

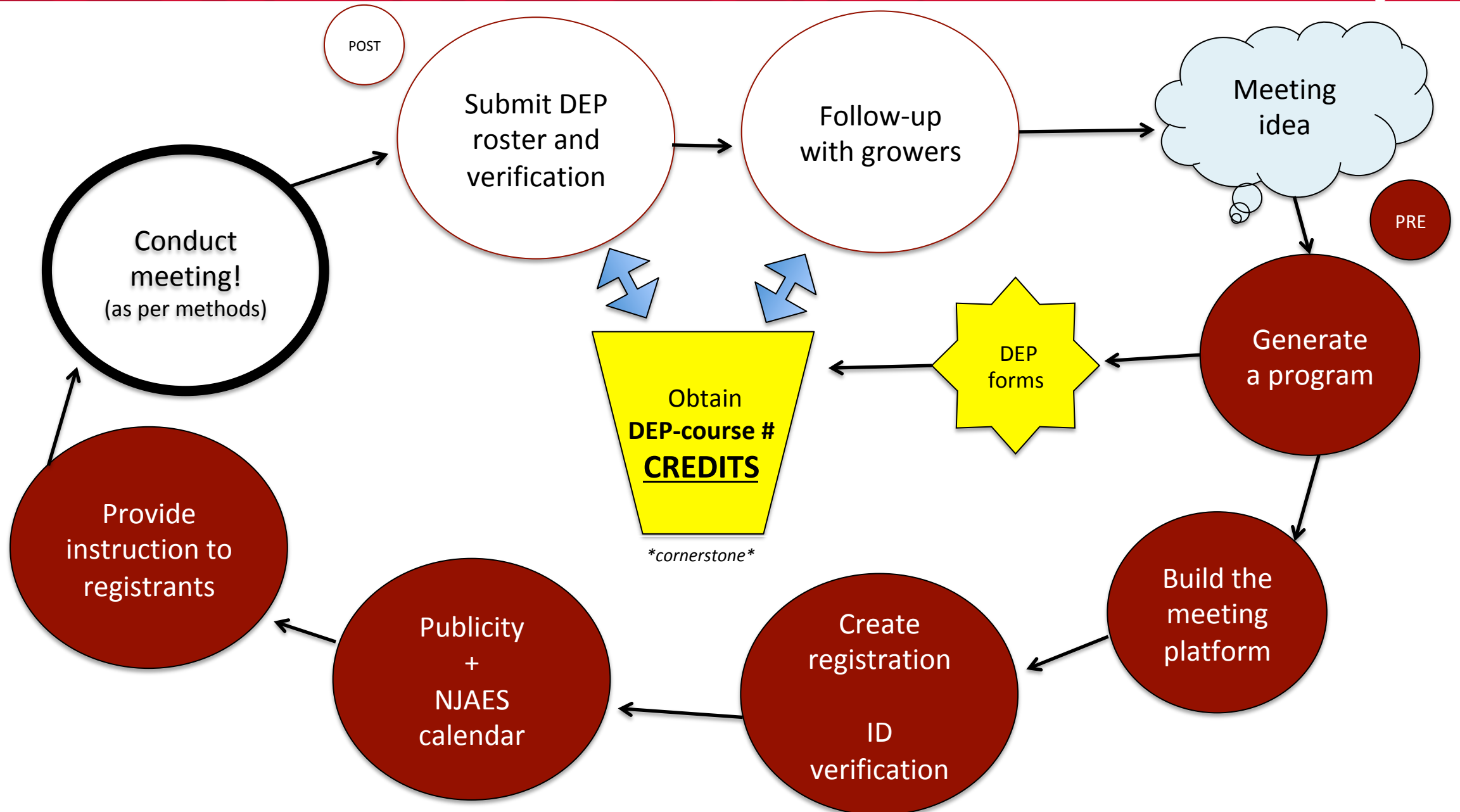
Preparing and Conducting
Credit-bearing
Webinars for Small Groups

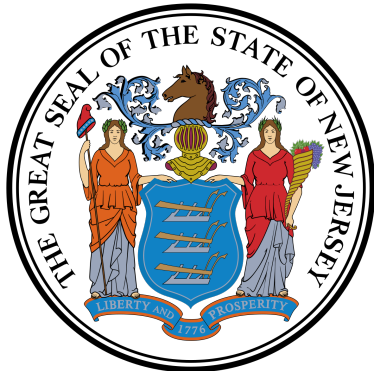
Timothy J. Waller, Ph.D (Cumberland) & Megan Muehlbauer, Ph.D (Hunterdon)

Broken into stepwise sections

- Requesting DEP pesticide recertification credits
- Setting up the meeting platform & registration
- ID verification
- Getting the word out
- In-session conductance
- Post-session follow-up







Department of Environmental Protection
-Bureau of Licensing & Registrations



Important reminders when interacting with the DEP

Always be respectful!!!

They can disallow our ability to provide credits

Few staff = give them ample processing time (30d)


You are personally responsible

Forms required for credit requests

(pestcertcourses@dep.nj.gov)

1. DEP Training Course Application

Rev 3/19



New Jersey Department of Environmental Protection
Bureau of Licensing and Registrations
401 East State Street
Mail Code 401-04E
Trenton, NJ 08625-0420

**NOTE: THIS APPLICATION
MUST BE SUBMITTED AT
LEAST 25 DAYS PRIOR TO
THE COURSE DATE**

PESTICIDE TRAINING COURSE APPLICATION

You will find this application on our website (www.nj.gov) in MS Word format. Please fill it out completely, save it and then send it to: pestcertcourses@dep.nj.gov (as an attachment to an email).

