

hio Department of Agriculture

8995 East Main Street, Reynoldsburg, OH 43068 Phone: 614-728-6987 • Fax: 614-728-4235 www.agri.ohio.gov • pesticides@agri.ohio.gov

<u>Live Online: Fertilizer Agricultural Certification Training (FACT)</u> 3-hour Session

CLASS ID: ##

Program D)ate:
-----------	-------

Time:

Educator Contact: Contact Address:

Instructions for having a 3-HR Live Online (Virtual) FACT:

- A verification of attendance mechanism must be in place for the live online FACT.
- 2) 3-hour FACT's are treated as an exam in the ODA PRS database.
- 3) The provided Class ID # (top right) is a database generated exam ID #.
- 4) Educators **must** use the provided ODA FACT Template to collect attendee data for a Live Online FACT.
- 5) The provided Class ID # **must** be input into the "Class ID" column of the ODA FACT Template.
- 6) Upon completion of a FACT, ODA FACT Templates must be submitted via email to ODA <u>within 2</u> <u>weeks of their program completion</u> by the educator.
- 7) For Fertilizer Certification Only attendees: Leave the license number column(s) blank on the template.
- 8) For Licensed Pesticide Applicators (commercial / private): The correct ID # **must** be recorded in the correct license column in the template.
- 9) Required Online ODA FACT Template example:

Class ID	Program Date	Private ID	Commercial ID	Date of Birth	Last Name	First Name	Middle Initia	Farm Name/Company Name	Mailing Address	City	State	Zip	County	Phone	Email
	,						_	, ,	g				,		
-															
															+
										-					
				-						-					+
				-											+
		1						1							1

- Please email completed FACT templates to AGRPestRecert@agri.ohio.gov
- The subject line in the email submission should state "Completed Online FACT."
- If you have any questions or concerns, please contact Matt Cochran at 614-728-6403.