Texas

Pesticide Recertification Course

Accreditation Guide

Texas Department of Agriculture
PO Box 12847
Austin, TX 78711
(512) 463-7476
http://www.texasagriculture.gov

Pesticide Continuing Education Recertification Course Sponsorship Application Process

Step 1. Download and Complete TDA Recertification Course Sponsorship Application Form (Form PA-409)

The current PA-409 must be completed to provide information as required by the form. All courses and speakers must be listed on the PA-409. See the PA-409 instructions to help complete the form. The course provider is required to provide a tax ID for the business providing the educational courses. On the PA-409 this tax number is required for business verification and tracking purposes.

Once a course provider gives the TDA their tax ID they will be assigned a Client Number. For future course applications include the client number so the TDA can keep track of all the courses registered by the provider.

This form is located on the TDA website:
https://texasagriculture.gov/RegulatoryPrograms/Pesticides/AgriculturalApplicators/PesticideAgriculturalApplicatorForms.aspx

Step 2. Supporting Documentation: Course Content Information

The course content detail must accompany the PA-409 and provide enough information to accurately accredit the course. Information may be in agenda format or any other format that provides the following:

- Title of each presentation.
- Name and biography detailing education and experience of speaker(s) for each presentation (include SPC-409 for SPCS courses).
- Beginning and ending times of each presentation (e.g., 8:00 a.m. to 9:00 a.m.) or total instruction time for each topic. Instruction time must be relevant to pesticide education. **One CEU = a minimum of 50 minutes of instruction**. **Only whole hours will be accredited, no 30-minute or 15-minute increments.** If there is a presentation with less than 50 minutes, course providers can combine related topics and speakers to meet the minimum 50 minutes of instruction.
- Whether or not a presentation occurs at the same time as another presentation for which credits are requested (concurrent/breakout sessions).
- Beginning and ending times for each break/lunch/dinner/reception.
- Detailed content of the presentation.
- All field tours or demonstrations must include tour details and its relevance to pesticide applicators.

If too little information is provided to make a determination, TDA will not accredit the presentation or course accurately. See the examples below for ideas of what is considered a sufficient agenda and how to present the information. With a clear description of the pesticide relevance of each topic, TDA will be able to accurately assess credit hours. The PA-409 and agenda must match for course titles, speakers, and content.

TDA provides a search tool for pesticide applicators to look up accredited recertification courses in their area, if the course application indicates the course is “open to public”. The earlier a course is approved, the more time that course will be on the website for applicators to learn about it and increase advertising for that event. Although it is necessary to request accreditation **30 days in advance of the event**, additional advertising through the TDA website benefits the sponsor who applies early. **Prior to approval from TDA, course sponsors may not publicly advertise specific CEUs they plan to offer but may make a general statement that CEUs are pending approval from TDA.**

Recertification (CEU) course search website: http://ceusearch.texasagriculture.gov/

EXAMPLE Agenda in Outline Format

Happy Pesticide Education Seminar Outline
Course Date: October 17, 2026

General Session (7:30 a.m.-11:30 am Blue Room)
7:30 – 8:00 am: Registration
8:00 – 9:00 am: Pest Biology and Bio-Control Techniques in Ornamentals.
Presenter: John Educator
This course will review pests of ornamentals, their lifecycles, and identification of these pests that affect ornamentals in the landscape of commercial and residential customers.
9:00 – 10:00 am: Using Weather Modeling to Predict Drift Potential.
Speaker: Joe Educator
This course will demonstrate how to use USDA weather models to aid in predicting and preventing drift potential prior to application of herbicides.
10:00 - 10:20 am: Break
10:20 - 11:30 am: Integrated Pest Management of Boll Weevil.
Speaker: Joe Best
This course will show how to survey, identify, and prevent boll weevils using biological, cultural, and mechanical control methods.

