SPECIALTY TURF INTEGRATED PEST MANAGEMENT (IPM) CERTIFICATION PROGRAM (Ontario)

POLICIES AND PROCEDURES
IPM Council of Canada

The Council

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Integrated Pest Management (IPM) is a process that uses all necessary techniques to suppress pests effectively, economically and in an environmentally sound manner. IPM employs a two-pronged approach: managing the plant environment to prevent problems and using thresholds to decide how and when to treat pests. The IPM Council of Canada (the Council) brings together industry associations and groups committed to having IPM as the standard in turf, landscape care, structural, specialty turf and vegetation management. The Council believes that science has proven IPM ensures environmental sustainability and the reduction of all inputs including water, fertilizer and pesticides.

The Council consists of two representatives from various industry groups with only one vote per industry sector. This ensures that no one sector can have undue influence over the decisions of the Council. The Council is responsible for the general administration of the IPM Certification Program.

Members of the Council include but are not limited to, the following groups:

- International Society of Arboriculture
- Canadian Golf Superintendents Association
- CropLife Canada
- Landscape Ontario Horticultural Trades Association
- National Golf Course Owners Association
- Ontario Golf Superintendents Association
- Ontario Parks Association
- Ontario Vegetation Management Association
- Parks and Recreation Ontario
- Professional Lawn Care Association of Ontario
- Structural Pest Management Association of Ontario
- Sports Turf Association

The Council plans to make the IPM Certification program available in both official languages. Translation of all materials will commence in 2010 to have the program and website available in both English and French by the end of 2010.

The IPM Advisory Committee

The IPM Advisory Committee is the expert committee responsible for the development and content of the IPM Certification Program (see attached terms of reference). Duties include the review of study
materials, examination questions, auditor qualifications and educational opportunities offering continuing education credits. Members of the committee include the following:

- Minimum of two (2) members of the IPM Council Board. This must include representatives from industry sectors affected by government regulation. Currently, these groups are the specialty turf, vegetation management and golf sectors
- OMAFRA turfgrass extension specialist
- MOE staff member
- Minimum of one (1) IPM researcher/academic.

1.0 General Definitions

Appeals Committee – the Executive Committee of the Council, as a multi-disciplinary subset of the Council Board of Directors, with knowledge in the IPM Certification process and no direct involvement with the granting of certification, shall act as the Appeals Committee for the adjudication of any disputes.

Continuing Education Credit (CEC) – unit assigned to 45-minute equivalents of IPM-related educational opportunities that have been approved by the IPM Advisory Committee.

Integrated Pest Management (IPM) – decision making process to manage pests from reaching damaging levels and for determining what actions to take when pest problems occur. An IPM approach may reduce the need for chemical pesticides.

IPM Certification Program (IPMCP) – a program to recognize individuals that have demonstrated a knowledge and commitment to the principles of IPM through a process of examination and professional development.

IPM Advisory Committee – expert committee of academics, regulators, industry representatives, and other advisors responsible for the development and content of the IPM Certification Program.

Specialty Turf - As defined in Ontario Regulation 63/09, specialty turf is turf used for lawn bowling, cricket, lawn tennis or croquet and is the same kind of turf that is used on golf course greens.

IPM Certified Agent – a licensed landscape exterminator who has successfully completed the IPM examination for golf & specialty turf; maintained the required continuing education credits; and is in good standing with the IPM Council of Canada by paying the annual registration fee on time; and is responsible for ensuring maintenance operations are conducted in accordance with IPM principles.

2.0 IPM Certification Program

The IPM Certification Program (IPMCP) recognizes licensed landscape exterminators who demonstrate their knowledge of and commitment to the principles of IPM through a process of certification and professional development. The IPMCP is based on the IPM Certification Program that was started in 2003 as a voluntary, industry-led program developed by the IPM Council, under the guidance of an environmental auditing consultant and managed by the University of Guelph, Ridgetown Campus (Ridgetown).
2.1 **IPM Certified Agents**

An IPM Certified Agent is the designated licensed landscape exterminator responsible for ensuring pesticides are used in accordance with IPM principles under the specialty turf exception of Ontario Regulation 63/09. It is also the person who writes the IPM examination for golf & specialty turf and completes the required continuing education credits (CEC) annually.