COURSE TITLE October 2020 Nursery Crop Twilight Meeting		NEW JERSEY COUNTY Cumberland
NAME OF FACILITY & FULL ADDRESS WHERE COURSE WILL BE HELD Online via Rutgers Cooperative Extension of Cumberland County, 291 Morton Ave., Millville, NJ 08332		DATE(S) OFFERED October 22, 2020
ORGANIZATION/SPONSOR(S) OFFERING COURSE Rutgers Cooperative Extension of Cumberland County		
COURSE OPEN TO THE PUBLIC? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	RECERTIFICATION CREDITS? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	CATEGORIES REQUESTED CORE
IS THIS COURSE IDENTICAL TO A COURSE FIRST APPROVED WITHIN THE PAST 3 YEARS? SEE INSTRUCTIONS ON REVERSE No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If Yes, List Course Number:		TARGET AUDIENCE: Production plant nursery ANTICIPATED NUMBER OF ATTENDEES <u>50</u>
COURSE DURATION, BRIEF DESCRIPTION AND OBJECTIVES COURSE DURATION: <u>1 hour</u> COURSE START TIME: <u>6 pm</u> COURSE END TIME: <u>7 pm</u> LIST ALL BREAKS IN CLOCK TIMES: N/A BRIEF DESCRIPTION & COURSE OBJECTIVES: Topics include: Regulatory requirements for pesticide applicator certification, recertification, and licensing in New Jersey. Administrative changes to certification, recertification, and license renewal processes in New Jersey; includes interim COVID-19 exemptions. Will walk through use of online systems in place for manuals, examinations, and license renewal; resource guide with links provided.		
YOU MUST ATTACH YOUR COURSE AGENDA. A DETAILED DESCRIPTION OF EACH TOPIC IS REQUIRED. INCLUDE START AND STOP TIMES FOR EACH TOPIC/SPEAKER. ALL BREAKS AND MEAL TIMES MUST BE SHOWN. INCLUDE A DESCRIPTION OF THE METHODS THAT WILL BE USED TO ENSURE THAT ONLY ATTENDEES WHO SIT FOR THE ENTIRE COURSE RECEIVE A COURSE CERTIFICATE.		
NAME OF INSTRUCTOR(S) w/ CREDENTIALS (i.e., short bio and/or resume) (-Biography attached) 1. Patricia Hastings, Rutgers Pest Management Program Associate		
CERTIFICATION: I agree to ensure that this training course will be conducted according to the standards set forth in the Course Sponsor Instructions. I understand the credits assigned to this Pesticide Training Course are based on the agenda information and may be adjusted by Bureau of Pesticides Operations staff based on actual course content. I will notify the Department of all changes to the attached agenda at least 2 business days prior to date of course. I understand that submitting information for pesticide training course approval is a legal process. Falsification by a course sponsor responsible for the information provided, and/or failure to conduct the training as pre-approved, may result in the withdrawal of course approval, not only for the submitted course, but also for future courses, and that the Department reserves the right to pursue further legal remedies.		
NAME/SIGNATURE OF PERSON RESPONSIBLE FOR THIS COURSE Timothy J. Waller		DATE 10/12/2020
PRINT NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF SPONSOR'S CONTACT PERSON FOR THIS COURSE: Timothy James Waller, Ph.D., Agriculture & Natural Resources County Agent III; Nursery Agent; 291 Morton Ave; Millville, NJ 08332; 856-451-2800, ext. 1 CONTACT'S EMAIL ADDRESS: twaller@njaes.rutgers.edu		

Forms required for credit requests

(pestcertcourses@dep.nj.gov)

1. DEP Training Course Application

2. Course Program



Cooperative Extension of Cumberland County
Rutgers New Jersey Agricultural Experiment Station
Extension Education Center
291 Morton Ave.
Millville, NJ 08332-9776

Submitted to DEP: 10/12/2020

October 2020 Nursery Crop Twilight Meeting

Online Program

5:30pm Webinar opens, video attendance verification
-Timothy Waller, Rutgers Cooperative Extension Agriculture Agent for Cumberland County

(Recording begins) : Welcome Remarks

6:00pm Pesticide Regulatory Review for Pesticide Applicators, Businesses, and Agricultural Employers
-Patricia Hastings, Rutgers Pest Management Office Program Associate

(Recording ends)

7:00pm Additional questions; Adjourn

Forms required for credit requests

(pestcertcourses@dep.nj.gov)

1. DEP Training Course Application
2. Course Program
3. Talk descriptions



Cooperative Extension of Cumberland County
Rutgers New Jersey Agricultural Experiment Station
Extension Education Center
291 Morton Ave.
Millville, NJ 08332-9776

Submitted to DEP: 10/12/2020

October 2020 Nursery Crop Twilight Meeting

Talk Description

Patricia Hasting
Rutgers Pest Management Office Program Associate I

Title: Pesticide Regulatory Review for Pesticide Applicators, Businesses, and Agricultural Employers.

Topics: Regulatory requirements for pesticide applicator certification, recertification, and licensing in New Jersey. Administrative changes to certification, recertification, and license renewal processes in New Jersey; includes interim COVID-19 exemptions. Will walk through use of online systems in place for manuals, examinations, and license renewal; resource guide with links provided.

Revisions to New Jersey pesticide regulations NJAC 7:30 (April 2020), including certification by examination and Worker Protection. Special emphasis on key differences for ag employers and trainers between NJ regulations and 2015 federal Revised Worker Protection Standard. Explanation of federal WPS training policy for COVID-19.

Handout: Resources for New Jersey Licensed Pesticide Applicators

Forms required for credit requests


(pestcertcourses@dep.nj.gov)

1. DEP Training Course Application

2. Course Program

3. Talk descriptions

4. **Speaker bio** (*required by all now*)



Cooperative Extension of Cumberland County
Rutgers New Jersey Agricultural Experiment Station
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291 Morton Ave.
Millville, NJ 08332-9776

Submitted to DEP: 10/12/2020

October 2020 Nursery Crop Twilight Meeting

Speaker List

(1) Patricia Hasting
Rutgers Pest Management Office Program Associate I

Speaker Biographical Notes

Patricia is the lead for Rutgers Pesticide Safety Education Program (PSEP), working with George Hamilton who is the Pest Management Program Leader. She is also the Extension PSEP Coordinator for New Jersey, the coordinator of NJAES School IPM Outreach, and the coordinator of Rutgers Extension Worker Protection Standard Lead for New Jersey.

