

IPM Certification Process

Obtaining the **Basic Pest Management in the School and Child Care Settings** certification is a required part of being a volunteer or contractor for a California school district in most cases. It is important that all people working with and around children understand the safety aspects and consequences of using pesticides around children. IPM Codex provides a simple process for tracking volunteer and contractor training.

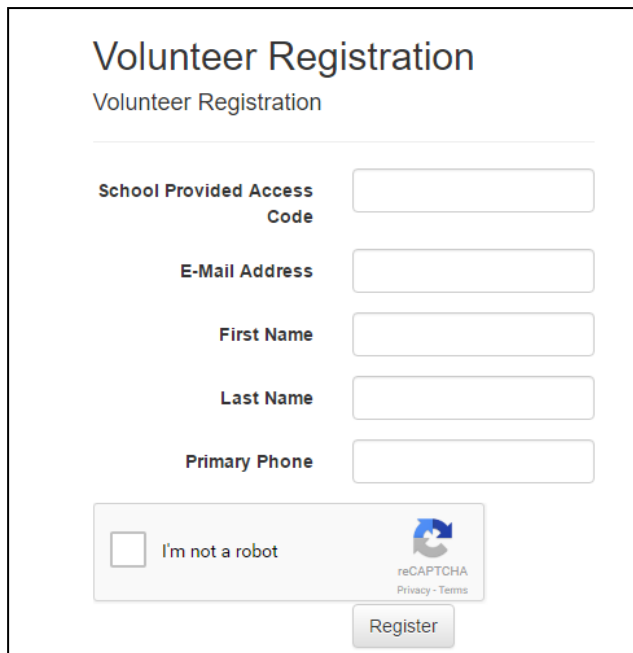
At this time, there are several steps required to obtain the **Basic Pest Management in the School and Child Care Settings** certification. By themselves, these steps are simple, but they can create a somewhat confusing situation when working together as distinct moving parts of a larger process. The steps are as follows:

- 1) Register on the district IPM Codex site
- 2) Receive e-mail with instructions on how to access personal district certifications page
- 3) Go to DPR website training page
- 4) Follow DPR instructions to go to official training provider
- 5) Register for instruction
- 6) Take course
- 7) Receive PDF certificate
- 8) Return to personal district certifications page to upload certificate
- 9) Upload certificate

The steps are explained in detail below.

Register as Contractor or Volunteer

The first step is visiting the web address given to you by the school you are registering for. The school will also provide an access code. The specific page may vary from district to district, but the following information will be collected by the form:



- 1) **School Provided Access Code:** This is the code given to you by the school.
- 2) **E-Mail Address:** This is the email address you wish to accomplish the training with. The address will be used by outside parties with their own privacy policies.
- 3) **First Name/Last Name:** Your name
- 4) **Primary Phone:** The phone number that should be used primarily to contact you.
- 5) **I'm not a robot:** Follow the instructions to help us prevent automated spammers from cluttering the database.
- 6) **Register:** Click to complete your registration and submit to our system.

[Receive E-mail with instructions](#)

Once you have registered, our automated system will determine if you are required to obtain any certifications. If you need any certifications, you will be sent an e-mail with a link to your certification page.

Required Certifications for			
Positions held			
Volunteer			
Certifications			
IPM Basic Training	9/16/2016 12:00:00 AM	Current	Upload
In order to complete this certification, visit the website at http://apps.cdpr.ca.gov/schoolipm/training/main.cfm . Follow the training instructions provided.			
Once you have received documentation for completing your training, you may upload it from this page using the "Upload" button above.			

Visiting the highlighted link will take you to the California DPR website where you can find instructions on receiving training.

Go to DPR Site for Training Instructions

The screenshot shows the California Department of Pesticide Regulation website. The header includes the CA.GOV logo, the department name, and navigation links like 'About DPR', 'Join E-Lists', 'A-Z Index', and 'Contact Us'. A search bar is also present. The main navigation menu includes 'HOME', 'PROGRAMS', 'DATABASES', 'NEWS/PUBLICATIONS', and 'QUICK LINKS'. On the left, there is a sidebar for 'California School & Child Care IPM' with various links. The main content area is titled 'Required Training' and includes a link 'Back to School IPM Home'. Below this, there is a section for 'Required Healthy Schools Act Training' with several bullet points: 'What is the new HSA training requirement?', 'Who needs to take an HSA training course?', 'How often must HSA training be completed?', and 'What courses will meet the training requirement?'. The 'Basic Course - AVAILABLE NOW!' is circled in red. Below this, there are sections for 'DPR Online HSA Training Courses' and 'Other Approved HSA Training Courses' with a table listing course details.

Course Name	School District/ Organization	Open/ Closed	CA Approval	Contact Information
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Select the Basic Course.

Go to Training provider

Once you have selected the Basic Course, you will be routed to the Sacramento State web page to register for training. Because the training is offered by a third party, aspects of the training process may change. It is also important to follow all instructions while registering, including how to request technical support for any issues encountered during the registration process.



