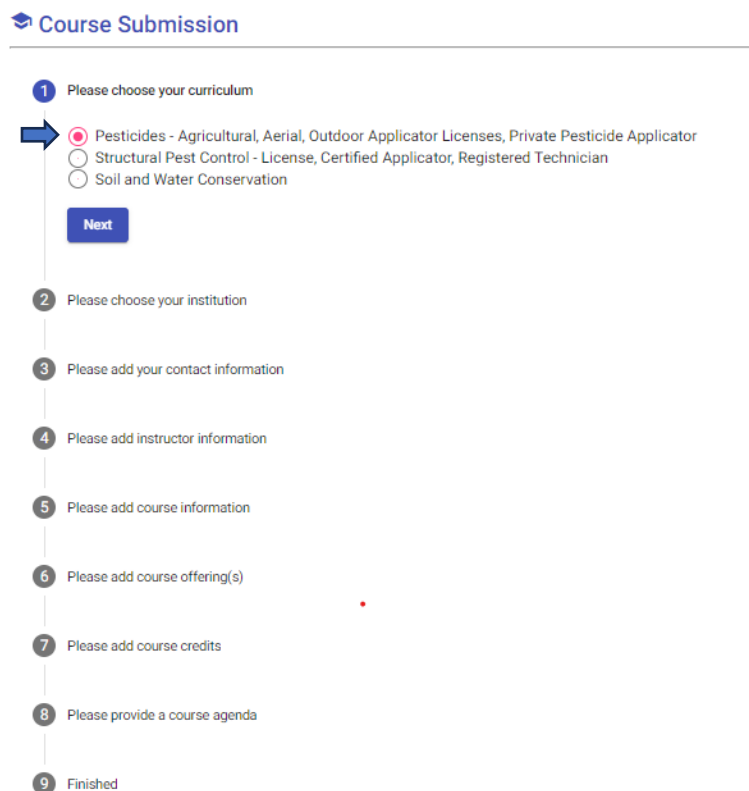
3. Click on **Accounts/Institution**, start typing your institution, and a drop box will appear, choose your institution, click next. If your institution is not listed, please contact NCpesticidecredits@ncagr.gov.

2 **Please choose your institution**

Please select an institution

Accounts/Institutions ⬅

[Back] [Next]

2 Please choose your institution

Accounts/Institutions
NCDA&CS

NCDA&CS ⬅

NCDA&CS (KBR)

3 NCDA&CS SPC

NCDA&CS STRUCTUAL CONTROL

4 NCDA&CS STRUCTURAL PEST CNTRL

5 Please add course information

2 **Please choose your institution**

Accounts/Institutions
NCDA&CS

[Back] [Next] ⬅

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 at 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