Alternate EXAMPLE: Information of each presentation for CEU credit:

[1] COURSE NO. 1 INFORMATION			
CEU Unit Requested General - Laws & Regulations	First Name John	M.I. E	Last Name Doe
Presentation Title Pesticide Label and Label Comphrension			Length of Presentation 55 minutes
Description of Presentation Content/Course Outline Review of registered pesticide labels, signal words, PPE, target pests, and how to read and review labels			
Email john.doe@CEUprovider.com			

Alternate EXAMPLE: Information of each presentation for CEU credit with multiple speakers:

[1] COURSE NO. 1 INFORMATION			
CEU Unit Requested General - Laws & Regulations	First Name John; Bryan; Lisa; Evan	M.I.	Last Name Doe; Smith; Miller;Garcia
Presentation Title Pesticide Label and Label Comphrension			Length of Presentation 55 minutes
Description of Presentation Content/Course Outline Review of registered pesticide labels, signal words, PPE, target pests, and how to read and review labels			
Email john.doe@CEUprovider.com, Bryan.Smith@CEUprovider.com, Lisa.Miller@CEUprovider.com			

Step 3. Submit Recertification Course Sponsorship Application Form (Form PA-409) and Supporting Documentation to TDA

By Mail:

Texas Department of Agriculture
Agriculture & Consumer Protection Division
P.O. Box 12847
Austin, Texas 78711

By email:

Ag Applications: Recertcourses@TexasAgriculture.gov
SPCS Applications: SPCS@TexasAgriculture.gov

Step 4. TDA Course Evaluation Process

Course request submissions will be evaluated by TDA in the order they are received. Due to the large number of courses accreditation requests that are received, it is **HIGHLY RECOMMENDED** to submit course requests early. The Texas Pesticide Regulations require submission of course information for accreditation approval **30 days before the scheduled CEU program**. If the request does not contain enough information to be evaluated, TDA may need to contact the sponsor for additional information or reply by email that the information was insufficient to make an accurate determination of credit hours.

When the course has been evaluated, TDA will respond to the sponsor by email and provide Excel attendance roster form(s), TDA course number, sample certificate/template (Ag only), etc.

Step 5. A pesticide course sponsor's responsibilities include:

Sponsors must:

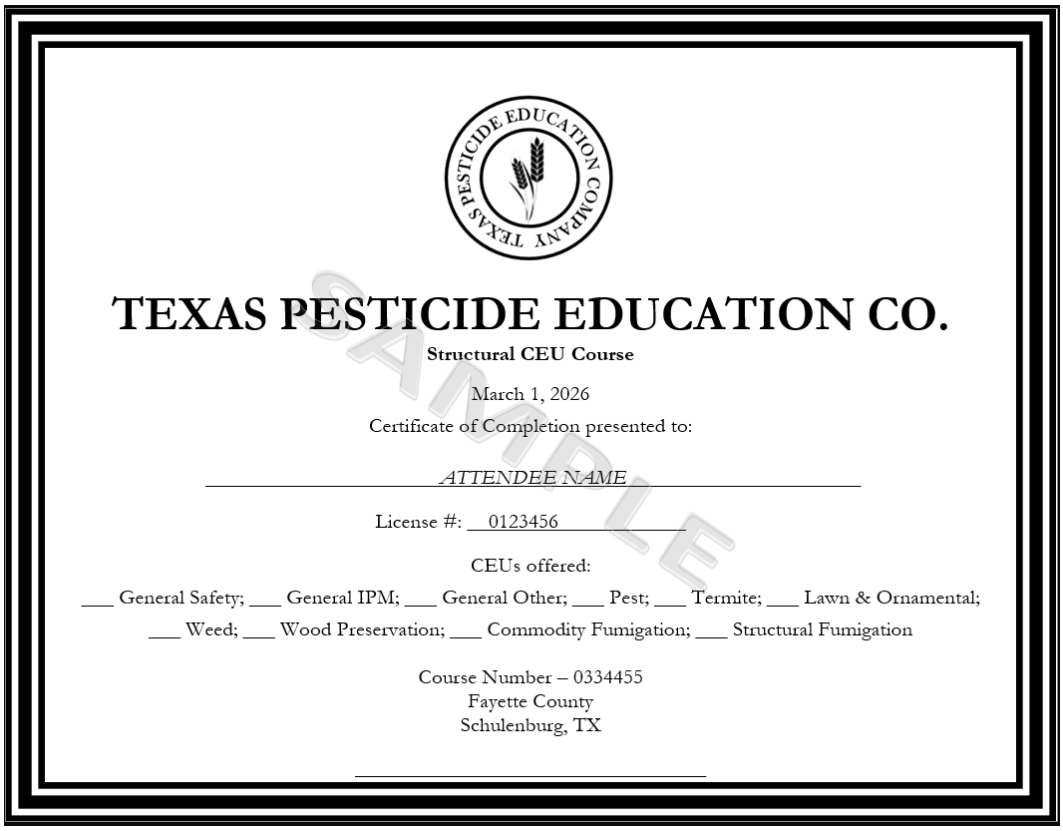
- Include all licensed attendees on the course roster that are present for the entire course. Those who are unlicensed should receive a certificate of the completion but will not be reported on the roster. For SPCS, the roster is the PA-418E. For Ag, the roster is the PA-411E.
- Attendees cannot be included on the course roster or receive a CEU certificate if they leave early or are otherwise not engaged in the course.
- Each attendee must be correctly identified on the course roster to receive credit and a CEU certificate. Use only legal names and confirm license numbers.
- When the audience includes others who are NOT receiving CEUs, only Texas licensed or certified Agricultural or Structural pesticide applicators are to be listed on the roster. Licenses that should be included are as follows:
  - Commercial Applicator (AG)
  - Non-Commercial Applicator (AG)
  - Non-Commercial Political Applicator (AG)
  - Private Applicator (AG)

