

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

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



## **PESTICIDE APPLICATOR CONTINUING EDUCATION (PACE)** **TRAINING PROVIDERS GUIDE AND RULES**

### **INTRODUCTION**

After a training has been approved by the Department of Agricultural Resources, Pesticide Division (Department), there are expectations and requirements that the training provider must follow to ensure that Continue Education Units (CEUs) are issued in a secure manner and that attendees are adhering to the requirement and intent of obtaining CEUs. The training that has been approved is subject to an audit by a Department representative at any time. During this audit, the Department will be reviewing content of training and ensuring the processes listed in this bulletin are being followed. Should the Department find that the training provider is not following the processes, it reserves the right to do the following:

1. Revoke the CEU for the training or an individual attendee
2. Reduce the number of CEUs being offered by the training or to an individual attendee
3. Suspend approval of CEUs for future trainings provided by the entity being audited

The Department has defined the different types of trainings as follows:

- **On Demand Trainings:** Trainings that the applicator can take at any time but does not have any live interaction
- **Live Stream Trainings:** Live one- time training with live interaction. (virtual meetings, virtual company trainings)
- **Virtual Classroom Trainings:** Multiple individuals in the same room at the same time watching a Live Stream/On Demand Training
- **Traditional Classroom Training:** Training that is provided in person

### **CONTENT OF TRAINING**

The training provider must ensure that the content follows the agenda and criteria that was submitted to the Department during the initial request for the CEU. The training must adhere to the approved criteria. It is important to note, that if a training contains pesticide product specific information it must not be a 'sales pitch'. A trainer can reference products, but it must be in the context of specific use pattern, make up, science etc. **OR** be about other products that are of a different manufacturer.

### **INSTRUCTIONS TO PARTICIPANTS**

The Department approved instructions (see Attached) must be read to the attendees prior to the start of the training. If there are multiple trainings being provided in the same day, the instructions can be read at the start of the day.

The training provider may provide more information to the instructions but must NOT take any information away from the instructions.

## **SPECIFICATION FOR TRAININGS**

**On Demand:** Trainings must have the following capabilities:

- Quiz questions throughout or at the end of the program
- Tracking capability (time on training, attendance, etc.)
- Ability to review specific participation information after the training

**Live streaming trainings:** Trainings must have the following capabilities:

- Poll questions or Quiz
- Registration capability
- Tracking capability (time on training, who answers poll questions, attendance)
- Ability to review specific participation information after the training

**Virtual Classroom Training:** Trainings must have the following capabilities:

- Poll questions or Quiz
- Tracking capability (time on training, attendance, etc.)
- Ability to review specific participation information after the training.
- A “proctor” that is not taking the training must be in the room to supervise

## **IDENTIFICATION VERIFICATION**

The Provider must indicate on the PACE request form how they intend to verify the individual’s identity.

Acceptable identity verification methods may include but are not limited to:

- Pre-registration process where the individual signing up to take the training receives a personalized registration link
- I.D. presentation prior to the training

A sign in sheet must be kept and submitted to Department within 7 business days of the end of the training. The attendance sheet should have the participants name printed along with their license number.

## **PARTICIPATION VERIFICATION**

Training Providers must be able to verify participation among individuals. The way this may be done can vary between the different types of trainings. Please refer to the following below as to how participation verification must be conducted.

**Traditional Classroom Training:** The individual attending this training is expected to stay in the training for that amount of time. The training provider is expected to monitor the training room to ensure that all attendees stay for the entire allotted time.

**On Demand:** The Provider must include a quiz at the end of the training in which the applicator must pass with at least 70%. The Provider must allow a maximum of three attempts to pass the quiz. Quizzes/poll questions must be able to be tracked to the individual participant.

**Live Stream Trainings:** The Provider must provide “quiz questions/poll questions” throughout the training. Quizzes/poll questions must be able to be tracked to the individual participant.

**Virtual Classroom Training:** The Proctor should ensure that individuals are taking/participating in the training during the entire length of the training.

## **ISSUANCE OF CERTIFICATES**

It is important to ensure that when issuing CEUs the training provider ensure that CEU may not be used by an individual that did not attend the training. To ensure the security of this system, please refer to the below as to how CEUs must be issued.

**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.

**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.

## **BEHAVIOR OF PARTICIPANTS DURING THE TRAINING**

The attendee is expected to exhibit respectful behavior during the training. This includes but is not limited to;

- Talking with others during the training
- Playing with cell phone
- Sleeping
- Causing a disruption

The training provider is expected to monitor the audience to ensure that these behaviors if seen are addressed and corrected.

## **ATTENDANCE OF TRAINING**

The training provider must have a sheet that contains the following: names of the individuals who have attended the training, license number and signature (electronic signature/check-in can be accepted). **This sign in sheet must be submitted to the Department within seven days of the training** and kept on file for at least three years. It must be provided to the Department upon reasonable request. These records must be sent via email to [trevor.battle@mass.gov](mailto:trevor.battle@mass.gov) .