



Arizona Department of Agriculture

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New CEU Provider Web interface.

The web site for providers is changing.
The site will now handles both Agriculture, and Structural Pest Control (PMD) Continuing Education reporting.
The Following are some of the Screens you will see.

Course Attendance:

This is the Initial Attendance Screen:

On this Screen you will choose one of your Courses and the date you presented it.

The screenshot shows the "Continuing Education Reporting" web interface. At the top left is the Arizona Department of Agriculture logo. The main heading is "Continuing Education Reporting". Below this is a sub-heading "Online Reporting Tool for CE Providers - You Are Signed In As". The main content area is titled "Arizona Department of Agriculture - Course Attendance". It contains a form with two main sections: "Course Name and Date" and "Attendees". The "Course Name and Date" section has a "Class Date" field with a placeholder "(YYYY-MM-DD or MM/DD/YYYY format)" and a value "mm/dd/yyyy", and a "Course Name" dropdown menu with a placeholder "Please Select the Course to do Attendance on". The "Attendees" section is currently empty. At the bottom of the form are three buttons: "Submit", "Clear Attendees", and "Reset".

Depending on the type of course (AGRICULTURE, PMD, Both) you will get the following layouts;
Agriculture

The screenshot shows the "Continuing Education Reporting" web interface for Agriculture. At the top left is the Arizona Department of Agriculture logo. The main heading is "Continuing Education Reporting". Below this is a sub-heading "Online Reporting Tool for CE Providers - You Are Signed In As". The main content area is titled "Arizona Department of Agriculture - Course Attendance". It contains a form with two main sections: "Course Name and Date" and "Attendees". The "Course Name and Date" section has a "Class Date" field with a placeholder "(YYYY-MM-DD or MM/DD/YYYY format)" and a value "12/01/2016", and a "Course Name" dropdown menu with a value "TEST AG COURSE (AG)". The "Attendees" section has a table with four columns: "CAL", "PCA", "ID Number", and "Name". Below the table is a note: "You only need to fill in one of the fields for each student. When you leave the field the system will look up the ID, and Name based on any of the fields to the left of the id column". At the bottom of the form are three buttons: "Submit", "Clear Attendees", and "Reset".

Arizona Department of Agriculture - Course Attendance

Course Name and Date
 Class Date: (YYYY-MM-DD or MM/DD/YYYY format) Course Name

Attendees

CA Num	QA Num	ID Number	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You only need to fill in one of the fields for each student. When you leave the field the system will look up the ID, and Name based on any of the fields to the left of the id column

If "Both" then the (CAL, PCA, CA NUM, and QA NUM) will all be on the line.
 To add an attendee you need the License/Certification number for AGRICULTURE persons that will be their PCA, or CAL numbers, for PMD it will be their CA, or QA numbers, that number will control where the CEU credit will be stored.
 After the number is entered in the correct column and you leave it then the system will populate the ID, and Name columns to allow you to verify the name. The system will also provide a new line for additional input.
 You may continue this process till you have entered all attendees for the selected course, but the more you enter the longer the back-end will take to verify and update.

AGRICULTURE with inputs;

Arizona Department of Agriculture - Course Attendance

Course Name and Date
 Class Date: (YYYY-MM-DD or MM/DD/YYYY format) Course Name

Attendees

CAL	PCA	ID Number	Name
<input type="text"/>	<input type="text" value="3008"/>	<input type="text" value="3923"/>	<input type="text" value="VINCENT AGUIAR"/>
<input type="text" value="101"/>	<input type="text"/>	<input type="text" value="2763"/>	<input type="text" value="ALVARO MUNOZ"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You only need to fill in one of the fields for each student. When you leave the field the system will look up the ID, and Name based on any of the fields to the left of the id column

Arizona Department of Agriculture - Course Attendance

Course Name and Date
 Class Date: (YYYY-MM-DD or MM/DD/YYYY format) Course Name

Attendees

CA Num	QA Num	ID Number	Name
<input type="text"/>	<input type="text" value="30925"/>	<input type="text" value="1000043733"/>	<input type="text" value="SIMPLE SIMON"/>
<input type="text" value="20249"/>	<input type="text"/>	<input type="text" value="1000025348"/>	<input type="text" value="JANE E DOE"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You only need to fill in one of the fields for each student. When you leave the field the system will look up the ID, and Name based on any of the fields to the left of the id column

After You “Submit” You will receive a response of the students that got credit, those that already have current CEUs for the course (they are taking the course a second time in a renewal cycle), and any errors.

The screenshot shows the Arizona Department of Agriculture website. A notification dialog box from 'opmssl.azda.gov' is open, stating: 'The following IDs were updated: 1000025348, 1000025348'. Below the dialog is the 'Course Attendance' form. The form includes a 'Course Name and Date' section with 'Class Date' set to '12/01/2016' and 'Course Name' as 'RULES & REGULATIONS - 2 HR (PMD)'. The 'Attendees' section contains a table with columns for CA Num, QA Num, ID Number, and Name. Two attendees are listed: SIMPLE SIMON and JANE E DOE. Below the table is a note: 'You only need to fill in one of the fields for each student. When you leave the field the system will look up the ID, and Name based on any of the fields to the left of the id column'. At the bottom of the form are 'Submit', 'Clear Attendees', and 'Reset' buttons.

Another new feature is the ability to publish your upcoming classes on the Department’s website. This will allow those looking for CEUs to find your course, and contact information so they can make arrangements to attend, or take online your course. The Initial “Class” setup screen:

This screenshot shows the 'Publish Class' form. The header includes the Arizona Department of Agriculture logo and the title 'Continuing Education Reporting'. Below the header is a navigation bar: 'Online Reporting Tool for CE Providers - You Are Signed In As'. The form itself is titled 'Publish Class' and contains the following fields: 'Course Name' (a dropdown menu), 'Start Date' (YYYY-MM-DD or MM/DD/YYYY format), 'End Date' (YYYY-MM-DD or MM/DD/YYYY format), 'Start Time' (hh:mm format), 'End Time' (hh:mm format), 'Street Address', 'City', 'State', and 'Discription (optional)'. 'Submit' and 'Reset' buttons are located at the bottom of the form.

You need to select one of your currently approved courses, and the Start and end times along with the location. You may also provide additional information for the class as follows.

This screenshot shows the 'Publish Class' form with example data. The 'Course Name' is 'RULES & REGULATIONS - 2 HR (PMD)'. The 'Start Date' is '12/14/2016', 'End Date' is '12/14/2016', 'Start Time' is '09:30 AM', and 'End Time' is '11:30 AM'. The 'Street Address' is '1688 W Adams St', 'City' is 'Phoenix', and 'State' is 'AZ'. The 'Discription (optional)' field contains the text 'Additional Information Can be placed here'. 'Submit' and 'Reset' buttons are at the bottom.

The Confirmation screen that a class has been added.

The screenshot shows a web browser window with the Arizona Department of Agriculture logo and navigation tabs. A modal dialog box from 'opmssl.azda.gov' is displayed, stating 'Class has been Created' with an 'OK' button. Below the dialog, the 'Publish Class' form is visible, containing the following fields:

- Course Name: RULES & REGULATIONS - 2 HR (PMD)
- Start Date: 12/14/2016
- End Date: 12/14/2016
- Start Time: 09:30 AM
- End Time: 11:30 AM
- Street Address: 1688 W Adams St
- City: Phoenix
- State: AZ
- Discription (optional): Additional Information Can be placed here

Buttons for 'Submit' and 'Reset' are located at the bottom of the form.

Students will see the class in the search results