

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resource

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



### Massachusetts Policy

#### On-Line/ Distance Learning CD or other web-based training Requirements

Individuals who hold a Massachusetts pesticide credential are eligible to obtain contact hour and/or credits as a result of taking *pre-approved* online and /or web based training such as distance learning CD training.

However, the total number of contact hours/credit hours obtained for any online or distance learning CD course or module is not to exceed 1/3 of the total Massachusetts continuing education contact hour requirement to maintain or revalidate a pesticide certification and/or license (see below).

*NOTE: The Commonwealth of Massachusetts requires you to spend a MINIMUM OF 50 MINUTES on each course or module in order to receive one (1) contact hour or (1) credit. You must pass a post-test or exam with at least 80 % correct*

<u>Credential Type</u>	<u>Required # of Contact Hours</u>	<u># of Contact Hours for ONLINE/CD Courses</u>
Commercial Certified Applicators	12	4
Private Certified Applicators	12	4
Commercial Applicator License	6	2
Dealer License	3	1

*NOTE: A particular course may be repeated only once during any three (3) year recertification or revalidation cycle but not within the same twelve (12) months.*

## Massachusetts Policy

### On-Line/ Distance Learning CD or other web-based training Requirements

If and when an person who holds a current and valid pesticide credential is audited, at the end of any three (3) year recertification or revalidation cycle, the credentialed individual must submit to MDAR the original approval certificates or verification of attendance on MDAR letterhead and any other forms from on-line and distance learning CD training with the student/applicator name certifying that they have successfully passed computer testing with at least a passing rate of 80% and their transcript. *Note: Individuals who receive audit paperwork should make a copy of all documents for themselves and submit the original by certified mail to assure receipt to MDAR.*

Once the applicator has completed the available on-line course or web based training module:

They should retain their post test/exam results, certificate of completion or verification, transcript, and the MDAR approval or attendance verification form. This is proof of course completion as well as the means to verified that the course was successfully completed when submitting to the Division of Crop and Pest Services in MDAR.

The name, company name, and MA license or certification number of all individuals who take on-line courses or modules should be sent to Mark Buffone, PACE Manager ELECTRONICALLY on a monthly basis

Note: This electronic notification does not excuse the credential individual from submitting the above mentioned paperwork certifying that they have successfully passed the post-test or exam with at least a passing rate of 80% and any transcript when audited by the Division of Crop and Pest Services in MDAR.

*IMPORTANT: It is the responsibility of the individual taking these kinds of training to submit the proper paperwork completed in its entirety or revalidation of your credential may be denied.*