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
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.