

MINUTES OF THE
CONTINUING EDUCATION COMMITTEE MEETING
OF THE
STRUCTURAL PEST CONTROL BOARD
April 15, 2003

The meeting was held on Tuesday, April 15, 2003 at the Structural Pest Control Board, 1418 Howe Avenue, Suite 18, Angela D. Newman Conference Room, Sacramento, California, commencing at 10:00 a.m. with the following members present:

Doug Carver, Chair
Dennis Patzer
John Van Hooser

Committee member Dr. Michael Rust was not present.
Committee member Bill Gillespie resigned.

Board staff present:

Karen Sanders, Staff Services Analyst

APPROVAL OF MINUTES

Mr. Carver reported a correction to page 2 of the draft minutes, correcting the reference to the evaluation card to include the purpose of the evaluation card.

	Stamp
_____ _____ _____	

Mr. Patzer moved and Mr. Van Hooser seconded to amend the evaluation card making the questions statements.

STUDENT QUESTIONNAIRE

The Structural Pest Control Board would like your feedback on the continuing education activity you have just taken. Please fill out this card and submit this evaluation form directly to the Structural Pest Control Board. Do not submit this form to the course provider.

Course No. _____

Disagree – Strongly Agree

	1	2	3	4	5
1. I learned something new during this course.					
2. Examination questions reflected the course materials.					
3. The provider covered the topic(s) adequately.					
4. The course meets your expectations.					
5. How could this course be improved? _____ _____					
Name (optional) _____					
You may contact the Structural Pest Control Board by email, by going to our website: www.pestboard.ca.gov .					

Passed unanimously.

At the meeting of the Structural Pest Control Board on April 4, 2003, the board members asked that the Continuing Education Committee review the language in section 1953(g) allowing more flexibility. The committee voted to rescind the vote on February 19, 2003 to section 1953(g) and Mr. Patzer moved and Mr. Van Hooser seconded to amend section 1953(g) as follows:

(g) ~~No activity which focuses on the policies, or procedures or products of a single firm, or which consists of meetings which are a normal part of in-house staff or employee training~~ specific to a single firm shall be approved.

Mr. Patzer moved and Mr. Van Hooser seconded to approve the minutes of the meeting of February 19, 2003, as amended. Passed unanimously.

DEVELOP UNIFORM CONTINUING EDUCATION STANDARDS

Mr. Van Hooser moved and Mr. Patzer seconded to amend section 1953(f)(3) as follows:

§1953. Approval of Activities.

(a) Providers of activities of continuing education in pest control shall request approval as a provider and of activities on forms provided by the Board (See Form No. 43M-18 (Rev. 3/87) at the end of this section) accompanied by the required fees. Requests for approval of activities must be submitted to the Board no later than 60 days prior to presentation of the activity unless exception is granted by the Registrar.

(b) All providers must notify the Board 30 days prior to the presentation of any board approved activity, unless exception is granted by the Registrar.

(c) All providers must submit a course attendance roster (See Form No. 43M-46 (New

3/93) at the end of this section) to the Structural Pest Control Board within five working days after every course instructed.

(d) After giving the provider a written notice and an opportunity to respond, the Board may withdraw approval of any activity, when good cause exists. Good cause shall include, but not be limited to, failure actually to meet the standards for approval of activities which are outlined in subsection (f) of this section.

(e) Unless otherwise indicated on the written notification of approval, or unless an approval is withdrawn by the Board at an earlier date, approval of each activity shall remain in effect for 3 years.

(f) In order to be approved, activities must be:

- (1) Directly related to the field of structural pest control;
- (2) Provided by an institution, association, university, or other entity assuming full responsibility over the course program;
- (3) Composed of a formal program of learning which requires:
 - (a) attendance and participation, ~~and which provides at least~~
 - (b) one hour of instruction,
 - (c) a syllabus
- (d) an evaluation method on Form No. 43M-39 (New Rev. 5/03) costs of mailing shall be incurred by provider. (which is printed at the end of this section);
- (e) a certification of completion for Form No. 43M-38 (New 5/87) (which is printed at the end of this section);
- (4) Conducted by an instructor who has qualified by meeting two of the following experience requirements:
 - (A) Completion of training in the subject of the activity,
 - (B) Six months' experience working in the area covered by the activity within the preceding three years,
 - (C) Experience teaching a activity of similar content within the preceding five years,
 - (D) Completion of any post-secondary studies related to the subject matter of the activity,
 - (E) Author of the activity being reviewed, or a credentialed instructor.
- (g) ~~No activity which focuses on the policies, or procedures or products of a single firm, or which consists of meetings which are a normal part of in-house staff or employee training specific to a single firm shall be approved.~~

Passed unanimously.

Mr. Van Hooser moved and Mr. Patzer seconded to amend section 1950(c) & (d) as follows:

§1950. Continuing Education Requirements.

(a) Except as provided in section 1951, every licensee is required, as a condition to renewal of a license, to certify that he or she has completed the continuing education requirements set forth in this article. A licensee who cannot verify completion of continuing education by producing certificates of activity completion, whenever

requested to do so by the Board, may be subject to disciplinary action under section 8641 of the code.

(b) Each licensee is required to gain a certain number of continuing education hours during the three year renewal period. The number of hours required depends on the number of branches of pest control in which licenses are held. The subject matter covered by each activity shall be designated as "technical" or "general" by the Board when the activity is approved. Hour values shall be assigned by the Board to each approved educational activity, in accordance with the provisions of section 1950.5.