- Certified Private Applicator (AG)
- Commercial Certified Applicator (SPCS)
- Non-Commercial Certified Applicator (SPCS)
- Non-Commercial Political Certified Applicator (SPCS)

- Course sponsor must provide a certificate of completion to the attendee as proof of CEU completion at the end of the course for Ag CEUs and within 21 days for SPCS CEUs. SEE EXAMPLES BELOW.
- The certificate must contain at a minimum:
  - course date;
  - course number;
  - attendee's legal name (as it appears on license);
  - attendee license number;
  - number of CEUs completed and type of credit;
  - sponsor name; and
  - course location including physical address, city, state, and county. If online – indicate online course.

- Complete the Excel roster form accurately and **submit it electronically to TDA at recertcourses@texasagriculture.gov within 14 days for Ag CEUs or for SPCS CEUS within 21 days to SPCS@TexasAgriculture.gov**.

Sample CEU Completion Certificate for Structural Pest Control applicator licensees:



TEXAS PESTICIDE EDUCATION CO.

Structural CEU Course

March 1, 2026

Certificate of Completion presented to:

ATTENDEE NAME

License #: 0123456

CEUs offered:

___ General Safety; ___ General IPM; ___ General Other; ___ Pest; ___ Termite; ___ Lawn & Ornamental; ___ Weed; ___ Wood Preservation; ___ Commodity Fumigation; ___ Structural Fumigation

Course Number – 0334455
Fayette County
Schulenburg, TX

SAMPLE

Sample CEU Completion Certificate for Agricultural Pesticide applicator licensees:

Course Date: _____

Certificate of Completion

presented to:

Attendee Name

License #: _____

Course Number: _____

CEUs offered:

___ General; ___ Laws & Regulations; ___ Drift Minimization;

___ Integrated Pest Management; ___ Human Factors

Course Sponsor Name

Course Location Address

Course Location City, State, & Zip Code

SAMPLE

Step 6. Completing and Submitting an Electronic Course Roster

- **The department-issued attendance roster forms will be utilized EXCLUSIVELY.** The roster forms, PA-411E (for agricultural license credit) and PA-418E (for structural license credit), are **Excel** files which are locked and cannot be customized or altered in any way. TDA provided roster forms must be used.
    - Course providers are advised to download the form to a saved file BEFORE entering course data to have a template to use for future courses.
    - Once saved to your own file, enter the data, save and email the roster back to the department.
    - **No paper, scanned forms, or alternative file format types will be accepted.**
    - **The roster forms are available from the TDA website; however, the department will e-mail the electronic roster template to course sponsors upon course approval.**

