



Pesticides Program Continuing Education Points

A. Introduction

The purpose of Nova Scotia Department of Environment and Climate Change's (the Department) Pesticide Continuing Education Point (CEP) program is to develop knowledgeable and professional pesticide applicators and vendors. The CEP Program promotes continued learning and skill development to ensure the safe and effective application of pesticides. The CEP Program serves as an alternative to passing exams to renew certification.

Training providers are responsible for the design and delivery of training. The Department is not responsible for the development, promotion, or delivery of approved CEP training courses.

B. For Applicators and Vendors

1. **How to earn CEPs:**

During the 5-year period in which your certificate is valid, points can be earned for participating in Department pre-approved training courses and events, such as classes, seminars, conferences, and grower meetings conducted by educational institutions, private companies and industry associations.

You will need to earn 15 CEPs to renew your certificate. The maximum number of CEPs you can earn in any one year (based on your certificate anniversary) of your certification is 10 points. As you complete courses, each training provider will issue a course receipt to you. Keep this receipt. To verify you have earned 15 CEPs during the 5-year period, your receipts must be attached to your application for certification renewal.

To be used for renewal of your certification, training must be specific to your certification class (e.g., agricultural content will not count towards a structural certificate). Additionally, applicators and vendors are encouraged to have education across the ten knowledge concept areas under the Standard for Pesticide Education, Training and Certification in Canada:

- General information
- Regulations
- Labelling
- Human Health
- Pesticide Safety

- Environment
- Pest Management
- Application Technology
- Emergency Response
- Professionalism

Applicators and vendors are encouraged to obtain a minimum of 2 CEPs in each of the following concept areas: Pest Management, Application Technology, Regulations, and combined Human Health and Pesticide Safety.

2. **Who can earn CEPs:**

Certified pesticide applicators and vendors can earn CEPs although not all industry sectors offer enough training for applicators and vendors to earn the required CEPs.

3. **CEPs cannot be used in some situations:**

CEPs cannot be used to obtain your first pesticide certification. An initial certification is issued if you pass the certification exam(s). Once you have your initial certification, you can start earning CEPs to renew your certification.

You cannot use CEPs to renew a certification obtained through reciprocity. Reciprocity is a one-time request to allow applicators to transfer an equivalent certification from another province or territory to Nova Scotia. Once certificates issued by reciprocity expire, the applicator or vendor must pass the Nova Scotia exam(s) to recertify. Once the person has recertified by passing the exam(s), they may then begin earning CEPs towards their next recertification.

Recertification using CEPs is not possible for some pesticide classes because there is a lack of available training. At this time, CEP recertification is not available for Domestic Vendor, Mosquito and Biting Fly, Fumigation, Aquatic Vegetation, and Aerial certification classes. People recertifying in these classes must re-write and pass the exam(s) to renew their certification.

4. **How to recertify using CEPs:**

You need at least 15 CEPs for **each** certification class you hold to qualify for recertification by CEPs. These CEPs must be earned during the life of your certificate (between the issuance and expiry dates). The maximum number of CEPs you can earn in any one year (based on your certificate anniversary) of your certification is 10 points.

To recertify, submit a completed application, applicable fee, and copies of the training receipts to the Department no later than one year past your certificate expiry date.

Remember: once your certification expires, you can no longer carry out pesticide work.

C. For Training Providers

1. **What training qualifies for CEPs:**

CEPs can be approved by the Department for the following ten knowledge concept areas under the Standard for Pesticide Education, Training and Certification in Canada:

- General information
- Regulations
- Labelling
- Human Health
- Pesticide Safety
- Environment
- Pest Management
- Application Technology
- Emergency Response
- Professionalism

Training providers are encouraged to offer education across these concept areas, with a minimum of 2 points in each of the following concept areas: Pest Management, Application Technology, Regulations, and combined Human Health and Pesticide Safety.

