

Instructions for using this CD for Recertification Training

The entire CD must be viewed to receive credit.

The Recordkeeping CD is divided into five units. You must follow the instructions on the CD through each unit. Go through it once, yourself, before the training.

Unit 1. Introduction (Approx. 20 minutes long.)

- A. Welcome and instructions on how to use the CD
- B. Why you should keep records (save money, determine what works and what doesn't, comply with the law, etc.)
- C. Testimonials (Johnson Farm, Taylor Farm)
- D. The Federal Recordkeeping Requirement and What it Means
 - A. State vs. Federal requirements
 - B. Confidentiality of records
 - C. Record inspection
 - D. Time requirements
- E. Nine basic data elements that must be recorded by private applicators
- F. Restricted-Use Pesticides (RUP's) (what they are and why they are regulated)

TRAINER: At this point, click the middle button in the upper right hand corner of the tutorial window. This will expand the window and center it on the screen, allowing you to see the tabs along the bottom of the screen.

Unit 2. Tutorial (Approx. 20 minutes long if you only go through one of the crop tabs)

Tabs are category-specific so you can tailor your training to a specific group of applicators. The three tabs are Row Crops, Livestock and Greenhouses/ Nurseries. **(You are only required to complete one tab for any given training in order to receive credit.)**

- A. Instructions
- B. Information found on the Pesticide Label
- C. Nine Elements of the Federal Recordkeeping Requirement – you actually fill out a portion of a sample form for each of the nine elements
- D. Keeping records for spot applications
- E. View completed recordkeeping form

Unit 3. Exercises (Approx. 30 minutes long.) This is a review section. **All five quizzes are required.** When you finish each one of the quizzes, you are given a score and the option to review your answers. **(The “Review Answers” section is also required.)**

- A. Benefits of Recordkeeping (10 questions)
- B. The Federal Recordkeeping Requirement (8 questions)
- C. Inspection and Compliance (5 questions)
- D. The Nine Elements of the Recordkeeping Requirement (20 questions)
- E. A Random Selection of Questions (10 questions)

TRAINER: Now would be a good time to take a break in the training, if you so choose.

Unit 4. Forms Library (*Approx. 10 minutes to practice filling in the interactive form and look over the other example forms.*)

- A. Interactive Form (can be filled in on screen and saved)
- B. Printable Forms (view 8 different forms from different states that can be printed but not changed)
- C. Adaptable Forms (view 2 forms, one in Excel and one in Word that can be adapted by the user)
- D. Extra Information (this tab is along the bottom of the Forms section.) This section suggests additional information you can record that is not required by the USDA recordkeeping regulations, but is useful for the applicator and why.

TRAINER: You may want to have copies of a form or two available as handouts.

Unit 5. Resources (*Approx. 10 minutes.*)

- A. Website Links (These web links are good to know and pass along to your trainees, but you do not have to visit the links as part of the training.)
- B. Conversion Tools (The conversion tools are cool, but if the trainees don't have the CD, they won't have access to the tools, anyway, so these are not required to show for the training, either.)
- C. 8-Minute Video on Federal Pesticide Recordkeeping Requirements (*This short video is a good final review and IS REQUIRED as part of the training.*)

Total program time (excluding break) is approximately 90 minutes.

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DPR has assigned this training 1.5 CCHs (DPR Course Code #7127)