Choose File | No file chosen

Remove Instructor
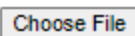
First Name *
Rob

Last Name *
Doe

Title

Education

Employer

Choose File | No file chosen

Remove Instructor

Back   **Next**   **Additional Instructor**

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 the public, it will not appear on the course calendar. Once completed click on Next.
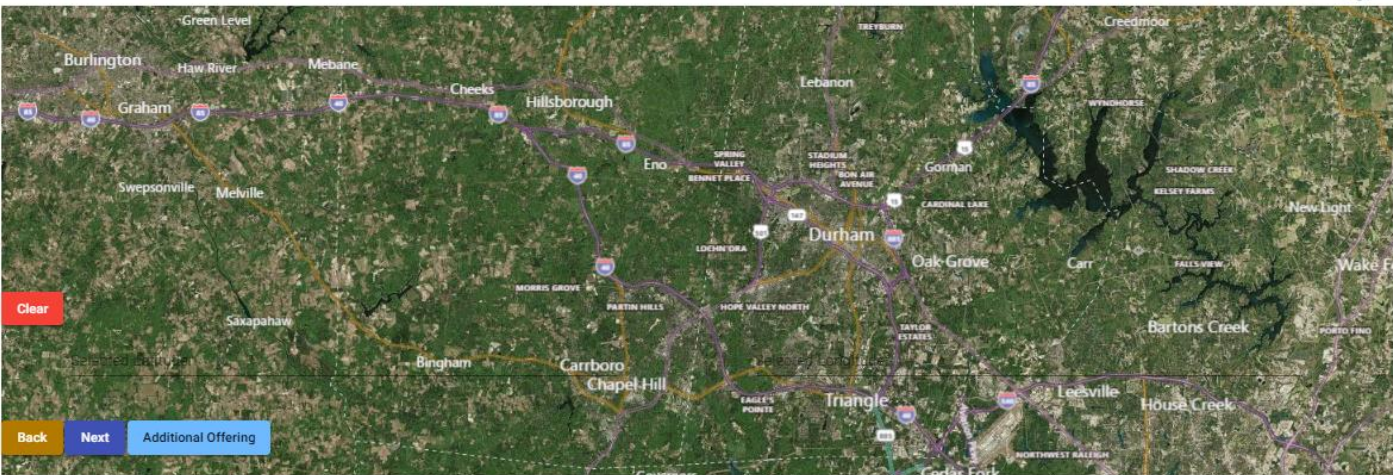
7. In this step you will choose the date, time, and location of your training. You don't need to use the Drop Pin option.
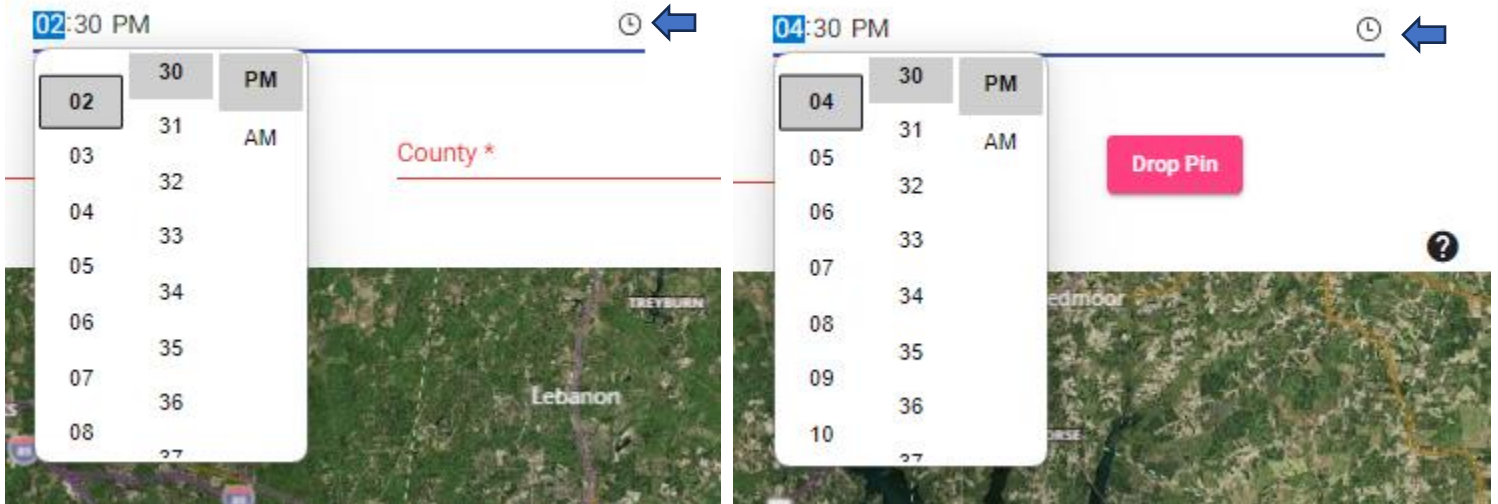
To choose a date, please select the calendar symbol and select the date.
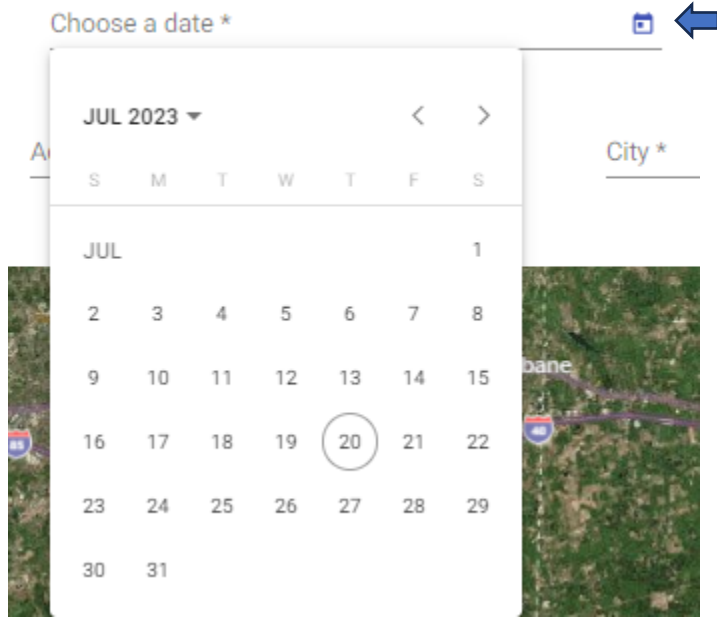
To choose a time, select the clock symbol and select the start and end times.
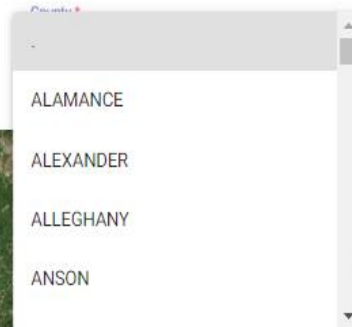
Once you have selected date and time, you can continue to type the address. If it's an online class you can type "Online" in the address and city, and choose the "." Option on county, like is shown below.