Forms required for credit requests

(pestcertcourses@dep.nj.gov)

1. DEP Training Course Application
2. Course Program
3. Talk descriptions
4. Speaker bio *(required by all now)*
5. RU Standard Methods



Cooperative Extension of Cumberland County
Rutgers New Jersey Agricultural Experiment Station
Extension Education Center
291 Morton Ave.
Millville, NJ 08332-9776

Submitted to DEP: 10/12/2020

October 2020 Nursery Crop Twilight Meeting

Methods to ensure participants attentiveness and recertification qualifications

Course methodology:

1. This twilight meeting / pesticide recertification session will be conducted on a Rutgers licensed WebEx online platform. Online format is due to COVID-19 related in-person restrictions. Online platform will open 30 minutes prior to the first presentation and continue after last presentation to allow for grower questions.
2. The entire session will be recorded, including the presenter screens.
3. Identity will be verified through uploading a government issued ID and a copy of their pesticide license through Rutgers Connect (encrypted and secure) for each attendee wishing to acquire pesticide recertification credits.
4. Grower pesticide license numbers, birthdates, attendance information, and course materials will be available. The required attendee roster will be sent in post-session (Pesticide Applicator Recertification Course Attendance Form).

Attentiveness

1. Two Rutgers Cooperative Extension staff (additional to session speakers) will be on the call to monitor all video screens, assuring audience attendance and attentiveness throughout the duration of the online meeting.
2. Participants' arrival and departure from the session will be recorded.

- 1. Attend the entire meeting with live VIDEO feed on, seated in the center of the frame.** Those without a webcam or phone attendees without a live video feed are not eligible to receive credits. *(Additional moderators required)*.
- 2. Attendees must participate throughout the entire session,** staying to the end. Individuals are not eligible for credits if they arrive after the start of the first training topic or leave before the end of the last topic. **Polls *can be* randomly scheduled,** and **attendance will be visually monitored** to verify attendance.
- 3. In order to meet NJDEP-required identity verification requirements,** each attendee must provide a copy of a **Government issued photo ID** (passport, driver's license, municipal, or county ID) and **their New Jersey Pesticide Applicator License** as part of their registration. Uploaded through **Rutgers Connect**

WebEx Training

The screenshot shows the Rutgers WebEx Training website. At the top, there is a navigation bar with the Rutgers logo on the left and a menu with items: Home, Webex Meetings, Webex Events, Webex Support, Webex Training (highlighted), and My WebEx. Below the navigation bar is a sidebar with a scrollable list of options: New User Reference, Attend a Session, Host a Session (expanded), Schedule Training (highlighted with a black box and an arrow pointing to it from a callout box), Instant Session, Hands-On Lab, Test Library, My Training Recordings, and Set In. The main content area is titled "Join an Unlisted Training Session" and contains the following text: "To join an unlisted training session, type the session number that your host gave to you, then click **Join Now**." Below this text is a "Session Number:" label followed by an empty text input field and a "Join Now" button. At the bottom of the page, there is a copyright notice: "© Rutgers, The State University of New Jersey, an equal opportunity, affirmative action institutic © 2016 Cisco and/or its affiliates. All rights reserved. [Privacy](#) | [Terms of Service](#)".

Gives the host more control and allows for collection of critical registration information.

***Zoom is also an option, just be sure you are able to collect appropriate registration data AND can easily monitor cameras.

Registration Setup

Schedule Training Session

Session and Access Information

1

Topic: Test / @Required/ Copy fee

Registration

You can require attendees to register for a training session before they can join it. When their registration requests are approved, attendees will receive a unique registration ID in the session email.
 You must enable registration if you want to charge attendees a fee.

6

5

Attendee Registration:

- Require attendee registration [Customize form](#) ⓘ
- Automatically approve all registration requests
 (If you select not to automatically approve registration requests, you must manually approve each attendee's registration request before they can join the session)

7

Set registration password:
 Confirm registration password:
 Registration close date:

(Optional)

None

0 days 0 hours 00 minutes before session starts

8

Maximum registrations allowed:

(Required)

Allow waitlist signup

- Automatically register first attendee in waitlist
- Manually register from waitlist

9

Attendee can cancel registration:

Not allowed

0 days 0 hours 00 minutes before session starts

Estimated duration: 2 hours

- Multiple sessions (attendees register for entire sequence)
- Schedule irregular sessions (each session may be edited separately later)

Registration Setup

Attendees

Invited attendees: Pat Hastings, Hemant Gohil, Nicholas Polanin

Security: Exclude password from emails sent to attendees
 Attendees must have an account on this service to attend session

Presenters

Invited presenters:

Session Options

Available features: Chat, Poll, Video, View video thumbnails, Number of attendees, Send video, Attendee List, File Transfer, Presentation, App

10 → [Edit Options...](#)

Destination address (URL) after session:

Greeting message: [Customize greeting message when attendee joins](#)

12 → [Customize greeting message when attendee joins](#)

Session Options

Training session options
 Select options that you want participants to have when a training begins.

Chat Video
 File transfer View video thumbnails

Attendee Privileges
 Select the attendee privileges that you want all attendees to have when the session begins.

Sessions:
 Recording Number of attendees
 Send video Attendee list

Documents:
 Save Annotate
 Print Thumbnails

Create an Attendee Greeting - Google Chrome

Display this message when attendees join the session.