- **Course sponsors must return course rosters electronically to TDA within 14 days after course completion and 21 days after for SPCS courses.**

- **It is required that sponsors/providers providing credits for agricultural and/or structural pesticide applicator licensees keep a copy of the roster for their records. As license renewal depends on recertification credits accumulated, sponsors must keep course attendance records for a minimum of two calendar years after the calendar year in which the course(s) were given (recommended six years in the case of private applicators). SPCS licensees are permitted to make written requests to education providers for copies of their certificate of completion in the event it is misplaced.**

- **Enter all required information accurately in to the electronic roster:**
  - Course provider/sponsor (as listed on the PA-409)
  - County
  - Course title (SPCS only)
  - The TDA course number issued to the particular course (e.g. 0483029);
  - Date of course;
  - Indication if course is a self-study online course;
  - Speakers name/s of those who presented the course reported (SPCS only)
  - The number and type of approved credits;
  - Attendees' names and pesticide license numbers.
  - The Texas A&M Agrilife Extension Service is allowed to use a county code number preceded by the number 8 (e.g. 8 + County Code 451 = 8451) only if 3 CEUs or less are offered in a 24 hour period. **(Ag use only)**

Course sponsors who continually submit course information late, in a manner not approved by the department, do not monitor attendees, or whose courses deviate substantially from the submitted agenda may risk the revocation or denial of accreditation of future courses.

Frequently Asked Questions about Pesticide Recertification Courses:

Q: How does TDA assign recertification credits?

A: Credit will be assigned on the basis of 50 minutes of actual course time per credit hour for both agriculture and structural courses. 30 minute/half credit requests are not approved by the Texas Department of Agriculture. **Course accreditation in increments of less than one credit hour is not allowed.**

Q: What topics does TDA accredit for each subject area?

A: Agriculture licenses:

- General: safety (safe practices, personal protective equipment, spill control and cleanup, etc.), environmental consequences (leaching, groundwater contamination, etc.), pest features (I.D., life cycles, potential damage, control, etc.), pesticide factors, equipment (pumps, nozzles, tanks, calibration, etc.), application techniques, biotechnology/transgenic crops (as it relates to pest control, i.e. Roundup-ready cotton, etc.), business ethics (pesticide recordkeeping, pesticide application stewardship, pesticide complaints, investigation, and retaliation).
- Integrated Pest Management: concepts, practices, strategies of IPM.
- Laws and Regulations: laws and regulations related to the use of pesticides, labels and label comprehension.
- Drift minimization: techniques, nozzle selection, drift reduction technology (DRT), chemicals and equipment designed to minimize drift during pesticide applications.
- Human factors: Aerial applicators only. Covers the portion of aerial application that are guided or influenced by human characteristics. This include decision making that affects the safe operation of the aircraft, the pilot, farm workers, bystanders, or those that may be affected by the aircraft during its pesticide application mission.

Structural Pest Control licenses:

- General:
    - IPM - · courses must include uses a combination of knowledge of pests and pest control methods to manage pest damage safely and economically. action thresholds, monitor and identify pests, prevention, control.
    - Laws & Regulations - federal and state laws & regulations labels, review of policies or elements of EPA, FIFRA, FDA, USDA, FQPA.
    - Pesticide safety – courses must include information for applicator safety related to pesticide application.
    - Environmental protection – courses must include information relevant to environmental stewardship and pesticide application.
    - Other - all other topics related to structural pest control and pesticide application not meeting another CEU topic/category.
- Pest Control: must be related to the inspection, or control of general pests in and around structures such as cockroaches, ants, fleas, ticks, mosquitoes, flies, rats, mice, skunks, raccoons, opossums, etc.
- Termite Control: must be related to the inspection, or control of termites, beetles or other wood- destroying insects, and wood preservation by means other than fumigation, the treatment of termites in trees and in and around

structures.

