



Office of
INDIANA STATE CHEMIST AND SEED COMMISSIONER

Protecting Indiana's Agriculture and Environment - Feed, Fertilizer, Pesticide and Seed

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**Procedure for On-Line Training & Instruction to be
Accepted for Continuing Certification Hour Credit**

1. On-line training providers must submit the request for Continuing Certification Hour (CCH) approval and program content to the Office of Indiana State Chemist (OISC) prior to any consideration of OISC awarding CCH credit for participation. Training will be evaluated for appropriate content using the same criteria used for face-to-face training, as established in 355 IAC 4-7-4.
2. Approved on-line CCH programs will be posted to the CCH section of the OISC web site with all other approved CCH offerings, for a period of one year from the date of acceptance.
3. After one year, the previously approved on-line CCH program will be reevaluated to determine if continued CCH approval is warranted.
4. If at any time during the one year CCH approval and posting period it is determined by OISC that the training is not being delivered or accounted for as intended and approved, OISC may cancel the approval for cause without prior notice to the training provider or potential CCH participants. The CCH program posting will be removed immediately from the OISC web site.
5. The on-line training provider, not the CCH participant, must provide CCH participation documentation to OISC. CCHs will be awarded by OISC only to those individuals for whom documentation is provided verifying that the participant spent the minimum required amount of time completing the training.
6. Required CCH participant documentation submitted to OISC must include:
 - a. Complete name of the participant;
 - b. Indiana pesticide applicator or registered technician license number;
 - c. Date of completion of the training event; and
 - d. Pre-assigned OISC CCH conference number