(c) Operators and field representatives licensed in one branch of pest control shall gain ~~16~~ 20 continuing education hours during each three year renewal period. Operators and field representatives licensed in two branches of pest control shall gain ~~20~~ 24 continuing education hours during each three year renewal period. Operators and field representatives licensed in three branches of pest control shall gain ~~24~~ 28 continuing education hours during each three year renewal period. In each case, a minimum of four continuing education hours in a technical subject directly related to each branch of pest control held by the licensee must be gained for each branch license, four of the total hours shall be hours in any category of the licensee's choice. Four of the total hours shall be in an ethics activity and a minimum of eight hours must be gained from Board approved courses on the Structural Pest Control Act, the Rules and Regulations, or structural pest control related agencies' rules and regulations.

~~(d) Field representatives licensed in one branch of pest control shall have completed 16 continuing education hours, field representatives licensed in two branches of pest control shall have completed 20 continuing education hours, field representatives licensed in three branches of pest control shall have completed 24 continuing education hours during each three year renewal period. In each case, a minimum of four continuing education hours in a technical subject directly related to each branch of pest control held by the licensee must be gained for each branch of pest control licensed and a minimum of eight hours must be gained from Board approved courses on the Structural Pest Control Act, the Rules and Regulations, or structural pest control related agencies' rules and regulations.~~

(e) ~~(d)~~ Operators who hold a field representative's license in a branch of pest control in which they do not hold an operator's license must gain four of the continuing education hours required by section 1950(c) in a technical subject directly related to the branch or branches of pest control in which the field representative's license is held, in order to keep the field representative's license active.

(f) ~~(e)~~ No course, including complete operator's courses developed pursuant to section 8565.5, may be taken more than once during a renewal period for continuing education hours.

Passed unanimously.

Mr. Patzer moved and Mr. Van Hooser seconded to rescind the following item from Section 1950.5 of the minutes of October 24, 2002 Continuing Education Committee meeting as follows:

§1950.5. Hour Value System.

The following hour values shall be assigned to the educational activities approved by the Board. All educational activities must be submitted to the Board for approval before presentation for continuing education credit, in accordance with section 1953. ~~No licensee may be allowed to gain more than 6 hours of continuing education in a day except for subsections (g) & (h).~~ (Underlining was a result of action taken at the October 24, 2002 meeting.)

(a) Accredited college courses - 10 hours for each 2 semester-unit course; 16 hours for each 3 semester-unit course.

(b) Adult education courses - 6 hours

(c) Professional seminars or meetings - up to a maximum of 6 hours per seminar or meeting. ~~Additional hours may be approved depending on the complexity of the activity and its relevance to new developments in the field of pest control.~~ (Strikeout was a result action taken at the October 24, 2002 meeting)

(d) Technical seminars or meetings - up to a maximum of 6 hours per seminar or meeting. ~~Additional hours may be approved depending on the complexity of the activity and its relevance to new developments in the field of pest control.~~ (Strikeout was a result action taken at the October 24, 2002 meeting.) Each approved technical seminar or meeting must include an written examination to be administered at the end of the course. (Strikeout and underline was a result of action taken at the January 29, 2003 meeting). Licensees must obtain a passing score of 70% or better in order to obtain a certificate of course completion. If the examination is failed, the licensee shall be allowed to be reexamined by taking a different examination within sixty days.

(e) Operators' courses approved by the Board pursuant to section 8565.5 of the code - 1 hour per hour of instruction.

(f) Correspondence courses developed by the Board pursuant to section 8565.5 of the code - full credit per branch. The passing examination grade must be 70% or better for technical or rules and regulations subjects. (Underlining was a result of action taken at January 29, 2003 meeting.)

(g) Correspondence courses approved by the Board - hours will be assigned depending on the complexity of the course and its relevance to new developments in the field of pest control.

~~(h) Equivalent activities, including teaching approved courses and publishing technical articles - 1 to 6 hours per activity, depending on the complexity of the activity and its relevance to new developments in the field of pest control.~~ (Deleted as a result of action taken at the January 29, 2003 meeting.)

(i) Association meetings - 1 hour for every hour of instruction up to a maximum of 4 hours per meeting.

(j) Structural Pest Control Board meetings - 2 hours per meeting, up to a maximum of ~~4~~ 6 hours per renewal period (excluding Board Members.) (Change as a result of action taken at the January 29, 2003 meeting.)

(k) Structural Pest Control Board Committee meetings - 1 hour per meeting, up to a maximum of 2 hours per renewal period (excluding Board Members).

(l) In-house training in technical subjects - 1 hour per hour of instruction, to a maximum of 6 hours per day. (Action taken as a result of the January 29, 2003 meeting.)

(m) Board approved Rules and Regulations courses - 1 hour for every hour of instruction. Each approved activity must include an examination to be administered at the end of the course. Licensees must obtain a passing score of 70% or better in order to obtain a certificate of course completion. If the examination is failed, the licensee shall be allowed to be reexamined by taking a different examination within sixty days.

Passed unanimously.

Mr. Patzer moved and Mr. Van Hooser seconded that the board develop language to accomplish FIFRA compliance for re-certification in its continuing education requirements.

Passed unanimously.

Mr. Van Hooser moved and Mr. Patzer seconded that staff develop a section of the Board's website to continuing education development.

Passed unanimously.

Mr. Carver adjourned the meeting at 1:50 p.m.

DOUG CARVER, Chairman

Date

KELLI OKUMA, Registrar