- Lawn/Ornamental: must be related to the inspection and control of pests or diseases of trees, shrubs, lawns or other plantings.
- Weed Control: must be related to the inspection or control of weeds around structures such as homes, industrial environments, etc.
- Structural Fumigation: must be related to the inspection and control of pest through fumigation of structures not primarily intended to contain food, feed or grains.
- Commodity Fumigation: must be related to the inspection or control of pests through fumigation of raw and processed commodities or commodities or structures normally used to contain commodities (does NOT include fumigation of agricultural commodities on farm).
- Wood Preservation: must be related to involving the addition of preservatives to wood products to extend the life of the wood by preventing damage from insects, fungi, marine borers, including the treatment of crossties, poles and posts, and the retreatment of power- line poles with preservative pesticides including fumigants.

Q: What topics does TDA accredit for recertification training?

A: In general, educational topics directly relating to almost any aspect of pest control, or conditions that directly affect pest control may be considered for accreditation. Some examples include:

- Pesticide label updates and label comprehension.
- Pesticide health and environmental safety.
- Effects of pesticides on the environment and environmental factors affecting pesticide use and performance.
- Characteristics of pests, symptoms of pest infestation and damage recognition including wood destroying insects.
- Pesticide product information, including mode of action, environmental fate, etc. (no sales pitches or promotions).
- Pesticide application equipment, techniques, and calibration.
- Drift prevention and/or mitigation measures.
- Texas and Federal pesticide laws and regulations.
- Integrated pest management principles.
- Bioengineered crops as they relate to pesticide use or pesticide incorporated protectants.
- Plant nutrition and soil fertility, fertilizers and amendments when linked to pesticide fate, transport, uptake, efficacy, etc.
- Irrigation, chemigation and water quality issues as they apply to pesticide application.

Q: What topics are generally NOT acceptable for accreditation?

A: Exceptions may be made if a compelling case is presented as to how the specific topic is DIRECTLY related to a pesticide issue.

- Insurance (unless related to insurance required by law for pesticide applications)
- Marketing techniques and business ethics
- General agronomic practices (planting depth, harvesting techniques, aeration, etc.)
- Public relations (marketing strategies, advertising, etc.)
- Sales pitches or presentations containing no significant technical information on

pesticide products, pests, application equipment or techniques
- Product-specific training for **UNREGISTERED** pesticide products
- Information that could directly result in the use of unregistered pesticides or unlawful pest control practices (e.g. use on a site or in a manner not on the label).
- Laws and/or regulations not relevant to pesticide use
- Vehicle maintenance
- Safety not related to pesticide application (ladders, lifting, driving, etc.)

Q: How much detail is required for each presentation?

A: TDA evaluates the title and detailed summary of each presentation to determine the overall course credits. If too little information is provided to make a determination, TDA will not accredit the presentation or it may not accredited accurately. If a detailed summary is provided, the evaluation process will be streamlined and the presentation will obtain the maximum allowed credits. See the example agenda provided previously in step 2.

Q: What happens if a course request is submitted late?

A: All courses are evaluated in the order they are received by TDA. Courses received less than **30 days** prior to the date of the event will be placed in the queue and **might not be accredited**. *It is the applicant's risk!* It is the sponsor's responsibility to ensure accreditation requests are received 30 days prior to the date of the course or event.

Q: Does Texas accredit courses offered in other states or countries?

A: Courses are not required to take place in Texas to be accredited. TDA does not automatically accredit courses that have been accredited in other states or countries nor does TDA automatically assign the same number of credits as other states. Likewise, other states usually have their own accreditation standards which may differ from Texas'. Contact each state's pesticide licensing authority (usually the state agriculture department) for details on their pesticide accreditation process.

For structural CEUs, a certified applicator may submit information required by Rule 7.135(i) such as the names of instructors and verification of attendance, etc. for a course attended by the certified applicator that was not previously approved. The information must be submitted within thirty (30) days of attendance of the course.