Message:
 Welcome to my session.
 You can chat, share presentations, documents, or applications right in your browser!
 Regards,
 Regan Pughbauer
 (4000 characters max)

Save **Cancel**

Registration Form

Session status:	Not Started
Session dates:	Friday, May 29, 2020
Starting time:	9:45 am, Eastern Daylight Time (New York, GMT
Duration:	1 hour
Presenters:	Megan Muehlbauer
Description:	
Host's name:	Megan Muehlbauer
Host's email:	muehlbauer@njaes.rutgers.edu

Registration Information

First name:	<input type="text"/>	(Required)
Last name:	<input type="text"/>	(Required)
Email address:	<input type="text"/>	(Required)
Farm Name:	<input type="text"/>	
Pesticide License Number:	<input type="text"/>	
Date of Birth:	<input type="text"/>	

Customized Registration Form (Attendee View) ¶

Inviting Presenters

Attendees

Invited attendees:

Pat Hastings
Hemant Gohil
Nicholas Polanin

Invite Attendees...

Security:

- Exclude password from emails sent to attendees
- Attendees must have an account on this service to attend session

Presenters

Invited presenters:

19

Invite Presenters...

Session Options

Available features:

Chat, Poll, Video, View video
thumbnails, Number of
attendees, Send video, Attendee
List, File
Transfer, Presentation, App

Edit Options...

Destination address (URL) after session:

Greeting message:

[Customize greeting message when attendee joins](#)

Inviting Presenters

11

Invite Presenters
Provide new presenter information here or select contacts from your address book.

Presenters to Invite	Name	Email address	Phone number	Language	Time Zone	Locale
<input checked="" type="checkbox"/>	Mogan Muehlbauer	meganmu82@gmail.com	1-	English	New York Time	U.S.

[Select Contacts...](#)

* Required field

New Presenter

Number (with area/city code)

Add presenter as attendee in my address book
 Invite as alternate host

3. Select All then Invite

2. Click this then fill in information for each

***If using another platform, we would suggest ensuring presenters enter the room as hosts. This makes meetings run smoother.

Inviting Presenters

Webex Events Webex Support **Webex Training** My WebEx Modern View **NEW!** meganmu

Set the number of attendees in each breakout session:
 Manually assign registered attendees to breakout sessions (requires attendee registration to be enabled)

Email Options
You can select the types of email messages that you want to send by clicking Edit Email Options.
[Edit Email Options...](#)

Session Information

Agenda: Plain text HTML [?](#)

Description: Plain text HTML [?](#)

Graphics: [Import Picture...](#) [Remove Picture](#)

Course Material
Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously.
(no file specified yet.)
[Add Course Material...](#)

Tests
You can add a test to this session for delivery before, during, or after this session. To add a test that you have already created and saved in the Test Library, click Add Test. To create a test, or to import from your polling questionnaire, schedule this session first. On the confirmation page that appears, select Add a Test. You can also go to the Session Information page later to add or edit a test after you have scheduled this session.
(no test yet.)
[Add Test...](#)

[Save As Template](#)

4 → [Update](#) [Start Session](#) [Cancel](#)

4. → You must click UPDATE for the invitation to be sent out. ¶

Inviting Presenters

Send updated session information:

- To all invited participants
- Only participants added or removed from the invited list
- To no one

OK Cancel

59

rutgers.webex.com/tc3300/trainingcenter/jsp/scheduler/sections/update_s...

Home Webex Meetings

New User Reference

Attend a Session

Host a Session

- Schedule Training
- Instant Session
- Hands-On Lab
- Test Library
- My Training Recordings

Set Up

- Webex Training
- Preferences
- My Profile

Support

- Help
- MyResources
- Downloads

Modern View [Home](#) [meganmu](#) L

Attendees in each breakout session:

Selected attendees to breakout sessions (requires attendee registration to be enabled)

Description: Plain text HTML

Graphics:

Course Material

Course material specified can be downloaded by participants before the session starts. To add course material, you can either upload new files or select ones you have uploaded previously.

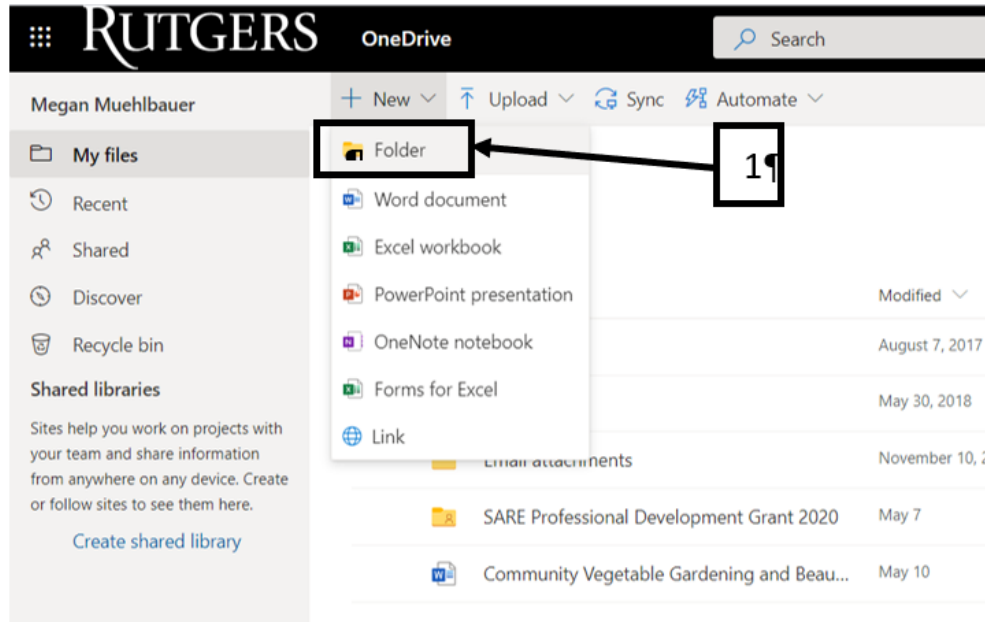
(No file specified yet.)

