

# Extension Personnel Online & On-Site User's Guide for Online PSEP Courses

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*UT Extension Online Learning*

This easy-to-follow guide is **for Extension personnel only**. It will show you (the agent, county director and specialist) how to get the most out of using PSEP Online for your current PSEP PA Initial Certification and Recertification programs. This instructional guide was developed primarily with the agent in mind. It is meant to make your initial experiences with the 2008 PSEP online programs as easy as possible.

**Pesticide Safety  
Education Program  
(PSEP)**

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## Extension Personnel Online & On-Site User's Guide for Online PSEP Courses

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## Introduction

The 2008 Private Applicator Initial and Recertification Programs have been completed and are ready for use. The deadline for recertification of Private Applicators (PA) and Commercial Applicators (CA) is October 21, 2008. The Tennessee Department of Agriculture is presently certifying and recertifying Private Applicators (PAs) until October 21, 2011.

The process of Commercial Applicators is not the same as PAs. As you know, CAs are on the point system and have to earn a certain number of points within the three-year period. If CAs are certified after April 21, 2008, they will be certified through the end of the next three-year certification period, October 21, 2011. **Commercial Applicators may earn one point from the 2008 PA Recertification program by attending your county PA Recertification meetings.** When CAs earn the required number of points, they submit a request together with a \$5 fee to TDA to receive their new recertification card.

All information needed for your successful use of this online course is given below, including a fee structure for this program. In addition, an *Extension Personnel Download Guide for Group Instruction Content* has been made available to help you with downloading and presenting program content from the Blackboard™ content management system.

## Content of the Initial & Recertification Programs

The 2008 PA Initial Certification program satisfies the basic applicator requirements of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). This is covered in the new *National Pesticide Applicator Certification CORE Manual*. The length of the on-site and online initial certification program for private applicators is approximately three and a half hours.

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The 2008 PA Recertification program primarily covers pesticide pre-application, application and a few post-application considerations. The presentation covers portions of Chapter 10 and 11 (mostly 11) of the new national CORE manual, and some other topics. The length of the on-site and online recertification program is approximately one hour.

These private applicator on-site and online programs are accompanied by a pre-test and post-test, which are automatically administered and scored through Online@UT. While there is no formal initial or recertification exam for private applicators, completion of the post-test for on-site and online participants will be required, and it is stressed that 70 is normally a passing score.

## Delivery System

The PA initial certification and recertification programs are now available online to private applicators. Each has updated, narrated multimedia-based presentations that include more functionality to assist in the learning process (automated pre-test/post-test administration and scoring, subject search, pause program, move to different locations on the program with a subject index, move forward and backward, stop for discussion. etc.).

In addition to the online courses that the PA will complete, Extension agents can now self-enroll in a Blackboard™ course site that serves as an online resource center for PSEP program content. This “Extension Agent Group Instruction Content” site gives you the ability to download needed program material for PA Initial and Recertification programs for your county meetings. The advantages to this online delivery system are as follows:

- Agents can give their clientele added flexibility and variety of training options in relation to the PSEP training schedule.
- Agents and clientele can get up to speed in their knowledge of PA initial certification and recertification subject matter by accessing the training at their convenience.
- Agents and clientele can use the online program as a “refresher course,” accessing the training anywhere they have an Internet connection and looking up information quickly.
- Agents can download the updated training presentations from the “Extension Agent Group Instruction Content” site and run the presentations from their computer. Agents can also download and burn program content onto a CD-ROM or save the presentation to a thumb drive (USB Flash Drive) and take it anywhere in the county for a program. The laptop must have a CD-ROM drive or a USB Port, and all of the needed presentation software installed (more on this later).

We have definitely progressed over the years. We have come from flip charts to slides to videos to voiced PowerPoints™ to online programs that can be accessed and shown by computers or burned to CDs or thumb drives and transported to different locations. These are exciting times for new educational delivery systems!

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## How Extension Agents Use the Course

First, let's cover how you, the agent, will get the most out of the online 2008 PSEP PA Initial Certification and Recertification courses.

