

How to Submit Pesticide Training Attendance

Overview

This guide explains how training organizers can upload and submit attendance for approved pesticide continuing education (CE) courses using the Montana Department of Agriculture's Accela platform. Correct submission ensures that attendees receive credit hours toward their pesticide license renewal.

Step 1: Log in to the Accela Platform

1. Open the Accela Citizen Access website for the Montana Department of Agriculture
Located here: <https://aca-prod.accela.com/AGR/Welcome.aspx>
2. Enter your username and password, then click Sign In.
3. Once logged in, your dashboard will appear.
4. Ensure that you have the correct course record number before beginning.

Step 2: Locate the Course Record

1. From your dashboard, click My Records under the Account drop down.
2. The My Records page lists all your approved continuing education courses.
3. Find the course for which you want to submit attendance.
4. Next to the course record, click Amendment.
 - The Pesticide Continuing Education Course Attendance Submission form will open.
 - Some information, such as course title, type, and approval status, will pre-fill automatically.

Step 3: Verify Course Information

1. Review the pre-filled course information carefully.
2. Confirm that details such as Course Name, Approval Number, Date(s), are correct.
3. Once verified, click Continue Application.
 - The system will advance to Step Two: Course Attendance.

Step 4: Add Attendees

1. On the attendance page, click Add Row to enter a new attendee.
 - You can add attendees 1 at a time or using the drop down arrow next to Add a Row add multiple attendees at once.
2. In the new row, enter the License Number for the attendee.

- The License Type and Licensee Name fields will auto-populate with corresponding data.
3. Click Submit to add the attendee to the table.
 4. Repeat the process for each participant who attended the course.
 - Each added attendee will appear in the course attendance list.

Step 5: Upload Required Documents

1. After adding attendees, click Continue Application to move to the Attachments section.
2. Click Add to open the file upload dialog.
3. Upload required supporting documents such as:
 - Sign-in sheet (onsite in person)
 - Online certificates of completion
 - Webinar attendance
4. Choose the appropriate Document Type from the dropdown menu and provide a relevant File Name and click Save.
5. Once saved, the file will appear in the attachment list.
6. Click Continue Application when all files are uploaded.

Step 6: Review Submission Details

1. The Review page displays all entered attendance and attachment details.
2. Double-check the list of attendees, uploaded files, and course information for accuracy.
3. If corrections are needed, use Edit button for the corresponding field.
4. Once verified, click Continue Application to submit.

Step 7: Submit and Confirm

1. The system will process the attendance submission.
2. When successful, a Course Attendance Record Number will appear on the confirmation screen
(for example, *PEST-CE-ATT-00123*).
3. This record number confirms that your attendance submission has been received and stored in the system.
4. You can return to My Records to view the submitted attendance record any time.

Step 8: Post-Submission Results

When the submission passes review:

- The record's status will update from Pending to Approved, indicating MDA has processed the attendance.
- Approved attendees will automatically receive credit hours under their pesticide license profiles.