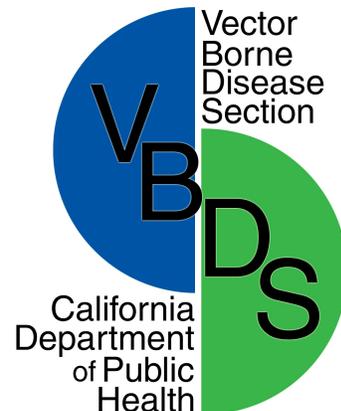


# California Vector Control Technician Certification and Continuing Education Guidelines



California Department of Public Health  
Vector-Borne Disease Section

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## TABLE OF CONTENTS

I.	Introduction	3
II.	Certification Program Authority	3
III.	Standards Governing Certification	5
IV.	Article 1 – Certification Definitions	5
V.	Article 2 – Certification Examination	8
VI.	Article 3 – Continuing Education	11
VII.	Continuing Education Curriculum Course Description	13
VIII.	Composition and Responsibilities of the Continuing Education Committee	14
IX.	Policy and Procedure for Approval of Continuing Education Program	14
X.	Maintenance of Training Records	16
XI.	Additional Information	17
XII.	Appendix I “Request for Approval Form”	18
XIII.	Appendix II “CE Log”	19
IVX.	Appendix III “Manager’s Signature Form”	20

# CALIFORNIA VECTOR CONTROL TECHNICIAN CERTIFICATION AND CONTINUING EDUCATION GUIDE

## I. Introduction

This guide is designed to assist vector control agency managers, training officers, and others responsible for providing certification and continuing education training for public health certified vector control technicians. In 1988, the California State Legislature enacted changes and additions to the California State Health and Safety Code, which substantially modified the training requirements for Certified Technicians in the State. The law, which was AB4114 (1988), became Sections 403, 2202, and 2805 of Chapter 1010 of the California State Health and Safety Code, and took effect July 1, 1989. Through further legislation, including the most recently chaptered Mosquito Abatement and Vector Control District Act of 2002, these sections have subsequently become Sections 106925, 2052 (a), and 2805 (a), respectively. References to their locations in the Health and Safety Code are as follows:

Division 104 – Environmental Health, Part 1 – Environmental Health Personnel, Chapter 4 – Professional Certification, Article 4 – Vector Control Technicians, Sections 106925;

Division 3 – Pest Abatement, Chapter 1 – Mosquito Abatement and Vector Control Districts, Article 4 – Powers, Section 2052 (a);

Division 3 – Pest Abatement, Chapter 8 – Pest Abatement Districts, Article 1 – Definitions and General Provisions, Section 2805 (a).

## II. Certification Program Authority

### Title 3 of the California Code of Regulations, Section 6000

The principal State laws governing pesticides and pesticide use are located in the California Food and Agricultural Code administered by the California Department of Pesticide Regulation (CDPR). The Department of Pesticide Regulation has delegated the responsibility of regulating the public health use of pesticides to the California Department of Public Health (hereafter known as CDPH). Title 3 of the California Code of Regulations, Section 6000 (c) recognizes the CDPH “Certified Technician” as a “certified commercial applicator” (see below). However employee certification must be coupled with an agency that is signatory to the CDPH “Cooperative Agreement” supporting proper pesticide use. The Cooperative Agreement is authorized by Health and Safety Code, Section 116180 (not shown in this document). <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=hsc>

California Code of Regulations, Title 3 – Food and Agriculture, Division 6 – Pesticides and Pest Control Operations, Chapter 1 – Pesticide Regulatory Program, Subchapter 1 – Definition of Terms, Article 1 – Definitions for Division 6, Section 6000 – Definitions:

#### **"Certified commercial applicator" means:**

- (a) A person holding a valid qualified license issued by the director of CDPR;
- (b) A pilot holding a valid journeyman pest control aircraft pilot's certificate issued by the director of CDPR;
- (c) A person holding a certified technician certificate issued by the Vector-Borne Disease Section of CDPH;
- (d) A person holding a valid structural pest control operator or field representative license issued by the Structural Pest Control Board of the Department of Consumer Affairs; and

- (e) A person holding a valid qualified applicator certificate by the director.

### **Health and Safety Code, Section 116110**

Section 116110 (d) of the Health and Safety Code authorizes CDPH to maintain a training and certification program for government agency vector control technicians.

Division 104 – Environmental Health, Part 11 – Vectors, Chapter 2 – Powers and Duties, Article 1 – Vector Biology and Control, Sections 116110:

CDPH shall maintain a program of vector biology and control including, but not limited to, the following:

- (a) Providing consultation and assistance to local vector control agencies in developing and conducting programs for the prevention and control of vectors.
- (b) Surveillance of vectors and vector-borne diseases.
- (c) Coordinating and conducting emergency vector control, as required.
- (d) Training and certifying government agency vector control technicians.
- (e) Disseminating information to the public regarding protection from vectors and vector-borne diseases.

