

IPM ~ PHC Council of Canada



IPM Accreditation Program

Information Guide for Continuing Education Credits

About this Brochure

Please read this brochure carefully. It will provide you with useful information about the new IPM Accreditation Program. Inside you will find details concerning the Continuing Education Credits (CEC) and a "CEC Reporting Form".

This brochure contains information for individuals or companies who have already completed the IPM-PHC Council of Canada "IPM Accreditation Examination". If you have not yet completed this step, please contact the IPM Accreditation Program to do this first.

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

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

Fax 519-674-1585

Internet Address www.ontarioipm.com

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:

i. 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".

ii. Continuing Education Credits

After completing the IPM Examination, IPM Agents must obtain a minimum of 8 Continuing Education Credits (CEC) every year. CEC are obtained by attending industry conferences, meetings and seminars. Agents may choose to write the IPM-PHC Council of Canada "IPM Accreditation Examination" each year instead of obtaining CEC.

iii. Desk Review Audit

After your company is Registered, you must go through an annual Desk Review Audit.

iv. 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 each year, and you have paid your fees in full.

A Quick Look at Continuing Education Credits (CEC)

1. What is the annual IPM Agent and IPM Certified Applicator fee?

The annual IPM Agent and IPM Certified Applicator fee is \$75.00. This includes the administration of the Continuing Education Credit component of the IPM Accreditation process.

2. What are the CEC requirements?

You must obtain a minimum of 8 CEC each year (12 month period) in order to maintain IPM Accreditation. You may start receiving your CEC from the date you received your IPM Accreditation Certificate (the date you successfully completed the IPM Accreditation Examination). Any meeting/course hours held before your certification date will not count towards your CEC.

In lieu of obtaining 8 CEC, you may choose to write a supplementary IPM-PHC Council of Canada “IPM Accreditation Examination”. A score of 75% must be obtained on the examination.

3. How do I report my CEC?

- You must submit the CEC Reporting Form to IPMAP.
- Submit a separate form for each meeting, workshop, or course you are claiming credit for.
- Make sure you complete all information on the form, sign it and date it, before you send it in.
- Providing false information is a violation of the IPMAP Code of Ethics and may cause the revocation of your Accredited status.

4. How do I Obtain CEC?

The IPM-PHC Council of Canada will assign credit hours to seminars, lectures and demonstration projects run by Associations, schools, and private trainers. The list of approved credit hours will be published on the IPM-PHC Council of Canada website. Qualifying events will focus on IPM principles.

Examples of credit hours that may qualify for CEC are:

1. Ontario Turfgrass Symposium
2. Integrated Pest Management Symposium
3. GTI Field Day
4. Landscape Ontario Congress
5. IPM Seminars - OMAFRA

6. IPM Seminars - Landscape Ontario
7. CGSA conference
8. ISA conference
9. Graduate of Horticultural School (within 2 years)
10. University of Guelph Horticulture, Landscaping & Turf Program
11. Short Course, Turf Manager, University of Guelph
12. PLCAA approved courses, to be determined by IPM-PHC Council of Canada
13. Seminars conducted by GTI staff/consultants
14. Seminars, approved in course content and instructor by the IPM-PHC Council of Canada

5. How can I verify that I have all my CEC?

IPMAP will maintain a record of CEC that each IPM agent submits, to monitor their annual accreditation. You will be notified at the end of each twelve month period of the status of your CEC.

When you complete your Desk Review Audit, you must provide the Auditor with documentation that verifies your attendance at the approved training, such as meeting agendas, certificates you received, etc.

How Do I Fill Out the CEC Reporting Form?

- Print clearly in ink.
- Print the information in the boxed areas where requested.
- **Submit a separate form for each meeting, workshop or course you are claiming credit for.**

1. Enter your first name, middle initial and last name.
2. Enter your IPMAP Certificate number.
3. Name or describe the meeting you attended (i.e. Ontario Turfgrass Symposium, IPM Symposium, etc).
4. Enter the number of hours of credit you are claiming. One hour of training equals one CEC.
5. Select the meeting format (i.e classroom, workshop, field day, etc).
6. Write the last name of the course instructor or program leader.
7. Write in the program location (city and province).
8. Write in the date you attended the meeting.
9. Sign and date the form. Return the completed form to IPMAP.

IPM Accreditation Program
Continuing Education Credit (CEC) Reporting Form
 General Enquiries 1-866-385-4762 / 519-674-1538



Personal Information:

Print clearly in ink

First Name	Middle Initial	Last Name
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IPMAP Certification Number:

Change of Address if required:

Home Address (Number, Street, Apt./Unit)	Home Telephone ()
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City/Town	Postal Code	Home Fax ()
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Company Name

Company Address (Number, Street, Apt./Unit)	Company Telephone ()
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City/Town	Postal Code	Company Fax ()
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County/Regional Municipality

CEC Information:

Meeting or Course Title:

# of Credits Applied for:	Program Type:
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Program Leader/Instructor:

Program Location:	Date of Meeting:
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I certify that the information given on this form is true and correct. I understand that when I complete my Desk Review Audit, I must provide the Auditor with documentation that verifies my attendance at the above training.

Signature: _____ Date: _____

Return completed CEC Reporting Form to: (Incomplete information may hold up processing)

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

By fax to : 519-674-1585