Tests

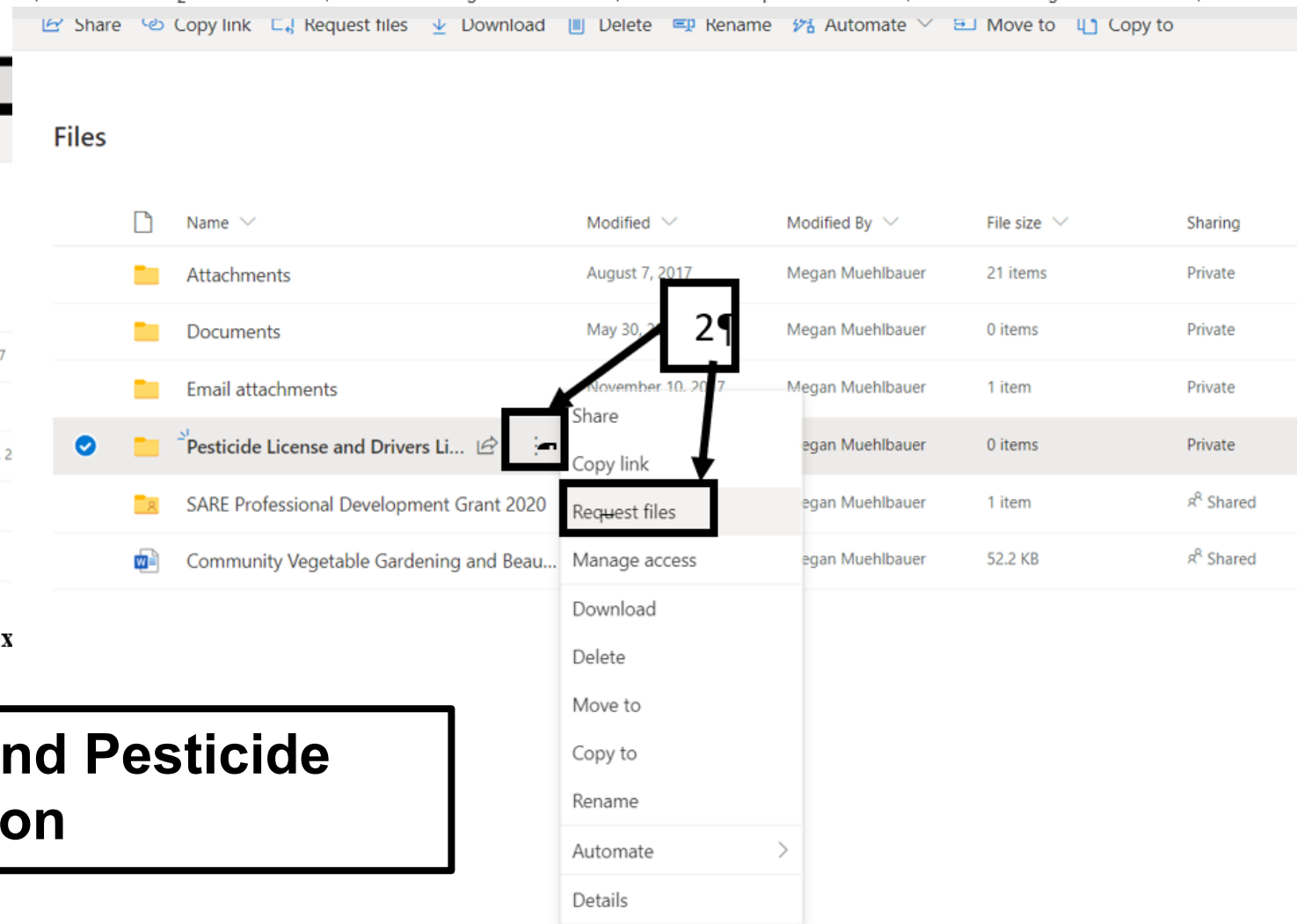
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(No test yet.)

Rutgers OneDrive



1. → Click *New* and then *Folder* to make a new folder ex documents.



→ Click the three dots to the right of the file name. In the dropdown menu select *Request files*.

Uploading a copy of Photo ID and Pesticide License for Verification

Megan Muehlbauer

Search

Share Copy link Request files Download Delete Rename Automate Move to Copy to

My files

Recent

Shared

Discover

Recycle bin

Shared libraries

Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.

Create shared library

Files

Name

Attachments

Documents

Email attachments

Pesticide License and Drivers License Upload

SARE Professional Development

Community Vegetable Garden

Request files

What files are you requesting?

Pesticide License and Drivers License Upload

Recipients will see the above request name and can upload only.

Next Cancel

31

Megan Muehlbauer

Search

Share Copy link Request files Download Delete Rename Automate Move to Copy to

My files

Recent

Shared

Discover

Recycle bin

Shared libraries

Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.

Create shared library

Files

Name

Attachments

Documents

Email attachments

Pesticide License and Drivers License Upload

SARE Professional Development

Community Vegetable Garden

Send file request

Here's the link people can use to upload files

https://th63xPmck-fUjpslsBAGLvB8go3eR7MG5K3Pw2FQ Copy link

Anyone with the link can upload files

Or you can send it via email

Enter a name or email address

Add a message (optional)

Done

41



go.rutgers.edu

The official Rutgers URL shortener

You'll need to be a Rutgers faculty or staff member to access this site.

