

## Instructions for Pesticide Recertification Credit Request

The Montana Department of Agriculture (MDA), provides training opportunities to applicators through our credit review process. All trainings offered for pesticide related continuing education units (CEUs) must be submitted to MDA for approval prior to the training. Questions regarding submittals, approvals, changes, attendance, and general information should be directed to [MeetingRequests-mtplants@mt.gov](mailto:MeetingRequests-mtplants@mt.gov).

### Please review the following items to submit courses for credit:

- The online link to submit trainings is:  
<https://mtplants.mt.gov/PesticideApplicator/MeetingRequest.aspx>
- Requests must be submitted 30 days prior to the start date of the program (ARM 4.10.203(6)).
- Requests submitted without the required information will cause delay in processing or may be denied. A detailed agenda that includes:
  - start and end time for each presentation
  - description of each presentation (not just titles)
  - name and affiliation for each presenter
  - registration information including fee (if any), deadline, and point of contact
  - any special instructions such as “For Private applicators only”, “By invitation only”, etc.
- All courses submitted will be reviewed for all classifications, private and commercial.
- One credit equals 50 minutes of training. Trainings must be a minimum of one credit, only whole credits are approved and the maximum credit is 6 per classification per training regardless of the length.
- Once your course is approved you will receive an approval email that includes:
  - Meeting ID: This is the meeting ID when referencing this course or searching for attendees.
  - Category and Credits: These are the approved classifications and credits for each.
  - Attendance sheet link: Click on this link to print your attendance sheet. You may get a prompt to open or save. Choose Save and Open. It will redirect you to MTPlants and may take a moment to open.
- Recording Attendance
  - You must use the attendance sheet provided in the approval email unless you have received prior approval for a substitute.
  - Attendance sheets are the record of verification that an applicator has attended the training; if someone has not entered their license number, and signed the attendance form (onsite only), they may not receive credits for the training.
  - Attendance sheets must be submitted to MDA within 14 calendar days following the event. Online course sponsors must report attendance monthly, at minimum, and no later than 5 days after the month. You may email or mail attendance sheets to the email address or physical address listed on the form.