- In-Person course

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

- Online course

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

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 *	City *	County *	
Online	Online	. ▼	Drop Pin

Clear

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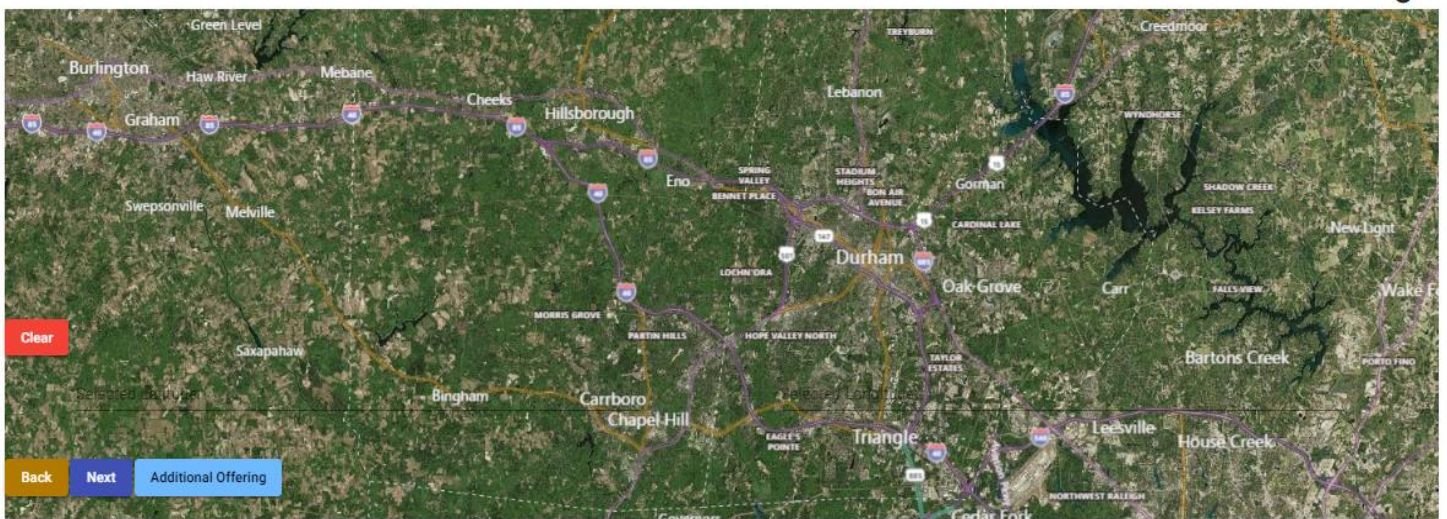
8. On the next step, you will choose the category and how many credits from the categories you want to apply for. If not sure what category or how many credits, you can leave it blank, we will choose once we review the agenda. You can either type the numbers of credits you want to apply for, or you can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

