THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

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MDAR MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

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TO: Pesticide Training Providers
FROM: Taryn LaScola, Director of Crop and Pest Services, Pesticide Program
REGARDING: Issuance of Continuing Education Units
DATE: 12/14/23

The Massachusetts Department of Agricultural Resources, Pesticide Program ("Department") reviews and approves trainings that offer Pesticide Continuing Education Units ("CEU's) to licensed pesticide applicators. As part of approving CEU's the training provider must follow the rules as set forth in the Guide and Rules document.

It has recently come to the Departments attention, that licensed pesticide applicators are submitting CEU's that are signed by the training provider but do not include one or all of the following information: the licensed pesticide applicators name, license number, and/or signature. CEU's will not be accepted as valid if this information is not filled out when the licensed applicator submits them during their license renewal process. Please note that the Guide and Rules document states:

> ***Traditional Classroom Training:*** *The training provider must only sign CEUs that have been completely filled out by the attendee with their name, signature, and license number. This means that the CEU should not be signed until the END of the training. This also means that that training provider will need to sign a CEU for each applicator. Either pen or a stamp signature from the training provider will be accepted. Some trainings will offer multiple sessions within one day. In those instances, one CEU will be issued to the training provider that has all the sessions listed out in a table format. When this occurs, each individual session will need to be signed.*
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> ***On Demand/Live Stream/Virtual Classroom:*** *The training provider must ensure that individual receiving the CEU has been engaged during the entire training, has had their identity verified and has ability to check records should there be any issues/concerns from the Department. The training provider must fill out/type the name of the individual taking the training prior to issuing the CEU*

Failure to comply with the rules may result in the Department no longer approving CEU requests from the training provider. Should you have any questions, please contact me at taryn.lascola@mass.gov