### **Health and Safety Code, Section 106925**

Health and Safety Code Section 106925, except as otherwise provided, requires every governmental agency employee who handles, applies, or supervises the use of any pesticide for public health purposes to be certified by CDPH as a vector control technician in at least one relevant vector control category commensurate with the technicians assigned duties. This section requires applicant fees to take the certification examination. It requires these employees to accrue the minimum continuing education unit requirements to maintain their certification status and requires payment of annual continuing education renewal fees.

Division 104 – Environmental Health, Part 1 – Environmental Health Personnel, Chapter 4 – Professional Certification, Article 4 – Vector Control Technicians, Sections 106925:

- (a) Except as otherwise provided in subdivision (b) or (i), every government agency employee who handles, applies, or supervises the use of any pesticide for public health purposes, shall be certified by CDPH as a vector control technician in at least one of the following categories commensurate with assigned duties, as follows:
  - (1) Mosquito control.
  - (2) Terrestrial invertebrate vector control.
  - (3) Vertebrate vector control.
- (b) CDPH may establish by regulation exemptions from the requirements of this section that are deemed reasonably necessary to further the purposes of this section.
- (c) CDPH shall establish by regulation minimum standards for continuing education for any government agency employee certified under Section 116110 and regulations adopted pursuant thereto, who handles, applies, or supervises the use of any pesticide for public health purposes.
- (d) An official record of the completed continuing education units shall be maintained by CDPH. If a certified technician fails to meet the requirements set forth under subdivision (c), CDPH shall suspend the technician's certificate or certificates and immediately notify the technician and the employing agency. CDPH shall establish regulation procedures for reinstating a suspended certificate.
- (e) CDPH shall charge and collect a nonrefundable renewal fee (to be determined annually) to be paid by each continuing education certificant on or before the first day of July, or on

any other date that is determined by CDPH. Each person employed on September 20, 1988, in a position that requires certification, shall first pay the annual fee the first day of the first July following that date. All new certificants shall first pay the annual fee the first day of the first July following their certification.

- (f) CDPH shall charge and collect nonrefundable examination fees for providing examinations pursuant to this section. When certification is required as a condition of employment, the employing agency shall pay the fees for certified technician applicants. The fees shall not exceed the estimated reasonable cost of providing the examinations, as determined by the director.
- (g) CDPH shall collect and account for all money received pursuant to this section and shall deposit it in the Vectorborne Disease Account provided for in Section 116112. Notwithstanding Section 116112, fees deposited in the Vectorborne Disease Account pursuant to this section shall be available for expenditure, upon appropriation by the Legislature, to implement this section.
- (h) Fees collected pursuant to this section shall be subject to the annual fee increase provisions of Section 100425.
- (i) Employees of the Department of Food and Agriculture and county agriculture departments holding, or working under the supervision of an employee holding, a valid Qualified Applicator Certificate in Health Related Pest Control, issued by the licensing and certification program of the Department of Food and Agriculture, shall be exempt from this section.

### **III. Standards Governing Certification of Local Vector Control Agency Personnel**

Whenever a law is enacted, a specific set of regulations must be developed and adopted to implement the law. In the case of the requirements of Health and Safety Code 106925, the regulations are part of Title 17 of the California Code of Regulations. The standards governing certification of local vector control agency personnel encompass Sections 30001 through 30061.

California Code of Regulations, Title 17 – Public Health, Division 1 – State Department of Public Health, Chapter 5 – Sanitation (Environmental), Subchapter 3 – Vector Control, Group 2 – Standards Governing Certification of Local Vector Control Agency Personnel; Article 1 – Definitions; Article 2 – Certification Examination; [Article 3 – Continuing Education](#):

### **IV. Article 1 – Certification Definitions**

#### **30001 Certified Technician**

“Certified Technician” means any employee of a vector control agency who has passed CDPH’ certification examination as specified in [section 30055](#) and is required by [section 30061](#) to obtain continuing education units in order to independently handle, apply, or supervise the application of any pesticide as part of such employee's official duties.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: If CDPH relegates a signatory agency to non-signatory status (i.e. no Cooperative Agreement in effect), then the technician(s) at that agency will be relegated to Certified Technician (Limited) status.

A Certified Technician employed by a signatory agency who subsequently transfers to a

public agency that is not signatory to a Cooperative Agreement will be allowed to complete the current continuing education cycle with Certified Technician status, although the technician may not be allowed to apply pesticides. At the beginning of the next continuing education cycle, the Certified Technician will be relegated to Limited status.