A wide variety of training formats are permitted, such as instructor led courses, seminars, hands on training, monitored interactive computer programs, facilitated viewing of videos, conferences (virtual or in-person), self-study with verified testing, or workshops. Regardless of training format, full participation in the training event must be verified by the training provider.

2. **What training does not qualify for CEPs:**

To be approved for CEPs, training must focus on pesticides. The following subjects are not eligible for points:

- business aspects of farm or company management
- fertilization and irrigation
- plant production and nutrition
- crop variety updates or selection
- storage and marketing of commodities

*First aid and WHMIS will only be considered if they specifically focus on pesticides.

3. Instructors:

Instructors must be knowledgeable, experienced professionals in the training being provided. Instructors can include representatives from agricultural organizations, private/academic training organizations, consultant companies, professional associations, and government.

4. How do training providers apply for CEPs:

The training provider submits an email request to the Department, pesticides@novascotia.ca for course approval **at least 3 weeks before the event** takes place. This submission must include:

- A thorough outline of the topic(s). The information must be sufficient for the Department to determine if the content meets the overall objective of the program (i.e., learning and skills development for the safe and effective handling and use of pesticides; and meeting one or more of the knowledge concept areas).
- An agenda of the proposed training event that includes the date(s), and the start/end times for each agenda item.
- Name and qualifications of all trainers/presenters.
- Address of the event or a web link to online training (with information to access the training, such as password).

5. How are points awarded:

The Department evaluates the training submission using the above information. Submissions with incomplete information, incomplete descriptions, or descriptions that do not reflect the CEP criteria will not be awarded points. Points will not be issued after the training has been delivered.

Points will be awarded at a base rate of 1 point/hour for instruction. Small group hands-on equipment calibration training (1 to 5 people) may be awarded at a rate of 2 points/hour. A minimum of one-half hour is necessary to issue points and points will be rounded down to the nearest half hour.

Hands-on training are sessions where participants use equipment or perform tasks that independently demonstrate their ability to perform the tasks taught in the session. These training events should result in participants being able to apply the knowledge/skills to the extent they will not need re-training.

6. What is the process:

Once approved by the Department, a unique CEP course number will be assigned to the approved training. All documentation from the training provider must include this number. The Department will send an email to the training provider including the course number, number of points per presentation and the pesticide category, and an attendance sheet form.

Attendance Sheet- The completed attendance sheet* must include:

- name (printed), pesticide certification number, full mailing address or email address, and signature of all participants
- name, date, and address of the course
- NSECC course number on all pages
- name and signature of all instructors

Training providers are responsible for ensuring that this information is included, legible and correct, otherwise the participant may not receive points. Within two weeks of completion of the course, this document must be emailed to the Department at pesticides@novascotia.ca .

Receipts – the training provider must issue a receipt to all participants of the event. This receipt must include:

- name and pesticide certification number of the participant
- date, name, and Department course number of the event
- name and signature of provider
- number of points and the pesticide category; and,
- a bolded statement as follows: **“Keep this receipt to submit with your application to renew your pesticide certification.”**

*Attendance sheets, for in-person training, must be signed by participants **before the event begins** and receipts must be signed by the training provider and distributed to participants upon **completion** of the event.

Online/virtual training and conferences

For on-line training, it is not possible for participants to sign an attendance form therefore, training providers intending to hold on-line training must have a method to confirm full participation by attendees such as, program log in and log out times, questions randomly interjected throughout the event that all attendees

must answer, a content quiz at the end of the event and/or live webcam monitoring.

Virtual conferencing technology may allow issuing of course receipts or the training provider can email receipts soon after the training is completed.

A login account will need to be provided to the Department prior to the event so it can be audited.

D. Event Audit:

The Department randomly audits pesticide CEP events to ensure content is being delivered as submitted to and approved by the Department. The Department reserves the right to audit events without paying attendance/course fees. Upon completion of the audit, points may be adjusted to reflect content if course content is not as submitted by the training provider. If the CEP value is adjusted, the training provider must notify each participant of the change in point value and provide a new receipt reflecting the adjusted CEP value and tell participants to discard their initial receipt.