Login with CAS

A screenshot of the Rutgers URL Dashboard. The dashboard has a red header with the Rutgers logo, a search bar, and navigation links for 'Dashboard', 'Whitelist', 'Organizations', and 'FAQ'. A user profile 'meganmu' is visible in the top right. The main content area is titled 'URL Dashboard' and includes an 'Add Link' button, a 'Newest first' dropdown, and a 'My links' dropdown. Below this is a list of links. The first link is 'Hunterdon Hard' with a search bar containing 'Pesticide_Credit_Test' and a 'Shrink' button highlighted with a red box. An arrow points from a box containing '69' to the search bar. The second link is 'Hunterdon County' and the third is 'HopsandBarley'. Each link entry shows the URL, creation date, visits, and owner.

<http://www.go.Rutgers.edu/shrunk-login>

Once you have all that together...

Its time to *get the word out!*

Visibility Matters!

Rutgers University | New Jersey Agricultural Experiment Station | Pesticide User Responsibility

PLANT & PEST ADVISORY

Rutgers Cooperative Extension

HOME | COMMERCIAL AG UPDATES | ON-FARM FOOD SAFETY | PLANT DIAGNOSTIC LAB | Search: october twilight

VEGETABLE CROPS | FRUIT CROPS | FIELD, FORAGE & LIVESTOCK | LANDSCAPE, ORNAMENTALS, NURSERY, & TURF

Search Results for: october twilight

OCTOBER 20, 2020 [TIM WALLER](#)

Reminder: October Nursery Twilight this Thursday (2 CORE-CREDITS)

Thursday, October 22nd, 2020

6:00-7:00 pm

[Click here to register for the twilight meeting](#)

Registration password: nursery

[Click here to upload your government issued Photo ID and Pesticide License prior to the meeting](#)

Please join us for a **CORE (2) credit bearing** session where Pat Hastings will be discussing regulatory requirements for pesticide applicator certification, recertification, and licensing in New Jersey. Administrative changes to certification, recertification, and license renewal processes in New Jersey; including COVID-19 exemptions. Millville, NJ. The meeting will be held virtually. Registration is required.

REGISTRATION

ID & License UPLOAD

INFORMATION

MEETING DETAILS

Meeting and registration details can be found at plant-pest-advisory.rutgers.edu/october2020twilight/.
Subscribe for twilight meeting announcements.
This meeting will be held virtually. Registration is required.

Rutgers Cooperative Extension
of Cumberland County
291 Morton Avenue, Millville, NJ 08332
(856) 451-2800 x1 Brandi
TWaller@njaes.rutgers.edu

Pesticide Regulatory Review for Pesticide Applicators, Businesses, and Agricultural Employers
Patricia Hastings, Pest Management Office Program Associate

- Regulatory requirements and administrative requirements for pesticide applicator certification, recertification, and licensing in New Jersey (including interim COVID-19 exemptions).
- Online systems in place for manuals, examinations, and license renewal.
- Revisions to New Jersey pesticide regulations NJAC 7:30 (April, 2020), including certification by examination and Worker Protection.
- Explanation of federal WPS training policy for COVID-19.

NJ Pesticide License Recertification Credits
Live video feed and photo ID + pesticide license required
CORE (2) credits anticipated

NJA **NJLCA**

Rutgers is dedicated to protecting your privacy and keeping your personal information safe. Upon upload, your files will be encrypted and stored to Rutgers Connect. Your information will be kept strictly confidential; used solely to meet NJDEP ID verification protocol for recertification credit; and will not be used for any other purpose. Your files will be deleted within 60 days after the training event. Cooperating Agencies: Rutgers, The State University of New Jersey, US Department of Agriculture, and Boards of County Commissioners. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.

RUTGERS
New Jersey Agricultural Experiment Station
COOPERATIVE EXTENSION
CUMBERLAND COUNTY

CORE

VIRTUAL

NURSERY TWILIGHT MEETING

THURSDAY, OCTOBER 22ND, 2020
6:00 PM - 7:00 PM
Pesticide Credit Check-in at 5:30 PM

MEETING DETAILS

Meeting and registration details can be found at plant-pest-advisory.rutgers.edu/october2020twilight/.
Subscribe for twilight meeting announcements.
This meeting will be held virtually. Registration is required.

Scan me



Rutgers Cooperative Extension
of Cumberland County
291 Morton Avenue, Millville, NJ 08332
(856) 451-2800 x1 Brandi
TWaller@njaes.rutgers.edu



Pesticide Regulatory Review for Pesticide Applicators, Businesses, and Agricultural Employers

Patricia Hastings, Pest Management Office Program Associate

- Regulatory requirements and administrative requirements for pesticide applicator certification, recertification, and licensing in New Jersey (including interim COVID-19 exemptions).
- Online systems in place for manuals, examinations, and license renewal.
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Visibility Matters!

Universitywide New Brunswick School of Environmental and Biological Sciences Search Rutgers

RUTGERS New Jersey Agricultural Experiment Station

Home About ▾ Cooperative Extension ▾ Research Topics ▾ County Offices Services ▾ Giving Contact Us Search NJAES