Department of Pesticide Regulation

Form

Share this page



The Healthy Schools Act (HSA), effective January 2001, directed the Department of Pesticide Regulation's (DPR) to create the School Integrated Pest Management (IPM) Program. With the passage of Senate Bill 1405, an additional training requirement, effective July 2016, mandates that any person that applies a pesticide at a schoolsite complete a minimum one-hour training course.

These online course meet the one-hour requirement for training on the safe use of pesticides in relation to the unique nature of school sites and children's health.

Complete and submit this form. Instructions to log on to the course will be sent to your email address **by the end of the business day**. You have **90 days from the date of your registration** to complete the course you select.

For technical assistance please contact: ccelearn@csus.edu

NOTE: Registrations submitted over Labor Day weekend will be sent out on Tuesday, September 6.



How to Register for DPR Courses

First Name: *

Last Name: *

Email: *

Course I would like to register for: *

- DPR 101 - Basic Pest Management in the School and Child Care Settings. This introductory course was designed for child care providers, teachers, custodians, and food service workers, but anyone can take it to meet their Healthy Schools Act training requirement. This course features a section on disinfectants as well as integrated pest management and the safe use of pesticides around children.
- DPR 101S - Manejo Básico de Plagas en Sitios Escolares y Guarderías. Este curso de introducción está dirigido a empleados de las guarderías, maestros, custodios, y trabajadores del servicio de alimentos. Cualquiera puede tomar este curso para satisfacer sus requisitos de entrenamiento para la ley de "Escuelas Saludables" (Healthy Schools Act). Este curso contiene secciones de información sobre los desinfectantes, manejo integrado de plagas, y el uso seguro de pesticidas alrededor de los niños.
- DPR 103 - Best Pest Management Practices Around Children. This is the advanced level course and upon completion, you will receive one hour of continuing education credit for both DPR and SPCB licenses. It was designed for licensed pest management professionals but anyone can take it to meet their Healthy Schools Act training requirement.

Fill in the required information, and select the 101 course, either English or Spanish.

Wait for registration to complete

Once you have registered, there will be a waiting period while personnel at Sacramento State set up your training. You should receive an e-mail from Sacramento State informing you of this, and a follow-up e-mail once the training registration has been completed.

Follow instructions

Follow the instructions in the e-mails you receive from Sacramento State. This should take you to a training environment where you will be shown a series of videos totaling one hour in running time, followed by a quiz.

Watch training videos

Watch the videos in order. The training system can tell when you have watched the videos.

Take test

Once the videos are completed, take the quiz to complete your certification.

Download Certificate from Training Provider

Once you have completed training, you will be given a link to your certificate. Your certificate will be saved by Sacramento State and can be retrieved by logging onto their system. You will only have 90 days to retrieve your certificate, so it is important you download it and save it.

Go to Certification Page on IPM site

Required Certifications for

Positions held

Volunteer

Certifications

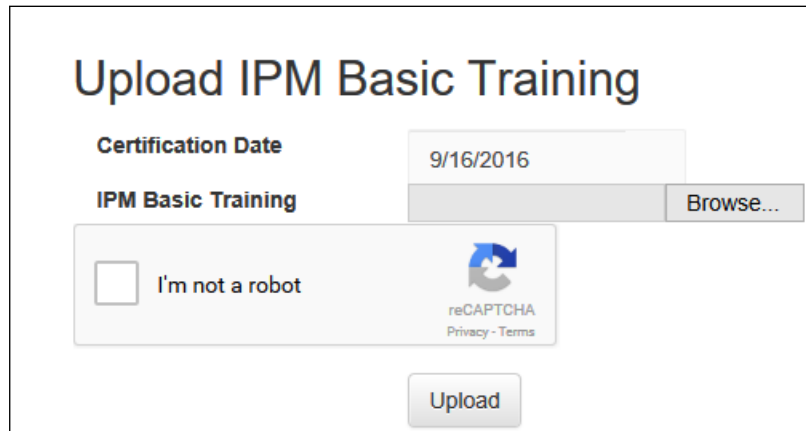
IPM Basic Training	9/16/2016 12:00:00 AM	Current	Upload
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In order to complete this certification, visit the website at <http://apps.cdpr.ca.gov/schoolipm/training/main.cfm>. Follow the training instructions provided.

Once you have received documentation for completing your training, you may upload it from this page using the "Upload" button above.

Return to the page provided in the initial certification e-mail. By clicking the "Upload" link as noted in the red box above, you can upload your certificate to the training system.

Upload Certificate



The screenshot shows a web form titled "Upload IPM Basic Training". It contains the following elements:

- Certification Date:** A text input field containing "9/16/2016".
- IPM Basic Training:** A file upload area with a "Browse..." button.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text.
- Upload:** A button at the bottom of the form.

Enter the date you completed your training, and select the file location of your PDF certificate in order to upload it.

Once you have uploaded your certificate, the district will have a copy of it and can verify your training. By uploading your certificate PDF, you have completed the training requirements.

Review Process

Go to user

Review Certificate for correct data

Approve or decline certification

Make corrections to date if necessary