

PSEP Online: User's Guide for Private Applicator Initial & Recertification Programs

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UT Extension Online Learning

This easy-to-follow guide is for Private Applicators who wish to enroll in the online version of the 2008 PA Initial and Recertification programs. This instructional guide was developed primarily with the private applicator in mind. It is meant to make your initial experiences with the online 2008 PA Initial and Recertification programs as easy as possible.

**Pesticide Safety
Education Program
(PSEP)**

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PSEP Online: User's Guide for Private Applicator Initial & Recertification Programs

Gene Burgess

*Professor and Extension Coordinator, Department of Entomology and Plant Pathology
University of Tennessee*

Richard Karel

IT Specialist II, University of Tennessee

Introduction

The 2008 Private Applicator Initial and Recertification Program can now be completed online! 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 (PA) until October 21, 2011.

All information needed for your successful use of this online course is given below.

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 online initial certification program for private applicators is approximately three and a half hours.

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 online recertification program is approximately one hour.

These 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 online participants will be required, and it is stressed that 70 is normally a passing score.

Delivery System

At the center of this private applicator certification training are updated, narrated multimedia-based presentations that have more functionality to assist in the learning process. The advantages to this delivery system are as follows:

- There are added flexibility and a variety of training options in relation to the PSEP training schedule.
- You can master the training content at the learning rate suitable to you. An applicator may review some key points without holding up the rest of the class! Online learning allows you to direct your learning in ways that are suited to the individual.
- Use the online program as a “refresher course” after you are certified (or recertified), accessing the training anywhere you have an Internet connection and looking up the answers to topics quickly.
- Pause or rewind the training at any point and use the Search tab to find topical information if you have a specific question about a subject that comes up after you complete the presentation!

These are truly exciting times for new educational delivery systems!

SPECIAL NOTE: The multimedia-based presentations that make up the initial certification and recertification programs are copyrighted materials. These are NOT to be distributed to others in any form. Only those who have officially paid for and enrolled in the online courses offered by UT Extension will receive credit for these courses.

How You Will Complete the Online Training

First, let's cover how you, the online learner, will get the most out of the 2008 Private Applicator Initial Certification and Recertification courses. These instructions are included here to give you a comprehensive look at what to do to complete the training online:

Step	Task	✓
1	<p><u>Logging into Online@UT</u></p> <ul style="list-style-type: none"> ▪ Go to UTIA Web site, www.agriculture.utk.edu ▪ Click on link labeled "Online@UT" (located at top center). ▪ Click on button labeled "Login to Online@UT" (located at upper right). ▪ Enter the username and password sent to you after you paid the Account Registration for Online@UT. This username and password should have arrived in a separate email with links to the course. ▪ Click the "Login" button. 	
2	<p><u>Entering and navigating around the course</u></p> <ul style="list-style-type: none"> ▪ In the My Courses box, click on the course name to enter the course. ▪ View the Course Overview presentation to familiarize yourself with the user interface and Main Menu items. ▪ Click on the Necessary Downloads 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. ▪ Click on the How to Set Up Your PC main menu item and view the presentation. Make any necessary adjustments to your computer system. NOTE: Make sure you have an up-to-date browser installed! ▪ Click on the Course Materials main menu item. Note the list of manuals recommended for PAs offered through UT Extension. 	
3	<p><u>Accessing the online training content</u></p> <ul style="list-style-type: none"> ▪ For 2008 PA Initial Certification: Click on the PA Initial Certification main menu item and open the folder named "2008 PA Initial Certification Tests & Presentation." ▪ For 2008 PA Recertification: Click on the 2008 PA Recertification main menu item and open the folder named "2008 PA Recertification Tests & Presentation." ▪ Follow the directions to complete the "Initial Certification Pre-Test" or the "Pre-Test for Recertification." HINT: 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. ▪ 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 Notes tab will allow you to read any instructional text included in the presentation. ▪ To search for specific terms, click the Search tab and type in the term for which you want to perform a search in the field provided. Click the 	

Step	Task	✓
	Magnifying Glass icon to start the search. Slides that include the term will be listed below the search term field.	
4	<p><u>Accessing the post-test</u></p> <ul style="list-style-type: none"> ▪ For 2008 PA Initial Certification: At the end of the tenth 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. ▪ For 2008 PA Recertification: 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. ▪ 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. ▪ Click on the link for the post-test and enter the passcode provided. Complete the post-test. HINT: 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. ▪ This is a no pass/no fail test. But, normally 70 would be a passing score. Following your completion of the post-test, a link to the Certificate of Completion will appear. 	
5	<p><u>Accessing the Certificate of Completion</u></p> <ul style="list-style-type: none"> ▪ For Both PA Initial and Recertification Programs: Click on the link named “Certificate of Completion” after finishing the post-test. ▪ After the form appears in the course interface, complete the form by typing in the relevant information and using your Tab key to go from field to field. ▪ For 2008 PA Initial Certification: Save the Certificate of Completion to your hard drive by clicking on the floppy disk icon. You can then print the Certificate of Completion and sign it. To receive credit for the PA initial certification course, the online participant will mail this form with \$10 to TDA. ▪ For 2008 PA Recertification: 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). No payment is necessary for recertification. NOTE: For your certification and recertification, you are responsible for sending the completed and signed Certificate of Completion to TDA. 	
6	<p><u>Accessing the Gradebook and Evaluation</u></p> <ul style="list-style-type: none"> ▪ Click on the My Scores main menu item to view all scores created from completing the pre-test and post-test. ▪ Click on the Evaluation main menu item to complete an evaluation for the online course. 	
7	<p><u>Signing Up Your Associates</u></p> <ul style="list-style-type: none"> ▪ If you know of someone interested in completing this initial certification training online, just click the Extension Online Course Enrollment Form link and save it to your computer. You can email as many copies as you need! 	

Step	Task	✓
8	<p><u>Technical Support</u> Your Extension agent is NOT responsible for technical support issues for Online@UT. All technical support for Online@UT is provided to you by clicking on the link named "Online@UT support" located on the home page of the site. (You may have to log out of the course site and return to the home page of Online@UT in order to see this link.)</p> <p>Any questions relating to enrollment form submissions can be emailed to the following email address: extensiononline@utk.edu</p>	

Contact Information

PSEP Office
The University of Tennessee
Dept of Entomology and Plant Pathology
2431 Joe Johnson Dr.
Rm. 205 Ellington Plant Sciences Bldg.
Knoxville, TN 37996-4560
Ph: 865-974-1286
Fax: 865-974-8868

Tennessee Department of Agriculture
Division of Regulatory Services
P.O. Box 40627
Melrose Station
Nashville, TN 37204
Fax: (615) 837-5012

UT Extension Online
Attn: Shirley Irwin, Admin Specialist I
2621 Morgan Circle, RM 224
Knoxville, TN 37996-4515
Ph: 865-974-7309
Fax: 865-974-8391
Email: extensiononline@utk.edu

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