Step	Task	✓
1	<p><u>Logging into Online@UT</u> <b>(Extension staff only)</b></p> <ul style="list-style-type: none"> <li>▪ No fees will be involved for your enrollment as an Extension employee. PAs (non-UT employees) pay an enrollment fee for online training.</li> <li>▪ Go to UTIA Web site, <a href="http://www.agriculture.utm.edu">www.agriculture.utm.edu</a>.</li> <li>▪ Click on link labeled "Online@UT" (located at top center).</li> <li>▪ Click on button labeled "Login to Online@UT" (located at upper right).</li> <li>▪ Enter your SUPER username and password and click the "Login" button.</li> </ul>	
2	<p><u>Self-enrolling in the PSEP Initial Certification &amp; Recertification courses</u> <b>(Extension staff only)</b></p> <ul style="list-style-type: none"> <li>▪ Click on the Courses tab and scroll down until you see the folder labeled "Extension Outreach Distance Education" on the right.</li> <li>▪ Click on this folder to open it. Find the course named "Extension DE – PSEP Recertification" (OR) "Extension DE - Initial Pesticide Certification Program for PAs." ("DE" = Distance Education)</li> <li>▪ Click on the button labeled "Enroll" located on the far right of either of these course names.</li> <li>▪ Enter the passcode "psepextensionclass" and click the Submit button. <b>NOTE:</b> Do not distribute this passcode to any persons outside of Extension.</li> <li>▪ Click on the "My Institution" tab. The PSEP online course in which you enrolled should now be listed in the My Courses box.</li> </ul>	
3	<p><u>Entering and navigating around the course</u> <b>(PA and Extension staff)</b></p> <ul style="list-style-type: none"> <li>▪ Click on the course named "Extension DE - Initial Pesticide Certification Program for PAs" or "Extension-DE: PSEP Recertification" in the My Courses box to enter the course.</li> <li>▪ View the <b>Course Overview</b> presentation to familiarize yourself with the user interface.</li> <li>▪ Click on the <b>Necessary Downloads</b> main menu item and open the folder named "Downloads Needed to View Course Content." Follow the instructions and click on each link to download the software needed to access and view the training on the course site.</li> <li>▪ Click on the <b>How to Set Up Your PC</b> main menu item and view the presentation. Make any necessary adjustments to your computer system.</li> <li>▪ Click on the <b>Course Materials</b> main menu item. Note the list of manuals recommended for PAs.</li> </ul>	

Step	Task	✓
4	<p><u>Accessing the online training content</u> <b>(for PA but agent may elect to complete)</b></p> <ul style="list-style-type: none"> <li>▪ <b>For 2008 PA Initial Certification:</b> Click on the <b>PA Initial Certification</b> main menu item and open the folder named “2008 PA Initial Certification Tests &amp; Presentation.”</li> <li>▪ <b>For 2008 PA Recertification:</b> Click on the <b>2008 PA Recertification</b> main menu item and open the folder named “2008 PA Recertification Tests &amp; Presentation.”</li> <li>▪ Follow the directions to complete the “Initial Certification Pre-Test” or the “Pre-Test for Recertification.” <b>HINT:</b> After selecting an answer for the question you are on, just hit the Enter key on your keyboard twice to submit the answer and move on to the next question.</li> <li>▪ After you complete the pre-test and receive your score, a link to the first narrated presentation will appear. Click this and view the narrated training presentation content. Remember, you can pause or rewind this presentation at any time. Clicking on the <b>Notes</b> tab will allow you to read any instructional text included in the presentation.</li> <li>▪ To search for specific terms, click the <b>Search</b> tab and type in the term for which you want to perform a search in the field provided. Click the Magnifying Glass icon to start the search. Slides that include the term will be listed below the search term field.</li> </ul>	
5	<p><u>Accessing the post-test</u> <b>(for PA but agent may elect to complete)</b></p> <ul style="list-style-type: none"> <li>▪ <b>For 2008 PA Initial Certification:</b> At the end of Chapter Ten’s narrated presentation, a passcode will be provided that gives the online participant access to the post-test. This passcode will be on one of the screens of the narrated presentation.</li> <li>▪ <b>For 2008 PA Recertification:</b> At the end of the narrated presentation, a passcode will be provided that gives the online participant access to the post-test. This passcode will be on one of the screens of the narrated presentation.</li> <li>▪ Exit the narrated presentation, and you will be returned to the course item listing. Click on the “Mark Reviewed” button and the Post-Test will appear.</li> <li>▪ Click on the link for the post-test and enter the passcode provided. Complete the post-test. <b>HINT:</b> After selecting an answer for the question you are on, just hit the Enter key on your keyboard twice to submit the answer and move on to the next question.</li> <li>▪ This is a no pass/no fail test for both PA initial certification and recertification. But, normally 70 would be a passing score. Following your completion of the post-test, a link to the Certificate of Completion will appear.</li> </ul>	
6	<p><u>Accessing the Certificate of Completion</u> <b>(PA only)</b></p> <ul style="list-style-type: none"> <li>▪ <b>For Both PA Initial and Recertification Programs:</b> Click on the link named “Certificate of Completion” after finishing the post-test.</li> <li>▪ After the certificate appears in the course interface:</li> <li>▪ <b>For 2008 PA Initial Certification:</b> Save the Certificate of Completion to your hard drive by clicking on the floppy disk icon. You can then print the</li> </ul>	

