

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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Secretary

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Commissioner

Instructions on How to Fill out the PACE Application Form

Section 1: Training Provider/Sponsor Information

- *The Training Provider/Sponsor is the entity that is hosting/providing the training session. For example: ABC Association is providing a training for its members and therefore ABC Association is the Training Provide/Sponsor*
- **Applicant Information:**
*This information should only be filled out if it is different than the Training Provider/Sponsor information. For example:
John Smith works for XYZ Product Company and is hired by ABC Association to train their members. John Smith has agreed that, he would request the PACE Approval for credits from the Department for ABC Association.*

Section 2: Training Session Information

If more than one session is being offered on the same day and the applicant would like to submit the requests in one application, than Section 2 will need to be filled out for each session. A session is considered a "topic". For example:

- A two hour presentation on laws and regulations is considered one session*
- A one hour presentation on weed identification and control is considered one session*

If a session does not qualify for one credit but is combined with another session to equal one or more credits then Section 2 only needs to be filled out once. However, a detailed description of each session must be broken out and described in Section 2B.

Section 3: Evaluation

Please be sure to attach your training evaluation form. Your request will not be accepted if it is not attached.

Section 4: Requirements for Training Provider/Sponsors

These will be included in your package when a Credit/Contact hour is approved. They can also be found on our website.

PACE Program Contact

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<http://www.mass.gov/eea/agencies/agr/pesticides/pace-credits-and-contact-hours.html>

PACE APPLICATION FOR MASSACHUSETTS CREDITS/CONTACT HOUR(S)

****You MUST complete all sections AND attach an agenda. Credits/Contact hours will not be approved until all items are submitted****

SECTION 1: TRAINING PROVIDER INFORMATION

Training provider is the association, company, or organization sponsoring or holding the training

NAME: _____

CONTACT INDIVIDUAL: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIPCODE: _____

TELEPHONE: _____ FAX: _____

EMAIL (REQUIRED): _____

APPLICANT INFORMATION (IF DIFFERENT THEN THE ABOVE)

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIPCODE: _____

TELEPHONE: _____ FAX: _____

EMAIL (REQUIRED): _____

SECTION 2: TRAINING SESSION

Title of Training: _____

Date(s) of Training: _____

Name & Location of Training: _____

of Credits requested: _____

Training is applicable to the following (check all that apply):

Commercial Applicator (Core) License

Dealer License

All Massachusetts License holders

Commercial Certification License (list applicable categories training applies to): _____

Private Certification License (list applicable categories training applies to): _____

CATEGORY	State Code
Cranberries	(30)
Dairy/Livestock	(24)
Greenhouse	(26)
Nursery	(29)
Poultry	(28)
Sod	(32)
Small Fruit	(27)
Tree Fruit	(25)
Vegetable	(31)

****Please note if you do not request a license type the Department will NOT make the determination for you****

Training method used (check all that apply):

Workshops, lectures, seminars

Self Study or Correspondence Course (Attach brochures, certificates, completed test work, etc.)

Academic Course (Attach copy of transcript(s))

Teaching or Publication (Attach copy of syllabus/paper/relevant material to verify your participation)

Online/CD training/Web based

SECTION 2A: CONTENT OR SUBJECT MATTER OF THE TRAINING

____ Massachusetts State Pesticide Laws and Regulations

____ Federal Laws and Regulations

____ Endangered Species

____ Groundwater Protection

____ Pesticide Impact on Human Health

____ Acute and Chronic Toxicity

____ Safety

____ Pesticide Label and Labeling Comprehension

____ Application Techniques

____ Calibration

____ Personal Protective Equipment

____ Non-Chemical Alternatives

____ Biological Control

____ Integrated Pest Management

____ Other (Explain below)

SECTION 2B: TRAINING CONTENT

Provide a brief description or explain what subject matter will be covered.

SECTION 3: EVALUATION OF TRAINING

Provisions must be made for evaluating the participants to evaluate the faculty, learning experiences, instructional methods, facilities and educational resources used for the training program.

Please attach a copy of the evaluation form you will use for your training program. A sample evaluation form is been attached, however, you may create your own form if you chose.

SECTION 4: REQUIREMENTS FOR TRAINING PROVIDER/SPONSORS

When your training has been approved for credits, you will receive a package (hard copy or email) that will include the requirements and expectations to be followed. You may also find these requirements on the MDAR website. If the Department finds that a Training Provider/Sponsor does not follow these requirements, the Department reserves the right to deny future Credit/Contact hour request.

SECTION 5: LIST OF LICENSE CATEGORIES AND CODES (TO ADD TO SECTION 2)

Below is a list of the license categories and codes that you should use when filling out Section 2 regarding the type of licenses the credits can be applied.

Commercial		Private	
Category	State Code	Category	State Code
Aerial	(34)	Cranberries	(30)
Agriculture	(33)	Dairy/Livestock	(24)
Aquatic	(39)	Greenhouse	(26)
Demonstration and Research	(49)	Nursery	(29)
Food Processing	(50)	Poultry	(28)
Forest	(35)	Sod	(32)
Fumigation	(42)	Small Fruit	(27)
General Pest Control	(41)	Vegetable	(31)
General Public Health	(46)	Tree Fruit	(25)
Mosquito& Biting Fly Control	(47)		
Regulatory	(48)		
Rights of Way	(40)		
Sewer Root Control	(55)		
Shade Trees & Ornamentals	(36)		
TBT	(54)		
Termite	(43)		
Structural Pest Control	(41)		
Turf	(37)		
Vertebrate Pest Control	(44)		
Wood Preservative	(52)		