



STATE OF MAINE  
 DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
 BOARD OF PESTICIDES CONTROL  
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 AUGUSTA, MAINE 04333

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 GOVERNOR

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October 23, 2020

To: Maine Board of Pesticides Control  
 From: John Pietroski, Manager of Pesticides Programs

RE: Verification for live on-line recertification programs

In light of the ongoing pandemic, applicators need alternatives to in-person group presentations for recertification credits for the foreseeable future. Board staff have developed the following guidelines for verifying applicator participation for re-certification credits. These guidelines will supplement current policy for on-line recertification courses. Board staff will continue to monitor as many live course offerings as is practicable.

Pre-registration is required for all live on-line recertification programs.

1. Use Audience Polling Software

- a. Require participants seeking credits to have a device that enables use of the polling software.
- b. Meeting participants have three minutes to answer each polling questions and participation would be documented.
- c. A minimum of four questions would be asked for each hour of presented content.
- d. Each participant must answer three of the four polling questions to earn a credit.
- e. The software generates a polling participation report.

2. Post training quiz

- a. The applicator will take a quiz to verify participation.
- b. The quiz may or may not be scored to verify participation.

3. Utilize the virtual meeting software chat or comments function

- a. The presenter/organizer will ask questions or conduct polls during the presentation that attendees must answer.
- b. To verify participation, attendees will answer 4 of 5 questions for each hour of content.
- c. The speaker/organizer will be required to monitor those polls to see who is

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participating.

4. Visually monitor attendees

- a. Use virtual meeting software that allows the presenter/organizer to visually monitor attendees to determine participation—possibly by requiring attendees to keep their video cameras on for the duration of the meeting.