🏠 > PREVIOUS PAGE

Rutgers NJAES Calendar: All Statewide Events

Currently Showing

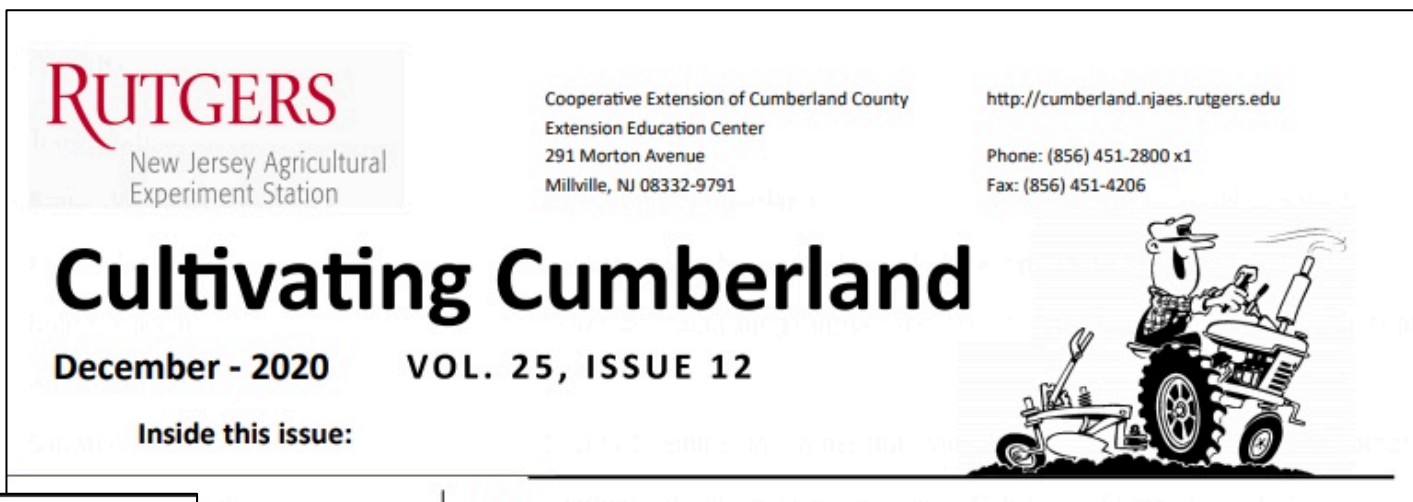
Statewide ▾ All Categories ▾ Refresh Calendar

January 2021 Feb | Mar | Apr | May | Jun | Jul

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE) Spaghetti Pie Live Virtual Cooking Class	9 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE)
10 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE)	11 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE) Managing Diseases of Ornamental Landscape Plants (ONLINE COURSE) Rutgers Professional Golf Turf Management School: Three-Week Preparatory Co...	12 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE) Foundations of Human Resources (ONLINE) Landscape Integrated Pest Management (IPM) (ONLINE COURSE) FSMA Produce Safety Rule Training (Day 1 of 2)	13 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE) Drinking Water Operator Review (ONLINE COURSE) Principles of Vapor Mitigation Design and Installation (ONLINE COURSE) FSMA Produce Safety Rule Training (Day 2 of 2)	14 CORE Training Program for the NJ Pesticide Applicators License (ONLINE COURSE) Principles of Vapor Mitigation Design and Installation (ONLINE COURSE)	15 Healthy PB&J Muffins Live Virtual Cooking Class	16

...and is mandatory

Get creative..



Drive people to
RU webpages and the
Plant and Pest Advisory

- Link to registration and ID verification (Rutgers Connect folder)
- Agenda
- Basic instructions

Instructions:

- › Register for event at the above link
- › Include your **pesticide license number** and **date of birth** if you would like recertification credits
- › After registration you will receive a **confirmation email with a link to the actual twilight meeting.**
- › Upload a copy of your government issued photo ID and pesticide license at the link above
- › Day-of: click the link in the registration confirmation email and select "**join by browser-New**" around 5:30pm
- › Day-of: **Have your video on if you wish to obtain credits**

- Link to registration and ID verification (Rutgers Connect folder)
- Agenda
- Basic instructions
- Required RU standard methods text

- 1. Attend the entire meeting with live VIDEO feed on, seated in the center of the frame.** Those without a webcam or phone attendees without a live video feed are not eligible to receive credits. (*Additional moderators required*).
- 2. Attendees must participate throughout the entire session,** staying to the end. Individuals are not eligible for credits if they arrive after the start of the first training topic or leave before the end of the last topic. **Polls can be randomly scheduled,** and attendance **will be visually monitored** to verify attendance.
- 3. In order to meet NJDEP-required identity verification requirements,** each attendee must provide a copy of a **Government issued photo ID** (passport, driver's license, municipal, or county ID) and **their New Jersey Pesticide Applicator License** as part of their registration. Uploaded through **Rutgers Connect**

- Link to registration and ID verification (Rutgers Connect folder)
- Agenda
- Basic instructions
- Required RU standard methods text
- Tip for attendees

such as...

If you choose to access via your smartphone, **it is recommended that it is fully charged or plugged in;** and that any background applications are not running.

- Link to registration and ID verification (Rutgers Connect folder)
- Agenda
- Basic instructions
- Required RU standard methods text
- Tip for attendees
- **REQUIRED** - ID upload security message

Rutgers is dedicated to protecting your privacy and keeping your personal information safe. Upon upload, your files will be encrypted and stored to Rutgers Connect. Your information will be kept strictly confidential; used solely to meet NJDEP ID verification protocol for recertification credit; and will not be used for any other purpose. Your files will be deleted within 60 days after the training event.

- **Gather registration information and email attendees**
 - For reporting / demographic purposes
 - Idea of who is attending (Commercial versus Private Applicators)
 - Additional instructions / reminders / access the platform
 - Rules of conduct to get credits (RU Standard Methods)
 - Give your cell phone number(s)

Prep your speakers

– Practice, practice, practice, practice, practice, practice

–Practice

– Get a copy of their presentation (*trust me, problems happen*)

– Make sure they have all the log in info

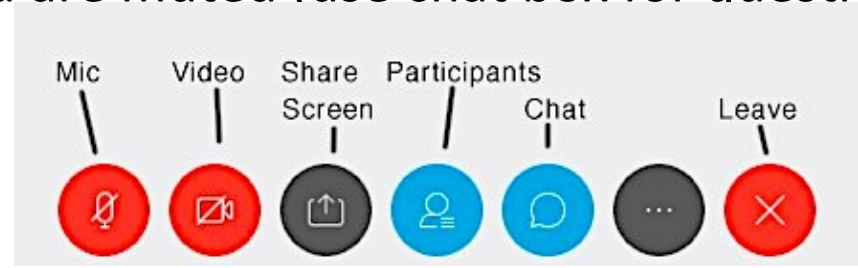
– and are available to **join early**



Day of the big show!