An IPM Certified Agent in good standing may act as the IPM Certified Agent for a specialty turf facility, as defined in Ontario Regulation 63/09. This means that the IPM Certified Agent is a licensed landscape exterminator who has successfully passed the IPM exam for golf & specialty turf; maintained the required annual continuing education credits; has paid the annual IPM Certified Agent registration fee to Ridgetown; and is responsible for the IPM program at the specialty turf facility and preparing the facility’s annual report. A certificate will be issued as proof of compliance with these conditions.

Ridgetown is responsible for the administration of the examination process and maintenance of IPM Certified Agent contact information and CEC status through 2014. This information is maintained by Ridgetown on a database and shared with the Council.

2.1.1 **IPM Examination**

The IPM Certified Agent must demonstrate their knowledge of IPM, as it relates to golf & specialty turf, by successfully completing the approved IPM examination for golf & specialty turf.

**a) Examination Registration**

Applicants may apply by telephone, fax or mail with Ridgetown at:

IPM Certification Program (IPMCP)
c/o University of Guelph, Ridgetown Campus
120 Main Street East
Ridgetown, ON N0P 2C0

Applicants must pre-register for the examination and payment of $250 must accompany the application. Payment may be submitted by credit card (Visa, MasterCard), cheque or money order payable to the University of Guelph, Ridgetown. Ridgetown provides written confirmation to each applicant and will provide applicants with receipts for any payments made.

Ridgetown provides a toll free number across Ontario staffed five days per week during normal business hours to answer questions from applicants.

**b) Examination Study Materials**

Applicants are responsible for obtaining their own study material. All applicants must be familiar with Ontario Regulation 63/09 made under the Pesticides Act. Download at [Ontario Regulation 63/09](http://www.ridgetown.ca). Current study materials for specialty turf managers are:

- OMAFRA Publication #384: “Turfgrass Management Recommendations”
- OMAFRA Publication #162: “Diseases and Insects of Turf in Ontario”
- OMAFRA Publication #816: “Turf IPM Manual”
c) Examination Scheduling

Examinations are conducted by Ridgetown throughout the province of Ontario such that no applicant will have to wait more than 60 days from the date his/her application was received to write the IPM examination in his/her region (based on 6 provincial regions). A schedule of examination locations and dates is updated regularly and posted on the IPMAP website. Additional examination dates can be arranged through Ridgetown with a minimum of 10 applicants per exam.

d) Examination Procedure

Ridgetown provides an invigilator to conduct the examinations according to the University of Guelph, Ridgetown Campus examination protocols. Invigilators must meet all the qualifications required by Ridgetown. The invigilator is responsible for the test material from the time they receive it from Ridgetown to the time it is returned to Ridgetown after the examination.

A minimum of three different versions of the examinations will be available by the end of 2010 from a pool of questions developed by the IPM Advisory Committee to ensure security. These will be refreshed annually and the pool of questions will be reviewed a minimum of every three years.

The examination will be a 90-minute, closed book exam consisting of 80 multiple-choice questions. Applicants must achieve a passing grade of 75% (60 of 80 questions correct) or better to achieve certification.

Applicants must return all examination material (exam, answer sheet etc.) to the exam invigilator upon leaving the exam centre. A certification number will not be issued to anyone failing to do so.

e) Examination Results

All examinations will be marked by IPMCP staff at Ridgetown. Ridgetown will issue IPM certification numbers to all applicants who successfully complete the examination. A letter with an IPM certification number will be mailed to applicants within ten (10) working days following the examination.

