



Arizona Department of Agriculture
Environmental Services Division & Pest Management Division
1688 W. Adams Street, Phoenix, Arizona 85007
(602) 542-4373

PMD / ESD Continuing Education Credit Request

Course Description:

Course Title _____ Course Date _____
 Course Location/Address _____ Start Time _____ End Time _____
 Sponsor/Organization Name _____
 Contact Person _____ Phone # _____
 Contact Person Address _____ Fax # _____
 Email Address _____ Provider ID Number (REQUIRED) _____

Course requested for: Environmental Services Division (Agricultural) Pest Management Division (Structural)

Number of CE Hours Requested _____

Course Availability (Please check all applicable boxes)

Open to the public Closed to the public Online

Attach to this request (check off items):

- Course Outline indicating time period for each item covered. Description of the information that will be covered under each outline item.
- Biography of each person who will present course information, demonstrating the person's qualifications. The address to which course material(s) must be sent if different than the sponsors address. If the course will be presented at more than one location, the address or each location at which course information will be presented.

Acknowledgments:

CEU request(s) must be received by the Department at least fourteen (14) days prior to the course date. Failure to comply may result in the delay or denial of your request.

Course sponsor acknowledges the following Arizona Department of Agriculture Environmental Services Division and/or Pest Management Division policy guidelines and understands that Continuing Education Units granted by the Department may not be honored upon presentation by the course attendee if these policy guidelines have not been followed. Sponsor agrees, at the beginning of each approved CEU course, to notify attendees of the following policy guidelines.

NOTE: Arizona Department of Agriculture staff may attend, without cost or advance notice, to monitor this course for evaluation purposes. If it is determined that the course or presenter varies significantly from that approved, the number of CEU's may be modified or the course approval may be revoked.

CEU Providers:

- Structural Course sponsors must report the licensees CE hours to the ADA by using the online reporting tool within ten days of the class.
- Agriculture Course sponsors are encouraged to report class attendance electronically by utilizing the online reporting tool.
- When using the online reporting tool you must keep a copy of the sign-in sheet with the name, license number and signature of the attendee for a minimum of two years.
- For Agriculture CE Providers that prefer to do things on paper with the old multi-copy CEU forms - **see page 2.**

I, the undersigned, acknowledge that I have read & understand the requirements for granting CEU's to the attendees of this course: and I agree to comply with the policy guidelines stated above.

Print Name _____ Signature _____ Date _____



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For Agriculture CEU providers choosing to use paper versus the more efficient on-line tool for recording course attendance.

Number of AG CE forms requested, _____

For Agricultural ESD Licensees:

If reporting on paper triplicate CEU Forms:

- Course attendees must sign in on the “Sign-in” form for each course granted CEU credit.
- Course sponsor will supply **ONE** CEU form to each credentialed attendee.
- Attendees with more than one credential must place each credential number in the appropriate box on the single form.
- Course attendees must completely fill out and sign the CEU form for each course granted CEU credit and return the completed forms to the course sponsor at the end of the approved course.
- Course sponsor must sign each completed form, return the pink copy to the attendee, and advise the attendee to keep the pink copy so when renewal time arrives, if there are any questions about course attendance the department can ask for a copy of the form if needed.
- Course sponsor must return the sign-in sheet(s), the completed white copy of the CEU forms, and all unused CEU forms to the department within ten (10) working days after the approved course.