Step	Task	✓
	<p>Certificate of Completion, provide all of the information requested and sign it. To receive credit for the PA initial certification course, the online participant will mail this certificate with \$10 to TDA.</p> <ul style="list-style-type: none"> <li>▪ <b>For 2008 PA Recertification:</b> To receive credit for the PA recertification course, the online participant will fax or mail the Certificate of Completion to the TDA (contact information is on the certificate). <b>No payment is necessary for recertification.</b></li> <li>▪ For online initial certification and recertification, the PA is responsible for sending the completed and signed Certificate of Completion to TDA. For your (agents) on-site group instruction of PAs, the agent is still responsible for sending the official form and/or roster to TDA (discussed below).</li> </ul>	
7	<p><u>Accessing the Gradebook and Evaluation</u> <b>(PA only)</b></p> <ul style="list-style-type: none"> <li>▪ Click on the My Scores main menu item to view all scores created from completing the pre-test and post-test.</li> <li>▪ Click on the Evaluation main menu item to complete an evaluation for the online course.</li> </ul>	
8	<p><u>Accessing the Group Instruction Downloads</u> <b>(Extension staff only)</b></p> <ul style="list-style-type: none"> <li>▪ For agents' group instruction downloads, you will need to enroll in the Online@UT course site titled "Extension Agent Group Instruction Content." Instructions on how to self-enroll and download content for your county meetings are included in the user's guide named "<b>Extension Personnel Download Guide for Group Instruction Content.</b>"</li> </ul>	

**SPECIAL NOTE:** The multimedia-based presentations that make up the PA initial certification and recertification programs are copyrighted materials. These are NOT to be distributed on CD-ROM or other computer media to Private or Commercial Applicators.

**PAs will be sent a separate user's guide upon their enrollment in either online course (do NOT send this user's guide to applicators).** The above instructions are included here to give agents a comprehensive look at what PAs will do to complete the training online.

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## How to Deliver the Downloaded PSEP Private Applicator Training (On-Site Training)

Using PSEP Online for your on-site programs should make your efforts to train private applicators somewhat easier. Note that you do not need Internet access for this. **After following the instructions in the user's guide named "Extension Personnel Download Guide for Group Instruction Content," you have downloaded to your computer all of the content needed for your on-site event!** After downloading the content, just confirm that your presentation computer has all of the necessary software to run the training presentation (see Step 3: Necessary Downloads above).

Again, agents will **NOT** need Internet access during their group on-site events because a local copy of the presentation will already be saved to the agent's hard drive, CD-ROM or thumb drive. You should also have printed copies of the pre-test, post-test and Extension Online Course Enrollment Form prior to your group instruction.

### Suggested Format for Your On-site Meetings

For your on-site group instruction, have your participants complete the pre-test, the initial certification OR recertification narrated presentations and the post-test. **Here is a suggested format for your on-site meetings:**

1. **Delivering the pre-test, initial certification or recertification presentation and post-test:**
  - a. Give the pre-test, presentation and post-test, in that order. Take up the pre-test before the presentation begins. Distribute the post-test following the presentation.
  - b. Or, if time is short, take up the pre-test when completed, distribute the post-test, show the presentation and take up the post-test at the end of your meeting.
2. **Show the narrated presentation** you previously downloaded to your computer, CD-ROM or thumb drive. For small group presentations, you may want to show it from a desktop or laptop. For larger groups, use computer speakers and an LCD projector.
3. **Have clientele complete TDA's triplicate form for initial certification and mail the first copy to TDA. For recertification, the private applicator MUST sign the roster, and the agent mails this roster to TDA.** The roster is EPP Info. No. 318B.
4. **Deposit the registration fee in your county account. Then, complete EPP Info. No. 318A** and send to the PSEP office at UT with a check for half of the fee charge.
5. **Explain the online course option** to all interested PAs at your county meetings. Give any participant interested in using the online program as a refresher course (or those who have an associate interested in completing the online initial certification or recertification programs) the **Extension Online Course Enrollment Form** and explain everything that they need to know is on the form. Please explain that a separate

user's guide will be made available to the PA once he or she enrolls in the online program (do not distribute this Extension User's Guide to PAs or CAs).

