

**Syllabus**  
**County Weed Directors Association of Kansas**

**Certified Kansas County Weed Professional**

**Kansas Commercial Pesticide Applicator Recertification**

The County Weed Directors Association of Kansas will offer a professional development certificate program focused on the development of technical skills, communication skills, and human resource management skills to enhance the delivery of county services. The program will be tailored for all county weed department employees and is intended to compliment and build upon the basic 40-hour training program and to provide recertification training for commercial applicators.

**Education Objectives**

The certification program will have the following educational objectives:

- Expand scientific knowledge in areas of agriculture; plant physiology and taxonomy; and chemistry of herbicides.
- Enhance technical skills in the use of equipment, chemicals and handling of hazardous materials.
- Provide up-to-date information about legal and regulatory requirements that govern the weed department employees responsibilities.
- Develop human resource management and customer relations skills.
- Broaden awareness of the governmental context of the weed department employees job, beginning with county government, but including federal, state and other local governments.
- Encourage public service values and provide a framework for making ethical decisions.
- Strengthen participant relationships in order to develop a state-wide, problem-solving network for weed department employees.
- Meet the state requirements for recertification of commercial applicators in category 9A, noxious weed and category 6, right-of-way.

**Certification Requirements**

Weed department employees can be certified through two levels of instruction. The basic training school must be completed before beginning the Level One courses. All Level One courses must be completed before enrolling in Level Two courses.

Renewal of commercial applicators certification can be completed by attending any of the level one or level two courses approved for recertification credits.

## **Level One Certification**

Participants will successfully complete 65 hours of instruction designed to expand on the training provided through the basic training school through a combination of courses provided by the CWDAK (40 hours with a minimum of 4 hours per category) and the Kansas Association of Counties (25 hours). Completion of the training will earn a certificate of completion as a “Certified Kansas County Weed Professional”.

Completion of only the 40 hours of training offered by CWDAK will earn a certificate of completion as a “Certified Kansas County Weed Technician”.

Participants must complete a minimum of 4 hours in each of the following courses offered by CWDAK and pass a test.

### **Application Technology I**

- Agriculture
- Right-of-way
- Aerial

### **Herbicide Physiology I**

- Families of herbicides on approved noxious weed list
- Other herbicides

### **Plant Physiology and Identification I**

- Basic botany and plant structure
- Noxious weeds and similar weeds
- Federal noxious weeds
- Regional Weed Free Forage Weeds
- Native Kansas flora

### **Pesticide Safety I**

- Applications
- Equipment
- Storage
- Environment
- MSDS
- Bill of lading
- Contingency plans

### **Roadside Vegetation Management I**

- Noxious weed control
- General / selective weed control

- Brush control
- Bareground / guardrail weed control
- Total vegetation management

### **Laws, Enforcement and Administration I**

- Noxious weed law
- Enforcing the noxious weed law
- Recordkeeping
- Survey records technique
- Pesticide law and recordkeeping
- Financial bookkeeping
- Public relations
- Personnel management

Additionally, completion of Level One Certification for the professional requires participants to successfully complete 25 hours of continuing education from the Kansas Association of Counties.

### **Level Two Certification**

Participants will successfully complete an advanced instruction designed to expand on the technical courses provided in Level One training provided by CWDAK and the Kansas Association of Counties. Level One certification must be earned before enrolling in Level Two courses.

Level two certifications will be available for both the professional certification and the technical certification.

### **Recertification of Commercial Applicators**

Completion of eight credit hours during the current certification period must be done for renewal of a commercial applicator certification for the next three years. Credit hours will be granted for satisfactory attendance of approved courses.

Commercial applicators must complete one core credit hour that addresses labels, safety, environmental concerns, laws and regulations, and pesticides in general. Applicators must also complete seven credit hours in pest management specific for each subcategory/category of commercial certification.

CWDAK will provide a recertification program for our members and will follow the guidelines established in the following document: Kansas Recertification Requirements for Commercial Pesticide Applicators, approved by the EPA on June 20, 2003.

This document can be found at the following website:  
[www.accesskansas.org/kda/Pest&Fert/RecertificationRequirements.pdf](http://www.accesskansas.org/kda/Pest&Fert/RecertificationRequirements.pdf).

CWDAK will apply to the Kansas Department of Agriculture for accreditation as a training sponsor. Training sponsorships are effective for three years and would allow the CWDAK to approve the speakers and assign the number of credit hours to be allotted per category or subcategory.

### **Maintaining Certification**

Those weed department employees successfully completing level one and two certification will be required to accumulate and document eight hours annually of continuing professional education in order to maintain certification. CWDAK will develop guidelines for maintaining certification.

### **Management of Certification Program**

The certification program will be governed and supervised by the CWDAK education committee appointed by the association president. The committee shall meet semi-annually to approve curriculum; assure accurate record keeping; plan and coordinate training schedules; provide for program evaluation; provide for recognition of those who earn certification and resolve any complaints or grievances.

Records of successful completion of courses will be the responsibility of each individual. When the required courses in each level have been completed, the individual will complete an application, complete with documentation, and submit application to the CWDAK education committee for review.

Records for completion of credits for recertification will be the responsibility of each individual. Documentation of attendance will be provided by the education committee to each individual for their records and will be needed for renewal of their commercial applicator certification with the Department of Agriculture.

### **Committee Responsibilities**

The CWDAK Board of Directors will appoint an Education Committee and an Education Planning Committee to implement this program.

The Education Committee will be responsible for maintaining the education syllabus, approving classes for credit, assigning hours of credit, monitoring attendance, administering tests and distributing certificates of completion for all education programs.

The Education Planning Committee will be responsible for assisting with the educational programs at the annual conference, summer training and district meetings so that the speakers meet the requirements of the education syllabus. The Education Planning

Committee will collect outlines of the presentations and test questions when necessary and present them to the Education Committee for approval of credit.

### **Recognition**

Each participant who completes the required courses for level one or two will receive a certificate of achievement as a Certified Kansas County Weed Professional or a Certified Kansas County Weed Technician from the CWDAK. Awards will be presented at the awards banquet each year at the CWDAK annual conference.