

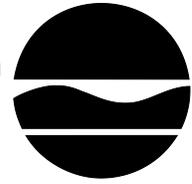
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Denise M. Sheehan
Commissioner

**COMPACT DISC AND ON-LINE DISTANCE LEARNING
COURSE SPONSOR REQUIREMENTS**

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Sponsors of an approved NYSDEC pesticide applicator distance learning course must have procedures in place to verify the identification of the individual enrolled in the course. The course application must include a description of the methods used to verify the individual's identity.

Each course must also include a self assessment quiz in order to be assigned NYSDEC credit. A passing score of 70% is required to earn the credit assigned to the course. Slides and other material within the course must be timed to prevent the student from skipping course material and proceeding directly to the self assessment quiz. NYSDEC will award 1 credit for course material that should take approximately 1 hour of time to complete. Maximum hours of training is 7 per day. Advise your students that NYSDEC will not accept recertification credits for more than 7 hours of training in 1 day.

Students must not be able print their own course certificate upon completion of the course. The course sponsor will issue only 1 original course certificate (following the required certificate format) to the student for each course completed.

The NYSDEC course roster form is not required, but the sponsor must send a list of certified applicators or certification candidates completing any courses on a monthly basis. The list shall include the student's name, certification number if applicable, current address, and telephone number.

A particular course may not be repeated in a recertification cycle.