

CLASS ID: ##

Contact Address:

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

- 1) 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 **within 2 weeks of their program completion** 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:

[illegible]

- 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.