Examination results are confidential and will be disclosed only to the applicant by mail. Scores or pass/fail status will not be disclosed via fax, phone or email. Examination results are only released to the applicant and only to the address stated on the application.

Ridgetown will send notification to applicants who were unsuccessful in the examination within ten (10) working days following the exam date and explain the procedure for re-examination. Unsuccessful applicants may re-write the exam ONCE within six months at a reduced charge of $50. Subsequent attempts will be charged at the $250 examination fee.
f) Examination Irregularities

Applicants who find what they consider to be an error or ambiguity in an exam question must tell the invigilator at the time of the exam and write to the IPMCP c/o University of Guelph, Ridgetown Campus, 120 Main Street East, Ridgetown ON, N0P 2C0 immediately following the exam. The Council will send a written response to the applicant after the inquiry has been reviewed.

If there is reason to believe that a person has obtained their mark unfairly, the applicant will be notified of the reason for questioning the mark and given an opportunity to provide additional information. If a person is suspected of academic misconduct during an exam, they will be immediately advised of the suspected misconduct by the exam invigilator and a report will be attached to their exam package.

2.1.2 Annual IPM Certified Agent Registration

The IPM Certified Agent is responsible for maintaining their certification in the program by submitting the annual registration fee, current contact information, proof of valid landscape exterminator licence and proof of required CECs directly to the University of Guelph, Ridgetown Campus. The registration fee for all IPM Certified Agents is $75 +GST/HST per year.

Initial registration in the program will be accepted throughout the calendar year following successful completion of the examination. Registration fees are due by June 1st each year.

2.1.3 Continuing Education Credits (CEC)

IPM Certified Agents must maintain and upgrade their knowledge of IPM by obtaining a minimum of 8 CECs in each calendar year following the successful completion of the IPM examination for golf & specialty turf. IPM Certified Agents may also write the approved IPM examination in lieu of obtaining the necessary CECs. A score of 75% or better must be obtained on the examination to maintain their status as an IPM Certified Agent.

The IPM Advisory Committee will assign credit hours to seminars, lectures, demonstration projects and on-line learning opportunities run by associations, schools and private trainers. Event organizers must complete an application for their event to qualify for CECs within the IPM Certification program to be submitted to the Council at least 6 weeks before the event. A standardized application form is available on-line at the Ridgetown website and will be on the Council website in late 2010. Qualifying events will focus on IPM principles and the presenter’s qualifications will also be evaluated. A session must be 45 minutes or longer to qualify for one CEC.

IPM Certified Agents must submit the standard IPMCP CEC reporting form containing, but not limited to name, certification number, number of hours of credit being claimed, program location and date, and documentation of attendance to Ridgetown for sessions attended between Jan. 1 and Dec. 31st of each year. This requirement starts the year following the year the IPM examination is successfully completed.

Ridgetown maintains a database of CECs that each IPM Certified Agent submits for annual certification. Ridgetown will notify the IPM Certified Agents in October of the status of their CECs. IPM Certified
Agents will be informed that they have until Jan. 31st to submit all CEC reporting forms for the previous year. A letter will be sent by Ridgetown in early January reminding the IPM Certified Agents to submit the necessary CEC reporting forms.

IPM Certified Agents failing to achieve the minimum 8 CECs will be required to write the current IPM examination for golf & specialty turf to prove their knowledge of IPM is up to date and must pay the $250 examination fee to maintain their status as an IPM Certified Agent. The exam re-write must be successfully completed by June 1st when the IPM Certified Agent registration renewal is due. Failure to submit proof of required CECs or successful completion of the IPM exam results in the loss of certification status.