### **30003 Certified Technician (Limited)**

“Certified Technician (Limited)” means any employee of a vector control agency who has passed CDPH’ certification examination as specified in [section 30055](#), but who is exempt under [section 30061](#) from continuing education requirements. A Certified Technician (Limited) may not handle or apply a pesticide as part of his or her official duties except under the direct supervision of a Certified Technician, or as permitted under [section 30061](#)(d).

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: Certified Technicians are also downgraded because of: 1) failure to accrue the minimum continuing education unit requirement in section 30061, or 2) failure to pay annual continuing education renewal fees in Health and Safety Code 106925.

Individuals who wish to become a Certified Technician but are currently employed at a non-signatory agency will be listed as Certified Technician (Limited). If the agency becomes signatory or if the technician transfers to a signatory agency (within a reasonable time frame – at the discretion of CDPH, on a case by case basis) CDPH can modify the technician’s limited status certification standing to Certified Technician.

### **30005 Continuing Education Units**

“Continuing Education Unit (CEU)” means a unit value assigned to educational activities approved by CDPH equal to one unit for each 50 to 60 minute segment of instruction as determined by CDPH.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: When there are multiple presentations of varying length, the minutes will be totaled by CEU category and then assigned a CEU. Presentations that are 15-20 minutes in length will receive 0.25 CEU. Presentations 21-40 minutes in length will receive 0.50 CEU. Presentations 41-49 minutes in length will receive 0.75 CEU. Presentations 50-60 minutes in length will receive 1.0 CEU.

### **30007 In-Service Training**

“In-Service Training” means training given within an agency on subjects directly related to vector control duties.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: The “Handler Training” pursuant to Title 3, Food and Agriculture, of the California Code of Regulations, Section 6724 is an example of In-Service Training. To the contrary, however, Handler Training is not recognized as continuing education by CDPH because it is required training by the CDPR for every employee who handles pesticides, and further the employer is required to have a written training program for this purpose.

**30009 Pesticide Label**

“Pesticide Label” means the written, printed or graphic matter on, or attached to, the pesticide or device or any of its containers or wrappers.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

**30011 Relevant Vectors**

“Relevant Vectors” means those vectors normally included within a group of vectors falling within the category of each vector control certificate and which employee of a vector control agency may be expected to control when working within a particular certificate specialty.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

**30013 Under the Direct Supervision of**

“Under the Direct Supervision of” means the act or process whereby a pesticide is applied by a Certified Technician (Limited) or a Vector Control Aide acting under the instructions and control of a Certified Technician who is responsible for the actions of that person and who is available if and when needed even though such certified technician is not physically present at the time the pesticide is applied. A Certified Technician shall be physically present during the application of a pesticide when required by the pesticide label.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

**30015 Vector**

“Vector” means any animal that meets the definition of Section [116108] of the Health and Safety Code.

Note by CDPH: Section 116108. "Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, other insects, ticks, mites, and rats. See Health and Safety Code, Division 104 – Environmental Health, Part 11 – Vectors, Chapter 1 – Definitions.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

### **30017 Vector Control Aide**

“Vector Control Aide” means a person who is employed by a vector control agency but is not certified under [Section 30055](#) and may not handle or apply a pesticide as part of his or her official duties except under the direct supervision of a Certified Technician or as permitted under [Section 30061](#)(d).

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

### **30019 Vector Control Agency**

“Vector Control Agency” means any government agency, including but not limited to a mosquito abatement district, vector control district, pest abatement district, environmental health department, or public health department, which conducts an ongoing program within its jurisdiction to reduce vector populations in order to protect the public health and well-being.

Latest History:

3. New section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

## **V. Article 2 – Certification Examination**

### **30055 Examination Requirements**

Any person employed by a vector control agency as a Certified Technician or Certified Technician (Limited) shall pass, with a score of 70 percent or higher, the Public Health Pest Control Certified Technician Examination administered by CDPH.

Latest History:

5. Repealer and new section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: The core portion and at least one specialty portion of the Public Health Pest Control Certified Technician Examination administered by CDPH must be passed to become certified.

