

# IPM ~ PHC Council of Canada



## **IPM Accreditation Program**

### **Information Guide & Application Form for IPM Accreditation Examination**

#### ***About this Brochure . . . .***

Please read this brochure carefully. It will provide you with useful information about the IPM Accreditation Program system and will guide you through the accreditation process.

Inside you will find an "Application for IPM Accreditation Examination". To start the accreditation process, return this application form, with payment, to:

**IPM Accreditation Program**  
c/o U of G RC, 120 Main Street East,  
RIDGETOWN, ON N0P 2C0

#### ***Important Numbers***

##### **IPM Accreditation Program**

- General Inquiries
- Application Information
- Technical Inquiries

Phone . . . . . 1-866-385-IPMA / 519-674-1538

Fax . . . . . 519-674-1585

Internet Address . . . . . [www.ontarioipm.com](http://www.ontarioipm.com)

## ***What is the IPM - PHC Council of Canada?***

The IPM-PHC Council of Canada consists of industry Associations, and community environmental groups committed to having integrated pest management (IPM) as the new standard in turf and landscape care.

The Council's members include but are not limited to, the following groups:

Landscape Ontario	Professional Lawn Care Association of Ontario
Parks and Recreation Ontario	Structural Pest Management Association of Ontario
Environmental Coalition of Ontario	Professional Lawn Care Assoc. of America, Can. Chapter
Ontario Parks Association	International Society of Arboriculture
CropLife Canada	Ontario Golf Course Superintendents Association
Sports Turf Association	Ontario Vegetation Management Association
Hydro One	Urban Pest Management Council of Canada

### **Technical Advisors:**

Ontario Ministry of Agriculture, Food and Rural Affairs, and Ontario Ministry of Environment

## ***What is the IPM Accreditation Program?***

The IPM Accreditation Program (IPMAP) recognizes companies or organizations that demonstrate commitment to the principles of IPM (Integrated Pest Management) and PHC (Plant Health Care). The IPM-PHC Council of Canada will govern the process through certification, audit, and professional development. The Council's directive is to have an audit program that is rigorous, independently implemented, credible and open to scrutiny by the public, governments and relevant stakeholders.

## ***How does my company become IPM accredited?***

Accreditation is granted by the IPM-PHC Council of Canada. In order to become accredited, you must complete the following process:

### **Step# 1. IPM Accreditation Examination**

One person from your company must demonstrate his/her knowledge of IPM by successfully completing the IPM-PHC Council of Canada "IPM Accreditation Examination". This person is known as the *IPM Agent* for your company. After completing this step, your company becomes "Registered".

### **Step #2. Continuing Education Credits**

After completing the IPM Examination, IPM Agents must obtain a minimum of 8 Continuing Education Credits (CEC's) every year. CEC's are obtained by

attending industry conferences, meetings and seminars. Agents may also write the IPM-PHC Council of Canada “IPM Accreditation Examination” each year instead of obtaining CEC’s.

### **Step #3. Desk Review Audit**

After your company is registered, you must go through an annual Desk Review Audit. When you successfully complete this audit, your company will become “Accredited - Level I”.

### **Step #4. On-site Audit**

At least once every three years, your company must submit to an On-site Audit. You will become “Accredited - Level II” when you satisfactorily complete the On-site Audit.

Your company will be granted accreditation on an ongoing basis if you meet the requirements set out by the IPM - PHC Council of Canada each year, and you have paid your fees in full.

## ***Why should my company become accredited?***

Integrated Pest Management or IPM is a decision making process that uses all necessary techniques to suppress pests effectively, economically and in an environmentally sound manner.

IPM accreditation will address public concerns focused on the indiscriminate and excessive use of pesticides, promote professional development, and reduce risks from pesticide use to our environment.

The IPM accreditation process will help to reduce reliance on pesticides through the application of Integrated Pest Management (IPM), Plant Health Care (PHC) principles, and Best Management Practices (BMP). It will have particular emphasis on the implementation of:

- a) cultural practices that promote plant health,
- b) pest prevention,
- c) use of reduced risk products, and
- d) application of pesticides only when necessary.