Welcome

Please *share video* if looking for credits
You are muted (use chat box for questions)



...cell phone number...



NJ Pesticide License Recertification Credits
Live video feed and photo ID + pesticide license required
CORE (2) credits anticipated

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Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners, Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.

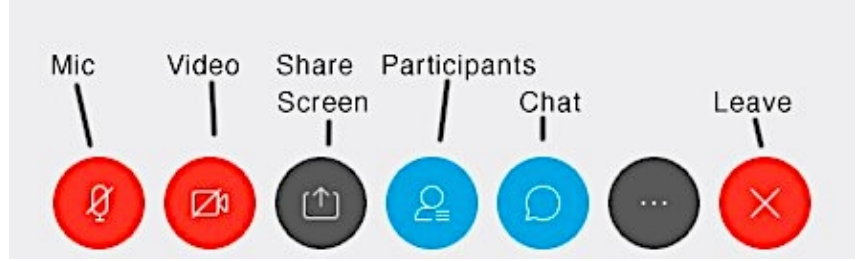
- Start session 15-30m early
- ...you will be troubleshooting!!
- Have your phone and email open!
- Start page with information
- Platform specific control/icons
- A repeated message for arrivals
- Moderators checking video feeds
 - helping troubleshoot
 - DM people not in video

● **RECORD**



Welcome

Please *share video* if looking for credits
 You are muted (use chat box for questions)



...cell phone number...



NO Pesticide License Recertification Credits
 Live video feed and photo ID + pesticide license required
 CORE (2) credits anticipated

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 Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners, Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.

- Host: know how to shift screen sharing roles
- Host: have a backup of all presentations (!!!)
- Follow your schedule!! ***(Remember their time is valuable)***
- Moderators/Host: Monitor chat box for questions *(ask after talk)*

Optional *(prepare ahead of time if possible)*

Polling

- Knowledge gain
- Attentiveness (**required in larger audiences**)
- **Steven Yergeau - YouTube NJAES - “Webex Polling Tutorial”**

Fill in the DEP Roster...

STATE OF NEW JERSEY				
DEPARTMENT OF ENVIRONMENTAL PROTECTION				
BUREAU OF LICENSING AND PESTICIDE OPERATIONS				
COURSE DATE:		1/1/2020 (9/24/2020)		
PESTICIDE APPLICATOR RECERTIFICATION COURSE ATTENDANCE FORM				
Last Name	First Name	License Number	Date of Birth	Course Number
Doe	Jane	12345A	01-02-1955	030292
Smith	John	54321A	02-01-1958	030292
Doe	Jane	12345A	01-02-1955	030292
Smith	John	54321A	02-01-1958	030292
Doe	Jane	12345A	01-02-1955	030292
Smith	John	54321A	02-01-1958	030292

Attentive / attendance verification sheet

September 2020 Nursery Crop Twilight Meeting										Course #	30292
Session on Thursday, September 24, 2020 6:00 pm											
Timothy Waller; Rutgers Cooperative Extension, Cumberland County											
#	Role	First Name	Last Name	Pesticide License #	Date of Birth	VIDEO-ON	ATTENDANCE	Photo-ID Upload	Pesticide License Upload	Email	
Attendance for pesticide recertification credits											
1	Credits	Doe	Jane	12345A	1/1/1955	YES	YES	YES	YES	email@address	
2	Credits	Smith	John	54321A	2/1/1958	YES	YES	YES	YES	email@address	
3	Credits	Doe	Jane	12345A	1/1/1955	YES	YES	YES	YES	email@address	
4	Credits	Smith	John	54321A	2/1/1958	YES	YES	YES	YES	email@address	
Other Attendees (NO CREDITS AWARDED)											
14	No credits	Joe	Kyle	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
15	No credits	Miles	Stu	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Presenters and moderators											
-	Moderator	Brandi	Williams	n/a	n/a	n/a	n/a	n/a	n/a	brandiwi@co.cumberland.nj.us	
-	Moderator	Katie	Silvers	n/a	n/a	n/a	n/a	n/a	n/a	katiesi@co.cumberland.nj.us	
-	Presenter 1	Timothy	Waller	n/a	n/a	n/a	n/a	n/a	n/a	twaller@njaes.rutgers.edu	
-	Presenter 3	Rich	Buckley	n/a	n/a	n/a	n/a	n/a	n/a	richard.buckley@rutgers.edu	
-	Presenter 2	William	Errickson	n/a	n/a	n/a	n/a	n/a	n/a	william.errickson@njaes.rutgers.edu	
-	Presenter 4	Raul	Cabrera	n/a	n/a	n/a	n/a	n/a	n/a	cabrera@njaes.rutgers.edu	

1. Then email both to DEP (pestcertcourses@dep.nj.gov)
2. Follow up with growers that credits were received with Course #
 - ◆ Include a teaching evaluation (see chat box)

(pestcertcourses@dep.nj.gov)

Pre-session requirements

- DEP-package
 1. DEP Training Course Application
 2. Course Program
 3. Talk descriptions
 4. Speaker bio (required by all now)
 5. RU Standard Methods
- Meeting platform
- Registration
- ID verification folder

Post-session requirements

- DEP-package (**onus is on you!**)
 1. DEP Attendance roster
 2. RU verification of attentive / ID
- Follow-up with attendees
 - Credit acknowledgement
 - Feedback on meeting, etc.

Thank you!

Tim Waller (twaller@njaes.rutgers.edu)

Megan Muehlbauer (muehlbauer@njaes.rutgers.edu)

Ideas for going 'hybrid' with credits???