



Montana Department of Agriculture Pesticide Training Verification Form for Webinars.
This is an official document. Altering this form will render it invalid.

Webinars delivered to individuals will be acceptable for credits if:

1. Attendance **MUST** be taken at the initiation and conclusion of live webinar. This includes taking the name and pesticide license numbers. Individuals desiring credits **MUST** document their legal name and license number. (This can be accomplished by entering their information into a chat window).
2. Attendance **MUST also be taken** every 30 minutes of online delivery (i.e. 30-minute mark of a 60-minute training). Acceptable methods of attendance tracking include:
 - a. Asking audience members questions relevant to the training. Responses **MUST** be documented (e.g., chat window).
 - b. Formally take attendance/roll call. Responses **MUST** be documented (e.g., chat window).

Attendees MUST participate in ALL attendance checks in order to receive credit.

The purpose for this is to ensure attendees are active participants throughout the entire training. Sponsors need to designate on the attendance record which method of attendance checks was utilized (option A or option B). If sponsors elect option A for attendance checks, please provide the list of questions asked with the attendance record.

3. Sponsors are responsible for tracking attendance during the program. Sponsors **MUST** save the training's chat history and submit with the MDA attendance record. Sponsors are responsible for filling out the MDA attendance record in full. A copy of the MDA attendance record will be sent to you upon approval of the training.
4. Sponsors must submit the training as a webinar using the previously established approval process by the Department of Agriculture. Please visit: <https://mtplants.mt.gov/PesticideApplicator/MeetingRequest.aspx> to submit training for review. When making your submission, in the field titled "type", select webinar.

A webinar is considered a live event. A person may not receive credit if he/she did not participate in the live broadcast of the training.

Return by mail or E-mail (preferred) within 14 calendar days of the program date to:

Montana Department of Agriculture, Attn Jenn Bergner, PO Box 200201, Helena, MT 59620 – jennifer.bergner@mt.gov

Sponsor Signature: _____ Date: _____ Page: _____ of _____



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Sponsors, please provide the following training information:

Meeting ID:

Name of Webinar:

Webinar Day and Time:

Please indicate which method will be used for tracking attendance (option A or B).

A complete license number and legal name MUST be included for credit to be granted. Attendees must participate in all attendance checks in order to receive credit. A webinar is considered a live event. A person may not receive credit if he/she did not participate in the live broadcast of the training. Attendance is taken every 30 minutes of online delivery and must be documented.

Legal Name	MT License Number	Initial Attendance Check	Attendance Check	Attendance Check	Attendance Check	Attendance Check	Attendance Check	Final Attendance Check

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