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

10. This is the last step; this is where you can view the summary of the course submission.
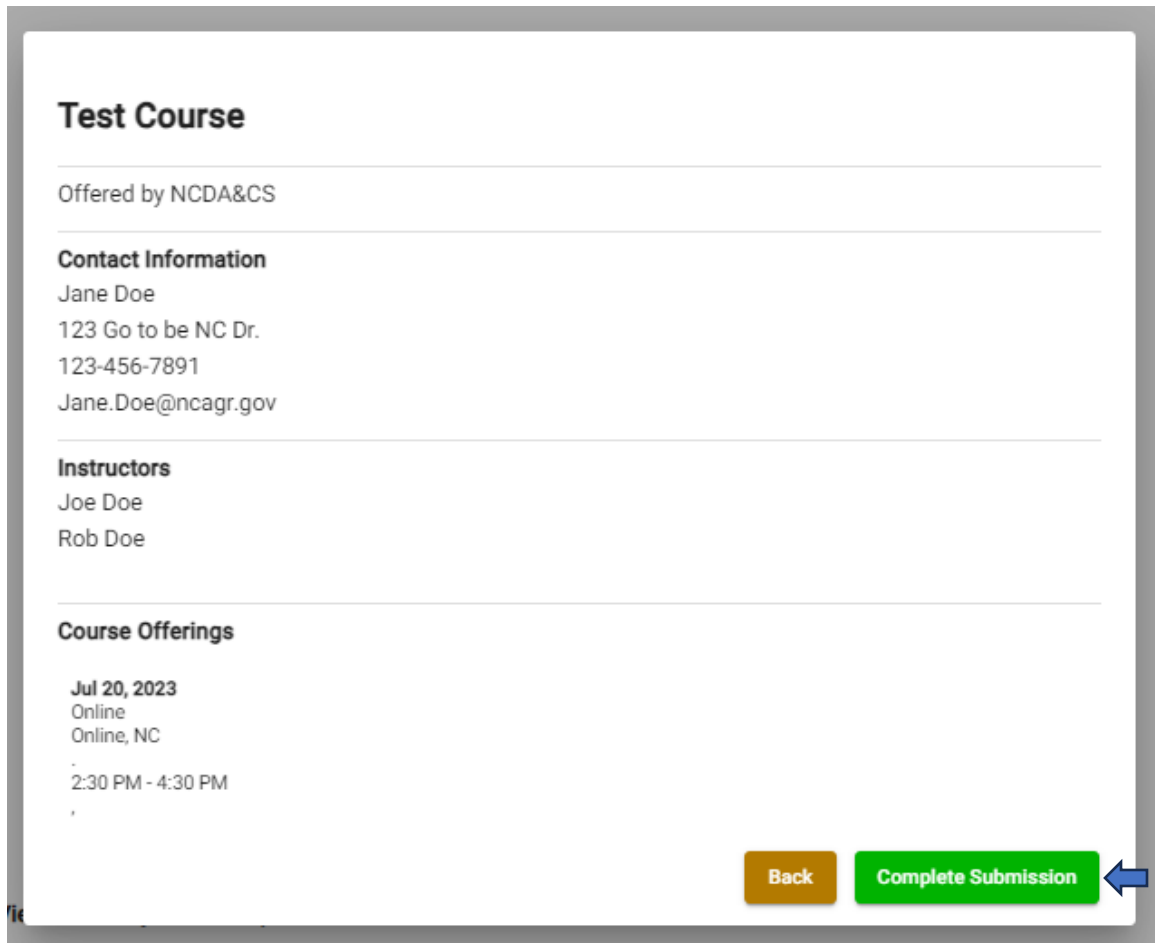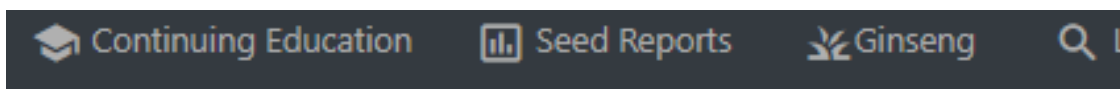
When you click on View Summary, you will see the summary of the course, and click on **Complete Submission.**

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.

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.
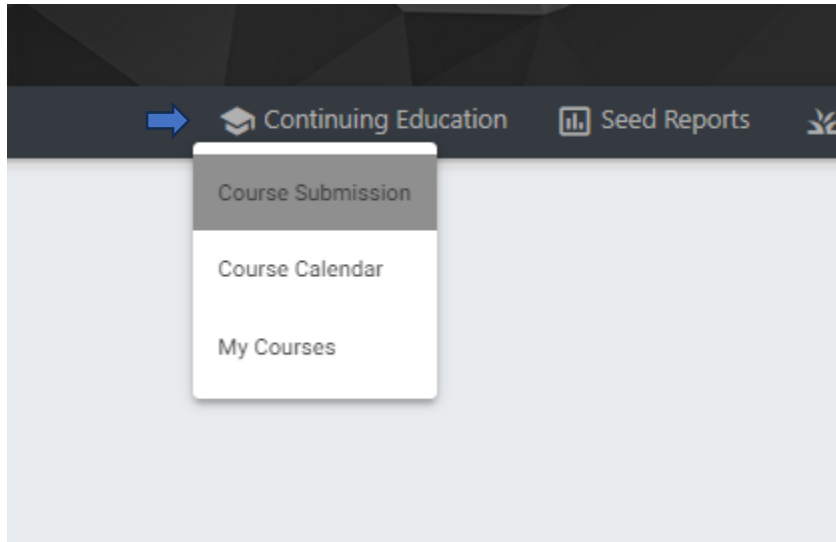
My Courses