## How the PA Completes the Online PSEP Training

When a PA decides to complete the initial or recertification training online, it is a process that **normally does not include the agent nor the agent's staff or computer resources.** The PA takes the following steps:

1. The PA completes the course enrollment process (explained below).
2. Pre-test, post-test and the narrated presentations are automated by the learning management system and accessed by the online learner.
3. Initial and recertification status is handled by the PA in conjunction with TDA and the online process set up by the State PSEP Coordinator. After taking the post-test, the PA will be able to access a link for the Certificate of Completion.
4. The Certificate of Completion is filled out, signed and sent to TDA by the PA by either faxing or mailing the completed certificate of completion (contact information is on the certificate). **To receive credit for the PA initial certification course, the online participant will mail this certificate with \$10 to TDA. No payment is necessary for recertification.**

### **SPECIAL NOTE:**

Extension agents are not involved with the online training process except for giving the interested PA an Extension Online Course Enrollment Form. The agent is **NOT RESPONSIBLE** for providing Internet access to the online course participant unless the agent's county office has extra computers for this program or is equipped with computers provided by TDA for this purpose.

Nor is the agent responsible for technical support issues for Online@UT. Technical support for Online@UT is provided to the PA by clicking on the link named "Online@UT support" link located on the home page of the site. (The PA may have to log out of the course site and return to the home page of Online@UT in order to see this link.)

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## What Is Expected from the Agent Regarding Enrollment

Enrolling in any online course offered by Extension is a process performed by the PA who wants to complete the online version of the training. **The agent is NOT expected to guide the PA through this process.** However, the agent is requested to distribute the Extension Online Course Enrollment Form to any private applicators interested in any online course offered by Extension.

As mentioned before, a document was created for the purpose of online course enrollment. It is named "Extension Online Course Enrollment Form," and it can be downloaded to your computer from the course site named "Extension Agent Group Instruction Content." You can print this form as many times as you need from the course site.

Feel free to save a copy of this form to your computer should you ever need to email a copy to a PA interested in enrolling in the online initial certification or recertification course (or any course offered online by Extension in the future). Bring an appropriate number of these Extension Online Course Enrollment Forms to your county meetings just in case they may be needed.

This enrollment form also has instructions as to how the PA can enroll through UTIA's *eMarketplace* Web site. As the Extension agent, please make sure that PAs understand that everything they need to know about enrolling for an online Extension course is included on this form. Also, please explain that enrolling for an online course through *eMarketplace* may be a little faster and convenient!

### Here are two scenarios that involve a PA enrolling in the online course:

Scenario #1: PA wants to enroll online by credit card: The PA either calls your office or approaches you after one of your county meetings. She asks you, the agent, how to enroll in the online initial certification or recertification course. She further explains that she wants to pay for it online:

1. The agent informs her about the option to enroll through UTIA's *eMarketplace* Web site.
2. The agent either hands the PA the Extension Online Course Enrollment Form or asks if the form can be emailed to the PA, explaining that this form will have all of the necessary instructions attached regarding accessing the *eMarketplace* Web site.
3. All online course enrollment and payment processes are handled by the PA and the Knoxville campus.
4. The PA can expect a confirmation email describing how to access the course within three business days after the Knoxville campus processes the enrollment information and payment.

Scenario #2: PA wants to enroll by mail using a check or money order: The PA approaches you after one of your county meetings or comes to your office. She asks you, the agent, how to enroll in the online initial certification or recertification course. She further indicates that she wants to pay by check:

1. The agent gives the PA an Extension Online Course Enrollment Form. The agent explains that this form has all of the necessary instructions attached. The agent explains to the PA that she should make out her check to the "University of Tennessee," attach the payment to the completed form and mail it to the address on the form. The agent also explains that fee information is included on the form.
2. The PA will submit the completed form and payment to the address given on the enrollment form.
3. The PA can expect a confirmation email describing how to access the course within three business days after the Knoxville campus processes the enrollment information and payment.

## Fee Structure

For on-site training, fees are divided equally between the county and PSEP program. Fees are deposited into a county account and a check is written for 50 percent of the fee charge and sent with a copy of EPP Info. No. 318A to the PSEP program located in the Department of Entomology and Plant Pathology (address located on the last page of this document).

The fee structure for the updated PSEP programming and its online course component is as follows:

### Private Applicators

PA Initial Certification (on-site).....	\$30.00
PA '08 Recertification (on-site).....	\$15.00
PA '08 PSEP Recertification (online access for one year) .....	\$15.00
PA '08 PSEP Initial Certification (online access for one year).....	\$30.00
Account Registration for Online@UT (by check or money order) .....	\$10.00
Account Registration for Online@UT (via eMarketplace).....	\$10.50

The private applicator must also send a check for \$10 with a copy of the triplicate form to TDA for initial certification. No payment is required for recertification.

The Account Registration for Online@UT is a ONE-TIME fee that is used to set up an account for non-UT employees to access the course site. There is a 5 percent surcharge for the PA to pay this through eMarketplace (about the price of a stamp). **If a PA chooses to enroll in another Extension online course in the future, he or she will NOT be charged this \$10 registration fee again.**

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## Contact Information

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