### **30056 Examination Content**

(a) The written examination for certification of vector control agency personnel shall consist of questions covering the following areas:

- (1) Label and labeling comprehension – factors including:
  - (A) The general format and terminology of pesticide labels and labeling;
  - (B) The understanding of instructions, warnings, terms, symbols, and other information commonly appearing on pesticide labels;
  - (C) Classification of the product, general or restricted; and
  - (D) Necessity for use consistent with the label.
- (2) Safety – factors including:
  - (A) Pesticide toxicity and hazard to man;
  - (B) Common exposure routes;
  - (C) Common types and causes of pesticide accidents;
  - (D) Precautions necessary to guard against injury to applicators and other individuals in or near treated areas, including medical supervision;
  - (E) Need for and use of protective clothing and equipment;
  - (F) Symptoms of pesticide poisoning;
  - (G) First aid and other procedures to be followed in case of a pesticide

- accident; and
- (H) Safe and proper procedures for identification, storage, transport, handling, mixing of pesticides and disposal of pesticides and used pesticide containers, including precautions to prevent access by children.
- (3) Environment – The potential environmental consequences of the use and misuse of pesticides as may be influenced by such factors as climate and weather, non-target organisms, and drainage patterns.
- (4) Vectors – factors such as:
  - (A) Knowledge of relevant vectors and their distribution;
  - (B) Recognition of relevant vectors by distinguishing features of the vector organisms and/or characteristics of damage or other signs;
  - (C) Vector development and biology (life cycles) relevant to identification and control;
  - (D) Public health importance of relevant vectors, including a practical knowledge of vector-borne disease transmission, as it relates to and influences control programs; and
  - (E) Habitats where relevant vectors occur, including a practical knowledge of those environments.
- (5) Pesticides – factors such as:
  - (A) Types of pesticides;
  - (B) Types of formulations;
  - (C) Characteristics of pesticides and formulations, including compatibility, synergism, persistence, and animal and plant toxicity;
  - (D) Hazards and residues associated with use, including applicable laws and regulations;
  - (E) Factors which influence effectiveness or lead to such problems as resistance to pesticides; and
  - (F) Dilution procedures.
- (6) Pesticide application equipment and techniques – factors including:
  - (A) Types of equipment and their uses, advantages, and limitations;
  - (B) Maintenance of equipment;
  - (C) Calibration of equipment;
  - (D) Operating procedures and techniques used to apply various formulations of pesticides;
  - (E) Knowledge of the most effective equipment and technique of application to use in a given situation;
  - (F) Relationship of discharge and placement of pesticides to proper use, unnecessary use, and misuse; and
  - (G) Prevention of drift and pesticide loss into the environment.
- (7) Non-chemical control methods – A practical knowledge of the importance and use of such methods as sanitation, waste management, drainage, exclusion, trapping, public education, and legal abatement.
- (8) Record Keeping – A familiarity with the principles and practices of biological and operational documentation.
- (9) Supervisory Requirements – A practical knowledge of State and Federal supervisory requirements, including labeling, regarding the application of restricted materials by a technician's aide.
- (10) Laws and Regulations – A basic knowledge of applicable State and Federal laws and regulations.

Latest History:  
—none listed—

Note by CDPH: The Core portion and at least one specialty portion of the Public Health Pest Control Certified Technician Examination in Health and Safety Code Section 106925,

administered by CDPH, must be passed to become certified. The Core portion of the examination consists of laws and regulations, pesticides, pesticide use and equipment, labels and labeling, safety and related issues. The Core portion and the Specialty portions of the examination are written, multiple choice format examinations. The Specialty portions of the examination includes relevant vector categories which an employee of a vector control agency may be expected to control when working within a particular certificate specialty. CDPH offers examination in the following Specialty portions as follows:

- (1) Mosquito Biology and Control
- (2) Invertebrates of Public Health Significance Biology and Control
- (3) Vertebrates of Public Health Significance Biology and Control

### **30056.1 Interpretation of Dates**

For purposes of this Article:

- (a) Submission of an application shall be deemed to occur on the date the application form is received by CDPH.
- (b) Filing of a completed application shall be deemed to occur when all information required to be submitted on an application form has been received by CDPH.
- (c) Written notifications by CDPH to applicants shall be deemed to occur on the date the notifications are postmarked.

Latest History:

1. New section filed 4-11-85; effective thirtieth day thereafter (Register 85, No. 15).

### **30056.2 Applications**

- (a) To apply for admission to the Public Health Pest Control Certified Technician Examination, the applicant shall complete an Application for Admission to the Public Health Pest Control Certified Technician Examination, FORM DHS 8645 (9/03). The application form shall include the applicant's name and job title, the employing agency's name and address, and the signatures of the applicant and the agency administrator. The form shall be completed, signed, and submitted in accordance with directions printed on or provided with the form.
- (b) Within 14 calendar days after submission of an application for admission to the examination, CDPH shall notify the applicant in writing, through the vector control agency where the applicant is employed, that the application is complete and accepted for filing, or that the application is deficient, and what specific information is required to complete the application. Notification of acceptance shall be in the form of a copy of the application form, marked "approved," which shall be returned to the applicant. If deficient, the entire application shall be returned to the applicant.

Latest History:

4. Amendment filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: Exam applicants must be associated with a vector control agency. Exam applications and checks must be POSTMARKED 30 days prior to the exam.

