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

**POLICIES
AND PROCEDURES**

Accepted by the IPM Council of Canada Board of Directors
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This document replaces all previously published versions.

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 and Accreditation Programs.

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 Association of Cemetery & Funeral Professionals
- Ontario Golf Superintendents Association
- Ontario Parks Association
- Ontario Vegetation Management Association
- Structural Pest Management Association of Ontario
- Sports Turf Canada

The Council plans to make the IPM Certification program available in both official languages. Translation will commence in 2022 to have the examination available in both English and French by the end of 2022.

The IPM Advisory Committee

The IPM Advisory Committee is the expert committee responsible for the development and content of the IPM Certification Program. Duties include, but are not limited to the review of study materials, examination questions 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.
- Current or former provincial ministry staff member with expertise in IPM
- MECP 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 Certification process and no direct involvement with the granting of certification, 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 60-minute equivalents of IPM-related educational opportunities that have been approved by the IPM Advisory Committee.

Highway - As defined in 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) – a process that uses all necessary techniques to suppress pests effectively, economically and in an environmentally sound manner. IPM involves planning and managing ecosystems to prevent organisms from becoming pests. This requires identifying potential pest problems through monitoring and recording weather and pest population levels and establishing thresholds to make treatment decisions to reduce pest populations to acceptable levels. Management strategies may include a combination of biological, physical, cultural, and chemical controls. Equally important is evaluating the effectiveness of the treatments.

IPM Certified Applicator - the person has: a valid industrial vegetation exterminator's licence; successfully completed the IPM examination and obtained/maintained the required continuing education credits; and paid the IPM Certified Applicator annual registration fee. All IPM Certified Applicators are issued a unique IPM Certification number.

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

IPM Advisory Committee – expert committee responsible for the development and content of the IPM Certification Program. Duties include, but are not limited to, the review of study materials, examination questions, and educational opportunities offering continuing education credits.

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

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 *Promotion of public 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. This information is maintained by Ridgetown on a database and shared with the Council. A list of IPM Certified Applicators in good standing as of Dec. 31st each year and their corresponding IPM Certification numbers are shared with the Ontario Ministry of the Environment, Conservation and Parks annually. (see **3.0 Database Management and Access to Information**)

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
www.ontarioipm.com

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 IPMCP at University of Guelph, Ridgetown. IPMCP 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 Ontario 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

Study materials for public works vegetation managers are:

- *IPM Manual for Public Works Ontario Vegetation Management Association, 2019*
An electronic copy of this manual is available for download from the Ontario Vegetation Management Association (OVMA) at: www.ovma.ca
- Ontario Regulation 63/09
- IPM Council of Canada - *IPM Accreditation Program for Public Works – Policies and Procedures 2022*

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 two different versions of the examinations will be available from a pool of questions developed by the IPM Advisory Committee to ensure security.

The examination will be a 60-minute, closed book exam consisting of 50 multiple-choice questions. Applicants must achieve a passing grade of 75% (38 of 50 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. IPMCP will issue certification numbers to all applicants who successfully complete the examination. A letter will be mailed with a certificate to applicants within ten (10) working days following the examination.

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.

IPMCP 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 + 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)

Starting the year following the year the IPM examination is successfully completed, IPM Certified Applicators must maintain and upgrade their knowledge of IPM by obtaining a **minimum of six (6) hours** of IPM-related learning per registration year (June 1-May 31).

IPM Certified Applicators may also write the approved IPM examination in lieu of obtaining the necessary CECs. This option is subject to the \$250 examination fee. A score of 75% or better must be obtained on the examination to maintain their status as an IPM Certified Applicator.

The IPM Advisory Committee determines the subject matters that qualify for CECs. The IPMCP will assign credit hours, using the IPM Council's calculator for events including seminars, lectures, demonstration projects and on-line learning offered by event organizers such as industry associations, schools, and private entities. Organizers must complete and submit to the IPMCP an application for their event to qualify for CECs within the IPM Certification program. Each application is considered by the IPMCP and evaluated based on IPM content and the presenter's qualifications. The application must be submitted a minimum of 4 weeks prior to the event. The application form for CECs is available on-line at www.ontarioipm.com.

One (1) CEC will be awarded for each 60 minutes of IPM-related material. Partial CECs will be awarded for 15-minute increments of IPM-related information. A copy of signed attendance registers or other approved proof of attendance must be submitted to IPMCP c/o University of Guelph, Ridgetown Campus by event organizers within 30 days of the event for CECs to be recognized by the Council. Events may be subject to audit to ensure content is pertinent to the IPM program and CECs may be adjusted.

IPM Certified Applicators must submit the CEC reporting form for events attended from June 1st to May 31st of the previous registration year before or with their annual registration fee. CEC Reporting Forms will be matched with signed attendance registers submitted to IPMCP by event organizers. IPMCP maintains a database of CECs that each IPM Certified Applicator submits for annual certification. IPMCP sends a notice to IPM Certified Applicators in late April – early May to submit all CEC reporting forms for the previous registration year along with their annual registration form and fee.

To encourage IPM Certified Applicators to participate in as many educational opportunities when they become available, CECs may be carried over to the subsequent registration year. Therefore:

- CECs will remain valid for **two** registration years
- CECs in excess of the annually required 6 CECs may be banked for use in the following registration year (June 1 – May 31)
- Events may be counted only once and expire at the end of the second registration year.

IPM Certified Applicators failing to achieve the minimum six (6) hours of IPM-related learning 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 an IPM Certified Applicator.

NB: The exam re-write must be successfully completed by June 1st when the IPM Certified Applicator registration 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 – A licensed pesticide applicator becomes an *IPM Certified Applicator* when they have:

- shown proof of holding a valid Ontario industrial vegetation exterminator licence;
- successfully completed the IPM examination; and
- paid their annual IPM Certified Applicator registration fee in full.

To maintain the certified status, the *IPM Certified Applicator* must complete six (6) 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 6 CECs
\$50	First exam re-write	Examination re-write after failed attempt within 6 months of original exam.
\$75 + HST	Annual (mandatory)	Annual registration fee (includes tracking of CECs)

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

University of Guelph
c/o University of Guelph, Ridgetown Campus
120 Main Street East,
Ridgetown, ON N0P 2C0

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

3.0 Database Management and Access to Information

The IPMCP manages the database of IPM Certified Applicator information on behalf of the Council through 2024.

Both IPMCP 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.

The Ontario Ministry of the Environment, Conservation & Parks will be provided a list of IPM Certified Applicators in good standing as of Dec. 1st each year, with their corresponding IPM Certification numbers.

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-Conformance

Non-conformance for the IPM Certified Applicator can occur in the following ways:

- Non-payment of annual registration fees to the IPMCP
- Failure to achieve minimum score on the IPM Examination
- Insufficient continuing education credits (CEC)
- Failure to hold a valid industrial vegetation exterminator licence
- Failure to submit or sign the Annual Report-Unlisted Pesticide Use for all facilities they are acting on behalf of as an IPM Certified Applicator.

4.1 Non-payment of Fees

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

The IPM Certified Applicator will not be registered with IPMCP 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 IPM Certified Applicator registration fee of \$75.00 +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)

IPM Certified Applicators must obtain a minimum of six (6) CECs each year in order to maintain certified status and continue to act as the certified IPM Certified Applicator for public works. The IPM Certified Applicator may, in lieu of obtaining 6 CECs, write the IPM Exam to demonstrate knowledge in IPM principles.

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

IPM Certified Applicators must have a valid Ontario Industrial Vegetation Exterminator's Licence. Applicants may write the IPM Certification 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.