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**PUBLIC WORKS
INTEGRATED PEST MANAGEMENT (IPM)
CERTIFICATION PROGRAM
(Ontario)**

**POLICIES
AND PROCEDURES**

IPM Council of Canada

The Council

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Integrated Pest Management (IPM) is a process that uses all necessary techniques to suppress pests effectively, economically and in an environmentally sound manner. IPM employs a two-pronged approach: managing the plant environment to prevent problems and using thresholds to decide how and when to treat pests. The IPM Council of Canada (the Council) brings together industry associations and groups committed to having IPM as the standard in turf, landscape care, structural and public works vegetation management. The Council believes that science has proven IPM ensures environmental sustainability and the reduction of all inputs including water, fertilizer and pesticides.

The Council consists of two representatives from various industry groups with only one vote per industry sector. This ensures that no one sector can have undue influence over the decisions of the Council. The Council is responsible for the general administration of the IPM Certification Program.

Members of the Council include but are not limited to, the following groups:

- International Society of Arboriculture
- Canadian Golf Superintendents Association
- CropLife Canada
- Landscape Ontario Horticultural Trades Association
- National Golf Course Owners Association
- Ontario Golf Superintendents Association
- Ontario Parks Association
- Ontario Vegetation Management Association
- Parks and Recreation Ontario
- Professional Lawn Care Association of Ontario
- Structural Pest Management Association of Ontario
- Sports Turf Association

The Council plans to make the IPM Certification Program available in both official languages. Translation of all materials will commence in 2010 to have the program and website available in both English and French in late 2010.

The IPM Advisory Committee

The IPM Advisory Committee is the expert committee responsible for the development and content of the IPM Certification Program (see attached terms of reference). Duties include the review of study materials, examination questions, auditor qualifications and educational opportunities offering continuing education credits. Members of the committee include the following:

- Minimum of two (2) members of the IPM Council Board. This must include representatives from industry sectors affected by government regulation. Currently, these groups are the public works vegetation management and golf sectors
- OMAFRA turfgrass extension specialist
- MOE staff member
- Minimum of one (1) IPM researcher/academic.

1.0 General Definitions

Appeals Committee – the Executive Committee of the Council, as a multi-disciplinary subset of the Council Board of Directors, with knowledge in the IPM Accreditation process and no direct involvement with the granting of certification or accreditation, shall act as the Appeals Committee for the adjudication of any disputes.

Public Works IPM Certified Applicator – a licensed industrial vegetation exterminator who has successfully completed the IPM examination; maintained the required continuing education credits; and is in good standing with the IPM Council of Canada by paying the annual registration fee on time; and is responsible for ensuring the public work conducts its maintenance operations in accordance with IPM principles.

Continuing Education Credit (CEC) – unit assigned to 45-minute equivalents of IPM-related educational opportunities that have been approved by the IPM Advisory Committee.

Highway - As defined in the Ontario Regulation 63/09, highway includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, trestle or any other structure incidental thereto, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Integrated Pest Management (IPM) – decision making process to manage pests from reaching damaging levels and for determining what actions to take when pest problems occur. An IPM approach may reduce the need for chemical pesticides.

IPM Certification Program (IPMCP) – a program to recognize individuals that have demonstrated a knowledge and commitment to the principles of IPM through a process of examination and professional development.

IPM Advisory Committee – expert committee of academics, regulators, industry representatives, and other advisors responsible for the development and content of the IPM Certification Program.

Public Work - As defined in Ontario Regulation 63/09, public work means a structure that provides a benefit to the public and that is owned or operated by the Government of Ontario or Canada or by any board or commission thereof, or by any municipal corporation, public utility commission or by private enterprise and includes any railway, canal, highway, bridge, power works including all property used for the generation, transformation, transmission, distribution or supply of hydraulic or electrical power, gas works, water works, public utility or other work

2.0 Public Works IPM Certification Program

The IPM Certification Program (IPMCP) recognizes licensed industrial vegetation exterminators who demonstrate their knowledge of and commitment to the principles of IPM through a process of certification and professional development. The IPMCP is based on the IPM Accreditation Program that was started in 2003 as a voluntary, industry-led program developed by the IPM Council, under the guidance of an environmental auditing consultant and managed by Ridgetown.