## ***A Quick Look at the IPM Accreditation Examination***

**To begin the Accreditation process, you must:**

- ✓ **Complete the application form attached and return with your payment of \$250** to IPM Accreditation Program (IPMAP).
- ✓ **Review the study materials** that are recommended reading for the examination.
- ✓ **Schedule your IPM Accreditation Examination** by selecting a date and location from the list provided to you by IPMAP. The certification examination is multiple-choice and true/false, and is 80 questions long. It is closed book, and you have 90 minutes to complete it.
- ✓ **Successfully complete the Examination** with a mark of 75 % or greater. You will then receive an IPM Accreditation Certificate. If you fail on your first examination attempt, you have 6 months to rewrite the examination. The examination fee is \$50.00

## ***How do I apply for the IPM Accreditation Examination?***

### **Complete the application.**

Fill out the “Application for IPM Accreditation Examination” on the last page of this booklet. Be sure to include your complete personal and company address information and telephone numbers. The examination fee is \$250, and you must pay when you apply.

- ✉ **To apply by mail . . . pay by cheque, money order or VISA/MasterCard**
  - Return your completed application and your payment to:  
IPM Accreditation Program  
c/o U of G RC, 120 Main St. E.,  
RIDGETOWN, ON N0P 2C0
  - Pay by cheque or money order made payable to “University of Guelph”, or pay by completing the VISA or MasterCard information on the application.
- ☎ **To apply by phone . . . pay by VISA or MasterCard only**
  - Phone 1-866-385-4762, Monday to Friday 8:30 am to 4:30 pm
- ☎ **To apply by fax . . . pay by VISA or MasterCard only**
  - Fax your completed application to 1-519-674-1585, 24 hours a day, 7 days a week.

- Select your first and second examination location choices from the IMPAP Schedule of Examination Dates. Examinations are held across Ontario.
- You must apply at least 2 weeks before the examination dates you select.
- You must schedule and complete your examination within 12 months of your initial application and payment.
- Space may be limited, so schedule early for the time of your choice.

### ***How much does the IPM Accreditation Examination cost?***

- The examination fee is \$250.
- Pay by cheque, money order or credit card. (Do not mail cash).
- Full payment **must be received** before you can schedule an examination date.
- Partial payment or post-dated cheques are not accepted. No refunds are given.
- There is a \$30.00 charge for NSF cheques.

### ***How do I obtain the study materials?***

- You are responsible for obtaining your own study material to prepare for the examination.
- The IPM-PHC Council currently recommends the following study material:
  - i) OMAFRA Publication #384: “Turfgrass Management Recommendations”
  - ii) OMAFRA Publication #162: “Diseases and Insects of Turf in Ontario”
  - iii) OMAFRA Publication #816: “Turf IPM Manual”

- OMAFRA Publications are available from:  
Publications Ontario, 1-888-466-2372, or on-line at  
[www.publications.serviceontario.ca/ecom](http://www.publications.serviceontario.ca/ecom)

Additional resource material is available from:

- iv) “Integrated Pest Management Manual for LANDSCAPE PESTS in British Columbia”: Chapters 1-7, excluding Chapter 3.

- Downloadable from the following website:  
[www.env.gov.bc.ca/epd/ipmp/publications/manuals](http://www.env.gov.bc.ca/epd/ipmp/publications/manuals)

### ***Getting ready for your Examination***

- Review the materials and prepare to write the accreditation examination.
- We will send you a “Notice of IPM Examination” to confirm your examination

date, time, and location. If you do not receive this letter at least one week before your desired examination date, please call 1-866-385-4762.

- If your first choice is full or closed when your application is processed, you will be scheduled for your second choice. We will contact you if none of your examination choices are available.
- Check the information on the “Notice of IPM Examination” carefully. Make sure that your personal information on the letter is correct. It will appear this way on your certificate. If there is an error on this letter, you must call 1-866-385-4762 immediately.
- You will receive a receipt in the mail after your payment has been processed. Your receipt is your proof of registration. If there are any errors, call or fax us immediately.
- Make a note of your applicant number. To ensure a prompt response to your inquiries, quote this number when you contact the IPM Accreditation Program.

