

New York State Department of Environmental Conservation

Division of Solid and Hazardous Materials
Bureau of Pesticides Management
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Denise M. Sheehan
Acting Commissioner

August 8, 2005

Dear Certification/Recertification Course Sponsor or Contact:

New York State regulations (6 NYCRR 325.18) require that pesticide applicator training courses be approved by the Department of Environmental Conservation (Department) prior to the course being offered. No retroactive approvals are permitted.

As discussed at the Course Sponsor Workshop held in March 2005, due to the ever-increasing number of course applications the Department receives, effective September 1, applications for training courses must be submitted at least 45 days prior to the course date. This will allow sufficient time for review, approval and return of course approval documents to the sponsor. Any new course application postmarked less than 45 days before the course date will **not** be approved.

The only exception to this 45-day deadline is an application for a duplicate course where the new course is identical to one previously approved for the sponsoring organization. The course topics, duration, speakers, etc. must be exactly the same with only the date(s) and/or location(s) permitted to be changed. You must supply the course number for the previously approved course and the Department must receive the application at least 2 business days prior to the commencement of the course.

Your Certified Pesticide Applicator Training Course Application must be filled out completely. All information requested on the application form is mandatory. Part B of the application must be completed for each instructor and submitted with your application unless it is currently on file in our office. Any application that is incomplete will result in your application being rejected and returned to you with a Notice of Incomplete Application. You will be required to resubmit a copy of your original or revised application, along with the requested information within 10 business days of the date of that Notice. If the requested documentation is not submitted within the required time frame, your application will not be approved.

To help simplify and expedite the application process, we have developed an on-line application form. Instructions for course applications and application forms, as well as the new on-line form (available September 1, 2005) are available at: <http://pmep.cce.cornell.edu/certification/index.html> on the Cornell website. The new on-line form allows you to complete your application on-line and submit it electronically.

Thank you for your assistance in training New York State's certified applicators and technicians. If you have questions or concerns, please call 518-402-8748.

Sincerely,

Margaret O'Neil
Chief, Pesticide Reporting & Certification