2.1 Public Works IPM Certified Applicators

Effective April 22, 2010, a Public Works IPM Certified Applicator is the designated licensed industrial vegetation exterminator responsible for ensuring pesticides are used in accordance with IPM principles under the health or safety, public works exception of Ontario Regulation 63/09. It is also the person who passes the IPM examination and completes the required continuing education credits (CEC) annually.

The University of Guelph, Ridgetown Campus (Ridgetown) is responsible for the administration of the examination process and maintenance of Public Works IPM Certified Applicator contact information and CEC status through 2014. This information is maintained by Ridgetown on a database and shared with the Council.

2.1.1 IPM Examination

The Public Works IPM Certified Applicator must demonstrate their knowledge of IPM, as it relates to public works, by successfully completing the approved IPM examination.

a) Examination Registration

Applicants may apply by telephone, fax or mail with Ridgetown at:

IPM Certification Program (IPMCP)
c/o University of Guelph, Ridgetown Campus
120 Main Street East
Ridgetown, ON N0P 2C0
Telephone: (866) 385-4762 or (519) 674-1538
Fax: (519) 674-1585

Applicants must pre-register for the examination and payment of \$250 must accompany the application. Payment may be submitted by credit card (Visa, MasterCard), cheque or money order payable to the University of Guelph, Ridgetown. Ridgetown provides written confirmation to each applicant and will provide applicants with receipts for any payments made.

Ridgetown provides a toll free number across Ontario staffed five days per week during normal business hours to answer questions from applicants.

b) Examination Study Materials

Applicants are responsible for obtaining their own study material. All applicants must be familiar with O. Regulation 63/09 made under the Pesticides Act. It can be downloaded at: http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_090063_e.htm

Current study materials for public works vegetation managers are:

Industry Standards and Good Practices for Vegetation Management

Industrial Vegetation Management Association of Alberta – 5th Edition, March 2008
Chapters 1 and 3.

- A hard copy of this is available with no charge from Ontario Vegetation Management Association, 905-805-2294 or on-line at: www.ovma.ca

Pesticide Training and Certification- Industrial Vegetation Module–Ontario Ministry of the Environment, June 2010 revision, Sections 2, 3, 5, Appendix B

- This document is available for purchase from IPM Certification Program (IPMCP) c/o University of Guelph, Ridgetown Campus 1-888-620-9999 or 519-674-1575 Fax: 519-674-1585 or on-line order form at: <http://www.ontariopesticide.com/optc/Education/Information%20Order%20Form.pdf>

Applicants with technical questions concerning the content of the study material will be directed to the authors of the material or other government or industry experts.

c) Examination Scheduling

Examinations are conducted by Ridgetown throughout the province of Ontario such that no applicant will have to wait more than 60 days from the date his/her application was received to write the IPM examination in his/her region (based on 6 provincial regions). A schedule of examination locations and dates is updated regularly and posted on www.ontarioipm.com. Additional examination dates can be arranged through Ridgetown with a minimum of 10 applicants per exam.

d) Examination Procedure

Ridgetown provides an invigilator to conduct the examinations according to the University of Guelph, Ridgetown Campus examination protocols. Invigilators must meet all the qualifications required by Ridgetown. The invigilator is responsible for receiving the test material from Ridgetown prior to the scheduled writing time; travelling to the designated exam-writing session; ensuring the room is set appropriately; distributing the materials to the candidates; providing oral instructions;

supervising the exam for the duration of the scheduled time; collecting all exam materials from the candidates and returning all exam materials to Ridgetown after the examination.

A minimum of three different versions of the examinations will be available by the end of 2010 from a pool of questions developed by the IPM Advisory Committee to ensure security. These will be refreshed annually and the pool of questions will be reviewed a minimum of every three years.

The examination will be a 90-minute, closed book exam consisting of 80 multiple-choice questions. Applicants must achieve a passing grade of 75% (60 of 80 questions correct) or better to achieve certification.