### **30056.3 Admission to Examination**

Admission to an examination shall be permitted upon presentation by the applicant of an approved copy of the application form, as provided pursuant to [Section 30056.2\(b\)](#).

Latest History:

1. New section filed 4-11-85; effective thirtieth day thereafter (Register 85, No. 15).

### **30056.4 Notification of Examination Results**

CDPH shall notify the applicant in writing, through the vector control agency where the applicant is employed, of the examination result and decision on the certification, within 118 calendar days after the filing of a completed application.

Latest History:

1. New section filed 4-11-85; effective thirtieth day thereafter (Register 85, No. 15)

### **30058 Denial, Suspension, or Revocation**

- (a) The Director may deny, suspend, or revoke any certificate for any of the following reasons:
- (1) Failure to adequately supervise the use of a restricted material.
  - (2) Failure to obtain a restricted material permit when required.
  - (3) Failure to comply with any applicable provision of Divisions 6 or 7 of the Food and Agricultural Code or regulations adopted pursuant to such provisions.
  - (4) Failure to record each restricted material use and submit such record as required by law or regulations.
  - (5) Making any false or fraudulent record.
  - (6) Operating in a faulty, careless, or negligent manner.
  - (7) Failure to qualify by examination.
- (b) Any action to deny, suspend or revoke such certificate shall be heard under the Administrative Procedure Act, Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code; provided, however, if the Director finds that the protection of the public welfare or safety requires immediate action, he or she may, without hearing, temporarily suspend or condition the certificate and shall forthwith schedule the matter for hearing. The Director may terminate such temporary suspension or condition upon corrective action as he or she deems satisfactory to assure compliance with the requirements of the law and the regulations.

Latest History:

—none listed—

## **VI. Article 3 – Continuing Education**

### **30061 Continuing Education Requirements.**

- (a) Holders of one or more certificates are required to obtain Continuing Education Units (CEU) every two-year training cycle. Except as provided in (d), any employee of a vector control agency who independently handles, applies, or supervises the application of any pesticide as part of his or her official duties shall obtain the following continuing education units within each two year period following initial date of certification:
- (1) Minimum Prerequisite CEU for all specialty certificates:
    - (A) All Technicians must obtain CEU in Pesticide Use and Safety (Category A) – 12 CEU and in their specialty category(s)
    - (B) Technicians certified in Mosquito Biology and Control (Category B) must obtain CEU for both Categories A and B
    - (C) Technicians certified in Invertebrates of Public Health Significance Biology and Control (Category C) must obtain CEU for both Categories A and C
    - (D) Technicians certified in Vertebrates of Public Health Significance Biology and Control (Category D) must obtain CEU for both Categories A and D
  - (2) Additional minimum CEU for each specialty certificate:
    - (A) Mosquito Biology and Control (Category B) – 8 CEU
    - (B) Invertebrates of Public Health Significance Biology and Control

(Category C) – 8 CEU

(C) Vertebrates of Public Health Significance Biology and Control (Category D) – 8 CEU

- (b) Failure to attain minimum CEU in any specialty area shall result in the down-grading of certification in the specialty in which the Certified Technician is delinquent, to the Certified Technician (Limited) status; however, the Certified Technician has a 6 month grace period to obtain the necessary CEU to maintain his/her certification before he/she is relegated to Limited Status.
- (c) Reinstatement to Certified Technician status shall be subject to the approval of CDPH upon proof of minimum CEU and proof of payment of all current fees.
  - (1) Technicians who have missed an entire Continuing Education (CE) Cycle or more due to, but not limited to, extended medical leave, maternity leave, jury duty or resigned from the vector control industry to pursue interest outside of vector control may retake the Vector Control Technician Certification Exam in lieu of obtaining CEU for the missed CE Cycle OR may opt to be relegated to Limited Status for the duration of the missed CE Cycle with the intention that they will obtain CEU to regain their Certified Status for subsequent CE Cycles.
  - (2) Technicians who have missed a whole CE Cycle or more due to leaving the vector control industry to pursue work outside of the vector control industry and are returning in a supervising vector control capacity may retake the Vector Control Technician Certification Exam in lieu of obtaining CEU for the missed CE Cycle in order to obtain immediate Certified status.
  - (3) Technicians who have missed a whole CE Cycle or more for reasons not explained above must fulfill any deficient CEU for the categories in which they are certified to be reinstated to Certified Technician status.
- (d) The foregoing CE requirements are not applicable to the following:
  - (1) Employees who use insignificant amounts of compounds commonly used for pest detection during inspections.
  - (2) Persons who do not handle, apply, or supervise the application of any pesticides for public health purposes.
  - (3) Employees involved only in research and development of public health pesticides.