2.2 Certification Status Definitions

**Certified** – A licensed pesticide exterminator becomes an IPM Certified Agent when he/she has shown proof of holding a valid Ontario landscape exterminator licence; has successfully completed the IPM examination; and has paid his/her annual IPM Certified Agent registration fee in full. To maintain the certified status, the IPM Certified Agent must complete eight (8) continuing education credits (CEC) for each calendar year or successfully complete the IPM examination with a grade of 75% or better and have shown proof of holding a valid Ontario landscape exterminator licence. A certificate will be issued each year upon receipt of registration fee and proof that all requirements have been met.

2.3 Fee Structure - IPM Certified Agents

<table>
<thead>
<tr>
<th>Amount</th>
<th>Frequency</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td>once</td>
<td>IPM certification examination</td>
</tr>
<tr>
<td>$250</td>
<td>Annual (optional)</td>
<td>IPM certification examination in lieu of completing 8 CECs</td>
</tr>
<tr>
<td>$50</td>
<td>First exam re-write</td>
<td>Examination re-write after failed attempt within 6 months of original exam.</td>
</tr>
<tr>
<td>$75 + GST/HST</td>
<td>Annual (mandatory)</td>
<td>Annual fee for administration of IPM Certified Agent and tracking of CECs.</td>
</tr>
</tbody>
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All fees associated with the IPM Certified Agent are payable to:

University of Guelph, Ridgetown Campus  
IPM Certification Program  
120 Main Street East,  
Ridgetown, ON N0P 2C0

As an academic institution, examination fees paid to Ridgetown are not subject to GST/HST.
3.0 Database Management and Access to Information

The IPMCP at Ridgetown manages the database of IPM Certified Agent information on behalf of the Council through 2014.

Both Ridgetown and the Council observe strict privacy policies. Personal information, exam results or other examination information will not be released to anyone other than the applicant. Applicants must sign a declaration on their registration form stating that their information may be forwarded to the Council.

Access to database information by members of the Council will be restricted to statistical information. IPM Certified Agents may be listed publicly. The Ontario Ministry of the Environment may request information as proof that the policies and procedures described in this document are being followed.

In the event of an appeal of examination or certification privileges, only the Appeals Committee, appointed by the Council will be allowed access to the specific information pertaining to the appellant.

4.0 Non-Compliance

Non-compliance can occur in the following ways:

- Non-payment of fees to Ridgetown
- Failure to achieve minimum score on the IPM Examination for Golf & Specialty Turf
- Insufficient CECs
- Failure to hold a valid landscape exterminator licence

Non-compliance will result in:

- Failure to obtain IPM Certification or
- Failure to maintain IPM Certification
- Removal from the list of IPM Certified Agents

4.1 Non-payment of Fees

Ridgetown retains the right to discontinue managing an IPM Certified Agent’s file should payment of fees fall in arrears.

The IPM Certified Agent will not be registered with Ridgetown until payment is made for the following:

- Examination fee of $250 or $50 re-write fee as outlined in 2.1.1 IPM Examination policies and procedures,
- Annual IPM Certified Agent registration fee of $75.00 + GST/HST.

4.2 Failure to Achieve Minimum Score on IPM Examination

Applicants must achieve a minimum score of 75% on the IPM Examination in order to achieve certified status. This step must be completed prior to the IPM Certified Agent signing off on the Annual Report – Pest Control Product Usage on behalf of a specialty turf.
4.3 Failure to Attain Required Continuing Education Credits (CECs)

IPM Certified Agents must obtain a minimum of 8 CECs each year in order to maintain certified status and continue to act as the IPM Certified Agent for a facility. The IPM Certified Agent may, in lieu of obtaining 8 CECs, write the IPM Exam for Golf & Specialty Turf to demonstrate knowledge in IPM principles.

4.4 Failure to Hold a Valid Landscape Exterminator’s Licence

IPM Certified Agents must have a valid Ontario Landscape Exterminator’s Licence. Applicants may write the IPM Exam for Golf & Specialty Turf prior to obtaining their exterminator’s licence, but must show proof of a valid Landscape Exterminator’s licence before an IPM certification number is issued.