Applicants must return all examination material (exam, answer sheet etc.) to the exam invigilator upon leaving the exam centre. A certification number will not be issued to anyone failing to do so.

e) Examination Results

All examinations will be marked by IPMCP staff at Ridgetown. Ridgetown will issue certification numbers to all applicants who successfully complete the examination. A letter with the certification number will be mailed to applicants within ten (10) working days following the examination. The letter will note that the IPM certification number only becomes valid because of Ontario Regulation 63/09 on April 22, 2010.

Examination results are confidential and will be disclosed only by mail sent to the applicant. Scores or pass/fail status will not be disclosed via fax, phone or email. Examination results are only released to the applicant and only to the address stated on the application.

Ridgetown will send notification to applicants who were unsuccessful in the examination within ten (10) working days following the exam date and explain the procedure for re-examination. Unsuccessful applicants may re-write the exam ONCE within six months at a reduced charge of \$50. Subsequent attempts will be charged at the \$250 examination fee.

f) Examination Irregularities

Applicants who find what they consider to be an error or ambiguity in an exam question must tell the invigilator at the time of the exam and write to the IPMCP c/o University of Guelph, Ridgetown Campus, 120 Main Street East, Ridgetown ON, N0P 2C0 immediately following the exam. The Council will send a written response to the applicant after the inquiry has been reviewed.

If there is reason to believe that a person has obtained their mark unfairly, the applicant will be notified of the reason for questioning the mark and given an opportunity to provide additional information. If a person is suspected of academic

misconduct during an exam, they will be immediately advised of the suspected misconduct by the exam invigilator and a report will be attached to their exam package.

2.1.2 Annual Public Works IPM Certified Applicator Registration

The Public Works IPM Certified Applicator is responsible for maintaining their certification in the program by submitting the annual registration fee, current contact information, proof of valid industrial vegetation exterminator licence and information related to CECs directly to the University of Guelph, Ridgetown Campus. The registration fee for all Public Works IPM Certified Applicators is \$75 +GST/HST per year.

Initial registration in the program will be accepted throughout the calendar year following successful completion of the examination. Registration fees are due by June 1st each year.

2.1.3 Continuing Education Credits (CEC)

Public Works IPM Certified Applicators must maintain and upgrade their knowledge of IPM by obtaining a minimum of 8 CECs in each calendar year following the successful completion of the IPM examination. Public Works IPM Certified Applicators may also write the approved IPM examination in lieu of obtaining the necessary CECs. A score of 75% or better must be obtained on the examination to maintain their status as Public Works IPM Certified Applicators.

The IPM Advisory Committee will assign credit hours to seminars, lectures, demonstration projects and on-line learning opportunities run by associations, schools and private trainers. Event organizers must complete an application for their event to qualify for CECs within the Public Works IPM Certification Program to be submitted to the Council at least 6 weeks before the event. A standardized application form is available on-line at the Ridgetown website and will be on the Council website in 2010. Qualifying events will focus on IPM principles and the presenter's qualifications will also be evaluated. A session must be 45 minutes or longer to qualify for one CEC.

Public Works IPM Certified Applicators must submit the standard IPMCP CEC reporting form containing, but not limited to name, certification number, number of hours of credit being claimed, program location and date, and documentation of attendance to Ridgetown for sessions attended between Jan. 1 and Dec. 31st of each year. This requirement starts the year following the year the IPM examination is successfully completed.

Ridgetown maintains a database of CECs that each Public Works IPM Certified Applicator submits for annual certification. Ridgetown will notify Public Works IPM Certified Applicators in October of the status of their CECs. Public Works IPM Certified Applicators will be informed that they have until Jan. 31st to submit all CEC reporting

forms for the previous year. A letter will be sent by Ridgetown in early January reminding the Public Works IPM Certified Applicators to submit the necessary CEC reporting forms.

Public Works IPM Certified Applicators failing to achieve the minimum 8 CECs will be required to write the current IPM examination to prove their knowledge of IPM is up to date and must pay the \$250 examination fee to maintain their status as a Public Works IPM Certified Applicator. The exam re-write must be successfully completed by June 1st when the Public Works IPM Certified Applicator registration renewal is due. Failure to submit proof of required CECs or successful completion of the IPM exam results in the loss of certification status.