Latest History:

5. Repealer and new section filed 11-16-90; operative 11-16-90 pursuant to Government Code section 11346.2(d) (Register 90, No. 52).

Note by CDPH: A Certified Technician who passes the vector control technician category A exam and at least one of the other category exams must begin accruing CEU at the start of the new CE Cycle for that category. However, as stated in Health and Safety Code 106925(e), all new technicians shall pay the annual CE renewal fee on or before the first day of the first July following their certification.

## VII. Continuing Education Curriculum Course Description

### **PART A – Safe and Effective Use of Pesticides – 12.0 CEU Total**

Including all aspects of pesticide use

**Pesticide Use:** Description of pesticides (including insecticides, rodenticides, and herbicides), classification, and special uses.

**Pesticide Safety:** Hazards associated with pesticide use, preventative and protective measures, and special precautions to be observed when handling certain pesticides.

**Pesticide Application:** Methods of pesticide application, types of application equipment, application calculations, special application problems.

**Pesticide Equipment Calibration:** Calibration requirements, importance of calibrating application equipment, methods of calibration, calibration maintenance techniques.

**Toxic Waste Handling and Disposal:** Classification of toxic wastes, origin of toxic wastes, proper handling techniques, proper methods of transport and appropriate toxic waste disposal procedures.

**Laws and Regulations:** All laws and regulations pertaining to pesticide use.

### **PART B – Mosquito Biology and Control – 8.0 CEU Total**

Including Mosquitoes

**Biology and Ecology:** Species diversity, breeding habitat, life cycles, and classification.

**Disease:** Modes of disease transmission, transmission cycles, zoonotic reservoirs, pathogens, disease description, and impact on humans.

**Control:** Use of physical control, biological control, chemical control, and public education in integrated control operations. Legal aspects of abatement.

### **PART C – Invertebrates of Public Health Significance Biology and Control – 8.0 CEU Total**

Including Flies, Fleas, Ticks, and Other Invertebrate Vectors

**Biology and Ecology:** Life cycles, habitats, species diversity, description and classification of several species of terrestrial invertebrate vectors' of public health' significance.

**Disease:** Prevalence and description of disease organisms transmitted by terrestrial invertebrate vectors.

**Control:** Latest techniques in physical control, biological control, mechanical control, chemical control, and public education in integrated control operations. Legal aspects of abatement.

### **PART D – Vertebrates of Public Health Significance Biology and Control – 8.0 CEU Total**

Including Rodents and Other Vertebrate Vectors

**Biology and Ecology:** Habitats, biology, ecology, description, and classification of vertebrate vectors.

**Diseases:** Disease transmission cycles, disease description, modes of transmission, and impact on humans.

**Control:** Use of physical control, chemical control, and public education in integrated control operations. Legal aspects of abatement.

## **VIII. Composition and Responsibilities of the Continuing Education Committee**

The President of the Mosquito and Vector Control Association of California (MVCAC) appoints a chairman to the Training & Certification Committee. Each region will appoint a Regional Training Coordinator who is also a member of the Continuing Education Committee. The committee should also be composed of consultant members representing the University of California and the Vector-Borne Disease Section of CDPH. The committee will coordinate continuing education programs for California Certified Vector Control Technicians. It will be the committee's responsibility to recommend approval of all MVCAC continuing education programs, document training, and forward records of finding to CDPH for final approval. Each Regional Training Coordinator will be responsible for planning and executing the training programs within his or her region. Regional committee members are expected to work closely with the management of all agencies within their region to assure convenient and timely training opportunities.

Agencies that do not belong to MVCAC will submit their continuing education programs to the CDPH Training and Certification Coordinator for review and approval. The MVCAC appointed chairman to the Training and Certification Committee will assign a program approval number that will also be valid for MVCAC agencies.

## **IX. Policy and Procedure for Approval of Continuing Education Programs**

The following are the criteria used to approve programs for continuing education:

1. Program content will be evaluated on the basis of, but not limited to:
  - a. Relevance to vector biology, ecology, disease, and integrated control;
  - b. Qualifications of instructors;
  - c. Expected level of instruction relative to educational level of the technicians.
2. All program requests must be submitted to the regional training coordinator at least 30 days prior to the date of the program.
3. All program requests must include a detailed agenda or program indicating
  - a. The subjects to be covered
  - b. A time schedule
  - c. Names and affiliations of person giving presentations. Persons giving instruction must have recognized expertise in those areas of instruction.
4. All program requests must be accompanied by a "Request for Program Approval" form (Appendix I), which is to be filled out by the person requesting course approval or the Regional Training Coordinator.
5. Videotapes or DVDs of CDPH and MVCAC pre-approved continuing education programs may be used as part of a continuing education program.
  - a. A maximum 20 CEU credits via videotapes or DVDs can be developed for each category (5.0 A, 5.0 B, 5.0 C, and 5.0 D) during a CE cycle.
  - b. A maximum of 20 CEU may be earned through videotape viewing per two-year cycle.
    - i. Programs that are videotaped regionally but that are not part of the pre-approved CDPH and MVCAC statewide video series can not be viewed for CEU unless there are extraordinary circumstances as determined by CDPH (see item 6).
  - c. Each recorded session will have a program approval number assigned to it that is different from the live program. Programs that are developed for statewide viewing should be of the highest quality possible. The agenda must indicate that the program will be recorded.
  - d. CE credits for a recorded session will be allowed only once during a continuing