**You must give your “Notice of IPM Examination” to the invigilator at the examination location when you write your examination. If you do not present this “Notice of IPM Examination” as proof of registration, you will not be allowed to write the examination.**

### ***Writing the examination***

- You will be allowed a maximum of 90 minutes to write the IPM Accreditation Examination.
- There are 80 questions on the examination (multiple choice and true/false).
- The examination is closed book. The use of reference material is not permitted during the examination.
- You must obtain a grade of 75% or more on the IPM Accreditation Examination to obtain your certificate.

### ***Getting Your Results***

- We will issue you an IPM Accreditation Certificate if you successfully complete the examination.
- Your certificate will be sent to you by mail within ten (10) working days following the examination.
- Examination results are confidential and will be disclosed only by mail sent to the original registrant and only to the address stated on the original application. Results will not be disclosed via fax, phone or email.
- If you are unsuccessful in the examination, we will send you a letter outlining your results, within ten (10) working days following the examination date. The letter will explain the procedure for re-examination.

- You will be allowed one opportunity to rewrite the examination within six (6) months of your initial exam date. The examination fee is \$50.00.
- If additional attempts are necessary, you will be required to pay the full examination fee of \$250.
- The examination must be rewritten within a 12 month period following the original examination date.

### ***Rescheduling or Cancelling an Examination Time***

- You may reschedule an examination time only once without a penalty.
- You must notify the IPM Accreditation Program at least 48 hours before your scheduled examination time. If you do not notify the IPM Accreditation Program and you do not write at your scheduled examination time, you will lose your full certification fee and you will need to reapply as a new applicant (pay \$250.00) to be eligible for a new examination date.
- The IPM Accreditation Program may cancel an examination due to weather conditions or other difficulties. This examination will be rescheduled without penalty and we will notify all registered applicants of these arrangements.

### ***How Do I Fill Out the Application Form?***

- Print clearly in ink.
- Print the information in the boxed areas where requested.
- **Forms must be completely filled in before your application is processed.**
- Check whether correspondence should be sent to your home or company address.
- Sign and date your application.

#### **Section 2: Examination Request**

- Select a date and location for your examination from the schedule of examination dates provided by IPMAP. Indicate your first and second choice.

#### **Section 3: Payment**

- Mark your method of payment.
- If you choose to use your credit card, accurately fill in your card number, expiry date, and the name on the card.
- Make cheques and money orders payable to “University of Guelph.”
- Applications received without payment will not be processed.

**Application for IPM Accreditation Examination**  
**General Enquiries 1-866-385-4762 / 519-674-1538**



**Section 1 - Personal and Company/Organization Information**

**Print clearly in ink**

Name of Applicant (First, Middle, Last)		Date of Birth (Mon/Day/Year)
Home Address (Number, Street, Apt./Unit)		Home Telephone ( )
City/Town	Postal Code	Home Fax ( )
Company Name		
Company Address (Number, Street, Apt./Unit)		Company Telephone ( )
City/Town	Postal Code	Company Fax ( )
County/Regional Municipality		Email:

**Landscape Exterminator Licence Number: 70 - 02 - \_\_\_\_\_ Expiry Date: \_\_\_\_\_**

Send correspondence to my *home*  *company* .

**Industry Sector** (*must select one*): Lawn Care \_\_\_\_\_ Golf \_\_\_\_\_ Municipal \_\_\_\_\_

**Section 2 - Examination Information:** I would like to register for the following examination date and location:

1st Choice: Location: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Choice: Location: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: If your first choice is not available, you will be scheduled into your second choice.  
We will let you know which location you are scheduled for at least one week before the examination date.

**Section 3 - Payment: \$250.00 (GST Exempt)**

Payment by  Cheque  Money Order  VISA  MasterCard Do not mail cash. (No refunds)  
Make cheque payable to "University of Guelph".

Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ Name on Card \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Section 4**

Personal information contained on this form will remain confidential and will be used to register participants in the IPM Accreditation Program, provide information updates to the IPM-PHC Council of Canada and to evaluate the impact and usefulness of the program.  
I certify that the information given on this form is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application form and payment to:** (Incomplete information may hold up registration.)

**By mail to:** IPM Accreditation Program,  
U of G RC, 120 Main St. E.,  
RIDGETOWN, ON N0P 2C0

**By fax to : 519-674-1585** (with Visa/MasterCard payment only)