2.2 Certification Status Definitions

Certified – Effective April 22, 2010, a licensed pesticide applicator becomes a Public Works IPM Certified Applicator when they have shown proof of holding a valid Ontario industrial vegetation exterminator licence; have successfully completed the IPM examination; and have paid their annual Public Works IPM Certified Applicator registration fee in full. To maintain the certified status, the Public Works IPM Certified Applicator must complete eight (8) continuing education credits (CEC) for each calendar year or successfully complete the IPM examination with a grade of 75% or better and have shown proof of holding a valid Ontario industrial vegetation exterminator licence.

2.3 Fee Structure - Public Works IPM Certified Applicators

Amount	Frequency	Condition
\$250	once	IPM certification examination
\$250	Annual (optional)	IPM certification examination in lieu of completing 8 CECs
\$50	First exam re-write	Examination re-write after failed attempt within 6 months of original exam.
\$75 + GST/HST	Annual (mandatory)	Annual fee for administration of Public Works IPM Certified Applicators and tracking of CECs.

All fees associated with the Public Works IPM Certified Applicators are payable to:

University of Guelph, Ridgetown Campus
IPM Certification Program
120 Main Street East,
Ridgetown, ON N0P 2C0

As an academic institution, examination fees paid to Ridgetown are not subject to GST/HST.

3.0 Database Management and Access to Information

The IPMCP at Ridgetown manages the database of Public Works IPM Certified Applicator information on behalf of the Council through 2014.

Both Ridgetown and the Council observe strict privacy policies. Personal information, exam results or other examination information will not be released to anyone other than the applicant. Applicants must sign a declaration on their registration form stating that their information may be forwarded to the Council.

Access to database information by members of the Council will be restricted to statistical information. Public Works IPM Certified Applicators may be listed publicly. The Ontario Ministry of the Environment may request information as proof that the policies and procedures described in this document are being followed.

In the event of an appeal of examination or certification privileges, only the Appeals Committee, appointed by the Council will be allowed access to the specific information pertaining to the appellant.

4.0 Non-Compliance

Non-compliance can occur in the following ways:

- Non-payment of fees to Ridgetown
- Failure to achieve minimum score on the IPM Examination
- Insufficient CECs
- Failure to hold a valid industrial vegetation exterminator licence

Non-compliance will result in:

- Failure to obtain IPM Certification or
- Failure to maintain IPM Certification
- Removal from the list of Public Works IPM Certified Applicators

4.1 Non-payment of Fees

Ridgetown retains the right to discontinue managing an Public Works IPM Certified Applicator's file should payment of fees fall in arrears.

The Public Works IPM Certified Applicator will not be registered with Ridgetown until payment is made for the following:

- Examination fee of \$250 or \$50 re-write fee as outlined in **2.1.1 IPM Examination policies and procedures,**
- Annual Public Works IPM Certified Applicator registration fee of \$75.00 + GST/HST.

4.2 Failure to Achieve Minimum Score on IPM Examination

Applicants must achieve a minimum score of 75% on the IPM Examination in order to achieve certified status.

4.3 Failure to Attain Required Continuing Education Credits (CECs)

Agents must obtain a minimum of 8 CECs each year in order to maintain certified status and continue to act as the certified Public Works IPM Certified Applicator for a public work. The Public Works IPM Certified Applicator may, in lieu of obtaining 8 CECs, write the IPM Exam to demonstrate knowledge in IPM principles.

4.4 Failure to Hold a Valid Industrial Vegetation Exterminator's Licence

Public Works IPM Certified Applicators must have a valid Ontario industrial vegetation exterminator's Licence. Applicants may write the IPM Accreditation exam prior to obtaining their exterminator's licence, but must show proof of a valid industrial vegetation exterminator's licence before an IPM certification number is issued. Please note that the IPM certification number for a Public Works IPM Certified Applicator is not valid until April 22, 2010.