- education cycle.
- e. Recorded sessions are only valid for CEU in the CE Cycle in which the live program was filmed.
  - f. A short quiz will be included with each video or DVD sent out, and will be developed by the program organizer.
  - g. There is no charge for MVCAC members to view the videotapes or DVDs. A cost of \$50.00 per person will be assessed for all non MVCAC members. Checks can be made payable to "Munns Fund" and mailed to  
**CDPH, Vector-Borne Disease Section**  
**Attn: Training and Certification Program**  
**1616 Capitol Ave, MS 7307**  
**PO Box 997413**  
**Sacramento, CA. 95899-7413**
  - h. All MVCAC agencies wishing to view an approved videotape or DVD must request the videotape or DVD through their regional representative.
  - i. All non-MVCAC agencies wishing to view an approved videotape or DVD must request the video or DVD through CDPH.
  - j. The training and certification committee will be responsible for creating the Category A and B program agendas. CDPH will be responsible for developing Category C and D program agendas.
  - k. The training and certification committee will be responsible for filming and producing the videos of the taped sessions.
6. MVCAC-sponsored regional programs which are filmed or videotaped for historical purposes may be used to obtain continuing education credit under special circumstances and are subject to the following guidelines:
- a. Films or videotapes of programs may only be used by certificate holders who were unable to attend such programs due to legitimate absence, including but not limited to: serious illness, catastrophic events that prevented travel to the program venue, or death in the certificate holder's family. Under no circumstances shall credit be given for the viewing of a filmed or videotaped make-up program if it was reasonably possible to attend the original program.
  - b. Requests to present a filmed or videotaped make-up program shall be made to the Training and Certification Committee Chairman on a "Request for Program Approval" form by the Regional Training Coordinator. The request shall include the date, time, and location of the make-up program, and the name of the person who will be proctoring the make-up session. The proctor must have attended the original program and must be approved by the Training and Certification Committee Chairman. The requested make-up program will be given its own program number.
  - c. The Regional Training Coordinator must certify that the film or videotape is of sufficient quality to be used as a professional continuing education tool.
  - d. A request to attend a filmed or videotaped make-up session must be made by a District manager on behalf of his employee to the Regional Training Coordinator. The request must include the name of the certificate holder and the reason for missing the regional program. Those requests will be forwarded to the CDPH representative overseeing the continuing education program for approval.
  - e. Certificate holders will be limited to one filmed or videotaped make-up program in each two-year continuing education cycle. Exceptions may be made in cases of extreme hardship. Requests shall be made in writing to the CDPH representative overseeing the continuing education program, who will consider the request.
7. All regional programs must be advertised and requests must include invitations to personnel of the agencies within the region to attend.
8. Regularly scheduled professional conferences and meetings, such as the Society of

Vector Ecology, the American Mosquito Control Association and MVCAC conference, may qualify for continuing education credit. Each day of multiple day conferences must be individually submitted for CE credit and must receive a unique program approval number from the CE Chair. It is the responsibility of the MVCAC Chairman of the Training and Certification Committee to submit these programs for CE units. The CDPH Training and Certification Coordinator will review and submit agendas for non-MVCAC sponsored conferences and meetings.

- a. For conferences or meetings with concurrent sessions, CEU will be based upon averaged CEU for presentations given in that day.
9. Entry-level correspondence courses and training designed to prepare Vector Control Technicians for initial certification are not deemed appropriate for continuing education credit.
  10. Lab training units will be accredited at the rate of 3 hours equals 1 CEU.

