



Georgia Structural Pest Control Commission

AUTHORIZED RECERTIFICATION RECORD SUBMITTER

NOTICE 21-01

Instructors and sponsors of recertification training can submit official recertification attendance records through the Georgia Department of Agriculture's (GDA) **Recertification Record Portal**. All recertification training provided and submitted by an Authorized Recertification Record Submitter must comply with all requirements of SPCC Policy 13-01 and Rule 620-3-.04 of the Georgia Structural Pest Control Act.

The Rules of the Georgia Structural Pest Control Act require that each certified operator or registered employee attend ongoing training in lieu of reexamination during their renewal period. The Georgia Structural Pest Control Commission (SPCC) approves one credit hour for each hour of approved training. These trainings may be offered by state universities, state agencies, registrants, private companies and associations. Authorized Submitters can enter recertification attendance records that are provided/sponsored by the submitter. The requirements to become an Authorized Recertification Record Submitter are as follows:

1. Be an SPCC Approved Recertification Course Instructor or Sponsor of Recertification Courses;
2. Complete and submit the Authorized Recertification Record Submitter application, including the acknowledgement statement; and
3. Successfully complete the Authorized Recertification Record Submitter training provided by GDA.

Authorized Recertification Record Submitters must ensure the following:

1. The recertification course is approved by the Structural Pest Control Commission;
2. The recertification course was provided by an SPCC Approved Recertification Course Instructor;
3. The recertification course must be approved and assigned a GDA course number for the current year; and
4. A [Training Course Verification Form](#) is uploaded into the **Recertification Record Portal**.

Authorized Recertification Record Submitter Acknowledgement Statement

"I am aware that I may be subject to penalties if I make misrepresentations of facts knowing that such statement is false for the purpose of defrauding or deceiving for the benefit of myself or anyone else. I am aware that this voluntary agreement is subject to a penalty under the provisions of the Georgia Structural Pest Control Act, including license, certification, authorization and/or registration suspension, cancelation, or revocation."

GDA Authorized Recertification Record Submitter Training

This training will be provided annually and as needed. To attend this training, the applicant will need to submit the Application for Authorized Recertification Record Submitter.

Frequently Asked Questions

Q. How do I apply to become an Authorized Recertification Record Submitter?

A. SPCC Approved Recertification Course Instructor or Sponsor of Recertification Courses must complete and submit the Authorized Recertification Record Submitter application, including the acknowledgement statement; and successfully complete the Authorized Recertification Record Submitter training provided by GDA.

Q. When will training records show up on the public website?

A. Once these records have been submitted through the portal, the records will be reviewed and verified by GDA. After the verification is complete, records will be posted on the public website.

Q. What happens if the Training Course Verification Form does not include some of the required information?

A. Required information includes but may not be limited to the following: attendee's name, certification or registration number, course name, course number, instructor's name, training date, and total number of attendees. If the form does not include the required information, the record(s) will not be verified and will not be posted.

Q. Where can I find the recertification training policies and related applications?

A. GDA's website at <https://agr.georgia.gov/structural-pest-instructors-training-providers>

Q. What happens if instructors, sponsors, or submitters do not comply with requirements including, but not limited to, delayed submission of course attendance records, verifying attendee identification, or not following the approved course outline?

A. Recertification course credits may not be awarded and GDA may issue a penalty or take an action under the provisions of the Georgia Structural Pest Control Act including license, certification, authorization and/or registration suspension, cancelation, or revocation.

Q. When are the recertification verification records required to be submitted to GDA?

A. These records are required to be submitted within 30 days after the course completion date and can be submitted by mail, email or through the Recertification Record Portal.

Q. How many authorized submitters accounts can a sponsor have?

A. Currently, the software program is limited to one account for each sponsor. Each sponsor is limited to five authorized submitters.

Q. I'm a current Authorized Recertification Record Submitter. Can I have my employee submit Recertification training records through the Recertification Record Portal on my behalf?

A. No. Only the Authorized Recertification Record Submitter with an account to access the Recertification Record Portal is authorized to submit records.

Application for Authorized Recertification Record Submitter

Complete the application and send to the Structural Pest Division at pest@agr.georgia.gov. After completing the GDA Submitter training and being approved you will be able to submit training attendance records provided by your organization.

Applicant Name _____

Organization _____

Address _____

Phone Number _____

Email _____

Monitor the email address provided on this application for further information about the Authorized Recertification Record Submitter Training.

Sponsors or instructors who knowingly process fraudulent continuing education training may have credits reduced and risk of denial of accreditation of future courses.

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I have read and understand the **Authorized Recertification Record Submitter Acknowledgement Statement**.

Signature _____

GDA Official Use Only

Date applicant completed the GDA Submitter Training Course _____

Application Approval Date _____ Initials _____