



Arizona Department of Agriculture

Central Licensing

Physical Location: 1010 W Washington St., Phoenix, AZ 85007

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Continuing Education (CE) Credit Request

Course Information:

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) _____

Requested for: (check all that apply)

- Agricultural Pesticide Certified Applicator - Commercial (PUC), Golf (PUG), Private (PUP), Pest Control Advisor (PCA), or Pesticide Responsible Individual (PRI)
- Non-Agricultural Pesticide Certified Applicator - Certified Applicator (CA) or Qualified Applicator (QA)

Number of CE Hours Requested _____

Course Availability (check all that apply) 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:

- Non-Agricultural Course Providers must report the licensees CE hours to the AZDA by using the online reporting tool within ten days of the course.
- Agriculture Course Providers 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.

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 _____