## **X. Maintenance of Training Records**

It is the responsibility of each individual agency to document the training units accrued by every Vector Control technician in their employ. An individual log is to be maintained for each Technician indicating: the name of Technician, the vector control agency employing the Technician, assigned certification number, categories the Technician is certified in, the date(s) of certification, the approved continuing education units accrued (listed by curriculum part, A, B, C, and D as appropriate), program number, and the date(s) of each training session. Attached to this guide is the CDPH approved "Continuing Education Training Log" form (Appendix II). Use of other computer-generated forms is acceptable, if the structure of the form contains the requested items of information, and if those items are on the form in a manner similar to CDPH' approved form. Verification of using a different form should be made through CDPH prior to use. Verification of training is by signature and date of signature of the vector control agency manager, who is responsible for the accuracy of the training log and the training received by the Technician. Copies of all recorded continuing education units must be available for inspection at any time and must be maintained at least through the subsequent training cycle. Continuing education training cycles end on June 30 of odd-numbered years. The Continuing Education Training Logs are due to CDPH (Vector-Borne Disease Section) on July 10 of those years.

1. MVCAC agencies must also submit all CE program sign-in sheets to MVCAC headquarters so that the Technician's attendance may be entered into the MVCAC Intranets database (<http://mvcac.intranets.com/default.asp>).
  - a. CE logs for each MVCAC agency will be printed 10 working days after the end of the CE cycle by CDPH from the MVCAC Intranets. CDPH will use these documents as the primary CE log when reviewing a Technician's certification status. It is the responsibility of the MVCAC agency Manager or CE Coordinator to review these posted CE logs periodically for accuracy. If there are any discrepancies they should immediately be brought to the attention of MVCAC headquarters.
  - b. Verification of continuing education training is by signature and date of signature of the MVCAC agency manager, who is responsible for the accuracy of the training log and the training received by the Technician. A CE log Manager's Signature form (Appendix III) will be forward to all agencies towards the end of the CE Cycle to be signed and completed and sent back to CDPH. This form will replace the need for the manager to sign off on each Technician's CE log. Any Technicians whose name and certification number is not on this form will not have his/her CEU entered into the database.

2. Non-MVCAC agencies will forward their signed, completed CE logs to CDPH within 10 working days of the end of the CE Cycle.

## **XI. Additional Information**

The best sources for more detailed information on certification and continuing education are as follows:

1. Regional Training Coordinator (member of the MVCAC Continuing Education Committee)
2. Chair of the Continuing Education Committee.

The names, addresses, and telephone numbers of these individuals are listed in the Yearbook of the Mosquito and Vector Control Association of California.

3. The Certification and Training Coordinator, CDPH, Vector-Borne Disease Section, Sacramento Headquarters. (916) 552-9730

# APPENDIX I

## REQUEST FOR APPROVAL FORM

Place the cursor in the middle of the typing space that is located to the right of the title of the requested information. This will locate the margin where you start typing. Then start typing in the answers to the requested information.

<b>RTC:</b>		<b>Region:</b>		
<b>Phone:</b>		<b>Email:</b>		
<b>Requester:</b>		<b>Agency:</b>		
<b>Phone:</b>		<b>Email:</b>		
<b>Program Sponsor:</b>				
<b>Program Title:</b>				
<b>Program Date:</b>		<b>Program Seating capacity:</b>		
<b>Program Location:</b>				
<p>The <u>requester</u> is required to submit a program agenda with sufficient detail to properly evaluate the proposed training. Submitted materials should at the very minimum include the titled of each presentation, the starting and ending times of each presentation, the speaker's name, title, and affiliation.</p>				
Date	Minutes	Title of Presentation or Lecture	Part	CEUs
<b>Notes:</b>			<b>Total Units:</b>	
			<b>A =</b>	
			<b>B =</b>	
			<b>C =</b>	
			<b>D =</b>	
<b>Grand Total of Units:</b>				

## APPENDIX II

### California Department of Public Health CONTINUING EDUCATION TRAINING LOG

**NAME:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**CERTIFICATE #:** \_\_\_\_\_

**Check Appropriate Box or Boxes:**


Mosquito Control

Terrestrial Invertebrate Vector Control

Vertebrate Vector Control

**Date of Certification:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cycle Dates:** \_\_\_\_\_ **Through** \_\_\_\_\_

Program Number	Training Date(s)	A	B	C	D
<b>TOTAL:</b>					
<b>Unit Requirement:</b>		<b>12.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

I certify that the continuing education documented herein accurately reflects the training received by the above named employee. I further certify that at least 50% of the required units were obtained through training given by speakers from other than the employing agency, or through training programs sponsored by other than the employing agency.

\_\_\_\_\_

**Agency Manager**

\_\_\_\_\_

**Date**

# APPENDIX III

Agency: \_\_\_\_\_

Employee name & Certificate Number: (Please use additional pages if you have more than 25 employees.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
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20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_

I certify that I have reviewed Continuing Education Logs from the MVCAC Intranets for all certified employees at the agency denoted above, and that the continuing education documented herein accurately reflects the training received by the above named employee(s).

\_\_\_\_\_  
**Agency Manager**

\_\_\_\_\_  
**Date**