| 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.
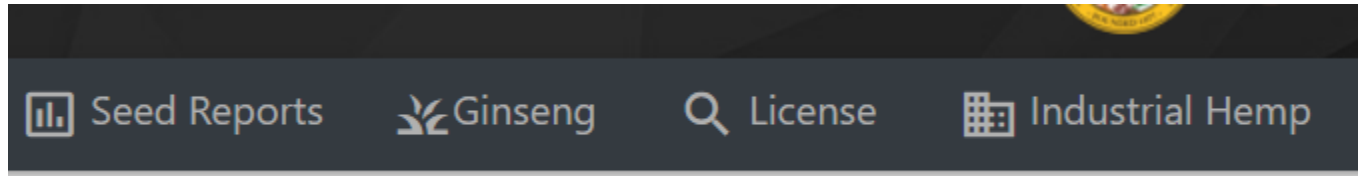
Picture 1

Picture 2
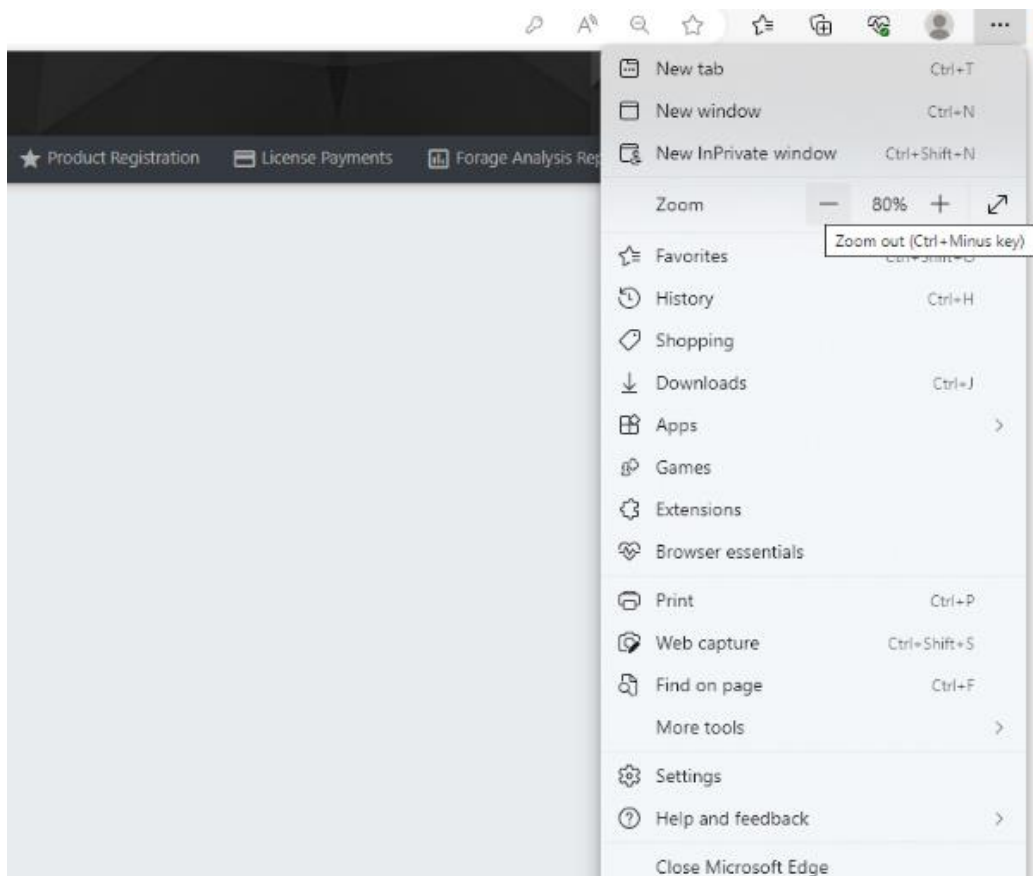
Picture 3

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