Q: What happens if the course agenda changes?

A: The sponsor is required to advise TDA if changes have been made to the course. Changes include, but are not limited to: topic changes, speaker changes, a speaker cancels, the date, time or location changes. For Ag CEUs, TDA does allow a sponsor to have a back-up speaker or presentation in the event that a speaker cancels at the last minute. For SPCS CEUs, changes to an approve course must be submitted in writing by email (SPCS@TexasAgriculture.gov) within 24 hours and course cancellations must be notified within seven days in writing. Back up presentations may be submitted to TDA at the time the agenda is submitted. If a back-up presentation has not been prepared, credits may be reduced if an adequate substitute is not available.

Q: Does TDA monitor courses?

A: Courses are subject to monitoring by TDA inspectors or other agency representatives. Monitors must be admitted to accredited courses without charge. Sponsors are NOT expected to provide meals or other services free of charge to TDA inspectors monitoring the course. If the CEU course deviates from what was approved or fails to comply with any other requirements for CEU providers, the TDA may revoke current approval or deny future course requests.

Q: When are CEUs to be acquired?

A: Agricultural licensees: Prior to the expiration of the license.

Structural licensees: CEU requirements are for the calendar year (Jan. 1-Dec.31). For example, if you renew at any time in 2026, you must have taken your CEUs during calendar year 2025 for the 2026 renewal. Applicators are not required to earn CEUs during the calendar year in which their license or a new category is issued.

Q: How many CEUs does a licensee need?

A:

For Agricultural Applicators:

Private Applicator -- 15 CEUs every 5 years
A minimum of 2 CEUs in laws and regulations and 2 CEUs in integrated pest management. A maximum of 10 hours may be earned with an approved Internet or correspondence course.

Agricultural Commercial/Noncommercial Applicators - 5 CEUs per year
At least 1 CEU each from 2 of the following subjects: laws and regulations, integrated pest management or drift minimization.

Commercial/Noncommercial Aerial applicators are required to obtain: 5 CEUs per year with 3 associated with aerial application operations including 1 CEU of Laws & Regulations, 1 CEU of Drift Minimization and 1 CEU of Pesticide Safety addressing Human Factors (for aerial applicators only).

Commercial and Noncommercial applicators may earn all five CEUs with an approved Internet or correspondence course, but only every **other** year.

For Structural Applicators:

Certified Applicators –
2 general and 1 in each category in which the applicator is certified.
1 general CEU must be in federal and state laws, pesticide safety, environmental protection or integrated pest management.

All applicators certified in the Structural Fumigation category must receive four hours of training each calendar year along with a minimum of one CEU per year in structural fumigation. The four hours of structural fumigation training may be on-the-job training and shall be recorded on the Structural Fumigation Activity Records Form.

CEU course certificates and Structural Fumigation training records must be maintained by

the business licensee, responsible certified applicator, or certified noncommercial applicator for two calendar years after the calendar year in which the training was received. .

Q: Can the same course be taken more than once in the same recertification period?

A: No course may be repeated for credit within the same recertification period.

Q: What are the criteria for self-study courses?

A: Agriculture and Structural individuals are only allowed to take online self-study CEUs every other year. When an online course is taken the TDA still needs to receive the course roster from the provider.

Online courses are still required to be a minimum of 50 minutes for 1 CEU credit. For every credit that is to be given it is required to have a quiz/test at the end of the section. For SPCS, only one CEU unit may be awarded to each CEU. For example, if the course is 2 hours long, only one CEU unit may be awarded.

Q: How long do certificates of completion need to be kept by applicator?

A: **Agricultural:** Certificates of completion must be maintained by the applicator for a period of 12 months after the most recent renewal of their license. The department may audit CEUs during an onsite inspection or by requesting copies of certificates of completion be mailed to the department.

Structural: Certificate of completion must be kept for a period of two calendar years after the calendar year in which it was obtained. The department may audit CEUs during an onsite inspection or by requesting copies of certificates of completion be mailed to the department.