

2008 Private Recertification Workshops Participant Check-in and Check-out Instructions

Check-in and Check-out at the 2008 Private Pesticide Recertification Workshops can be accomplished in a number of ways. You can do either/both the check-in and check-out on a laptop using the NEW 2008 REVISED Private Applicator List EXCEL file or you can do either/both the check-in or check-out using a hard copy print out of that file or modified printout of that file – what ever works best for you. Below is an example of one way of using a hard copy print out for both check-in and check-out.

However you choose to do the check-in and check-out here are the ‘products’ you need to generate for each workshop (see below for more information about each item):

1. Hardy copy printout sheet for check-in and/or check-out documenting that each person attending for recertification had his or her photo ID, second ID and payment verified – keep for your records for 4 years. (You will not have this if you use the laptop for both check-in and for check-out, which is fine).
2. A completed workshop registration file in EXCEL of all participants who met the requirements and 3 hard copies print outs of this file.
3. An mailing envelope of registration fee payments containing payment – containing checks and a smaller envelope for each cash payment and a print of the workshop registration file.
4. Summary of participant responses to the four evaluation questions.

I. Before the Workshop:

- a. Download from the Pesticide Safety Resource Page on the AFE Capacity Area section of the extension employee internal web site (will be available very soon - <http://www.extension.umn.edu/capacity/afe/components/pestsafety.html>):
 - i. The NEW 2008 REVISED version EXCEL file listing (sorted by county – thee files) of private applicators whose certification is expiring in 2008. The file will be labeled as NEW 2008 REVISED.
 1. **DO NOT USE THE 2008 EXCEL FILE LIST POSTED SINCE FALL OF 2007**
 2. **It is important you keep the file exactly as it is – formatted cells, columns, column order etc. for use in creating the workshop registration file.**
 - a. **You can make copies of the file to change for printing out check-in/check-out purposes.**
 - b. The file is set up in such a way to allow us to electronically handle the data. Making any formatting changes or changes to the columns when you create the workshop registration file will prevent us for electronically handling the data and not allow us to certified the participants.
 - ii. 2008 master list of workshops with workshop code

- iii. Module PPTs – those that have been changed will be listed as 2008 REVISED. All others remain unchanged from 2007 and can be still be used for 2008.
 - 1. the new 2008 workshop closing/check out PPT to download includes workshop evaluation questions using TurningPoint.
- iv. File for printing out paper copies of the evaluation questions (if not using TurningPoint for workshop evaluation)
- v. Directions for handling check-in and check-out (this document)
- vi. For workshops held Feb 15 or later, down load receipt file example
- b. Print out hard copy of NEW 2008 REVISED certification list from EXCEL files
 - i. For each workshop organize/sort EXCEL file listing by county/alphabetical by last name or other way convenient for you to use.
 - 1. Include those counties from which the workshop will possibly draw participants
 - 2. You may want to modify to make it work best for you
 - ii. Print out a copy for each person doing check-in and check-out.
- c. At least one laptop for use on-site with excel file listing
 - i. For looking up anyone from any county etc.
- d. Large envelop for mailing payment to campus
- e. A number of smaller envelopes for cash payments and that fit inside the large envelope for mailing payments to campus
- f. Pens, pencils, paper clips, memo or note paper or post-it notes as needed
- g. Paper sign to place by entrance indicating anyone arriving 15 minutes late and anyone leaving early will be denied recertification

II. **Check In Before the Workshop Begins** - As participants arrive using the hard copy print outs of the NEW 2008 REVISED excel file. (If using laptop mark appropriate columns in the NEW 2008 REVISED excel file). Verify each person is:

- a. Currently certified (through at least March 1, 2008).
- b. Has a Photo ID and one other ID (mark columns)
- c. Has payment (cash or check) for \$50.00 (collect at check out after the workshop) (mark column)
 - i. If they can not provide payment at the workshop they can not be recertified at the workshop. They will need to become recertified by attending another workshop or take the mail-in exam or on-line exam.

III. **Check-Out At End of Workshop**

- a. As a group:
 - i. Do the evaluation questions
 - 1. If using PPT/TurningPoint be sure to either immediately save the session to create excel file summary alter or create excel file summary at this time (see After the Workshop for more information)
 - 2. If not using Turning Point use paper evaluations (downloaded file). Hand them out, have participants fill them out and collect them
 - ii. If participant is paying by check:

1. If the name of the person being recertified is printed on the check used for payment, have the participant circle the name with a pen
2. If the name of the person or persons being recertified is not printed on the check, have the participant carefully print the name(s) of person(s) being recertified in the 'memo' section of the check and circle
- iii. If payment is cash have the participant put cash in an envelope and print on outside of envelope info for the person(s) being certified:
 1. full name
 2. city (from their mailing address)
 3. county
 4. area code and telephone number.
- iv. For all workshops held Feb 15 or later...
 1. Hand out receipts – one per participant
 2. Have participants fill in their name, workshop location and date and sign it.
 3. This receipt can be used as proof of certification until they receipt the regular receipt or certification card in the mail
 4. They will also receive the regular receipt in the mail
- b. Check out – Line participants up and using the hard copy print outs (or laptops)
 - i. Collect payment for each person being recertified
 - ii. For each person being recertified (met all requirements) enter the workshop code number into the Wcode column
 1. See master workshop list for each workshop's code
 - iii. If address has changed – write in new address

IV. After the Workshop:

- a. Keep the hard copy print outs you used for check in and check out for your files (keep for four years)
- b. Enter participant data from hard copy printouts into the NEW 2008 REVISED excel file on your computer.
 - i. Make no changes in columns, order of columns, formatting etc. to the file from that when you downloaded the file.
 - ii. No need to enter they had photo ID, other photo and payment if you have that documented on a print out you used for check-in or check-out.
 - iii. Enter the workshop code for each participant. The first 2 digits will automatically show up as 'zeros' followed by the code.
 - iv. Enter new address and county data, if changed – use CAPITOL LETTERS
 - v. When entering the zip code use 5 digit number. If you do enter the longer zip code do not use the hyphen, rather enter it as one long number.
- c. Using the 'data sort' command and 'cut and past' create one EXCEL registration file for the workshop containing only a listing of all participants who met all requirements for attending the workshop for recertification. **DO NOT CHANGE CELL FORMATING, ORDER OF COLUMNS OR MAKE ANY OTHER CHANGES TO THE FILE.**
- d. Name the file with city and workshop code number (i.e. Owatonna_8034.xls) and save

- e. Print out 3 hard copies of the workshop's EXCEL registration file (note they will not fit horizontally all on one page, so you need to collate the pages) and:
 - i. Keep one copy for your records (keep for at least four years)
 - ii. Mail one copy to Mary Kay Ferguson:
Mary Kay Ferguson
495 Borlaug Hall
1991 Upper Buford Circle
St. Paul, MN 55108
 - iii. Include one copy in the payment envelope to Continuing Professional Education (CPE)
- f. Email the Excel registration file to Mary Kay Ferguson (email: m-ferg@umn.edu, tel: 612-625-4271)
 - i. **BEFORE THE END OF THE NEXT WORKING DAY IF AT ALL POSSIBLE**
- g. Send by 'Priority Mail' through the US Post Office the envelop with checks and envelopes of cash payments and hard copy print out of workshop registration file to CPE:
Continuing Professional Education
20 Coffey Hall
1420 Eckles Ave.
St. Paul, MN 55108
 - i. Send one envelope per workshop – do not combine more than workshop into a single envelope and do not split a workshop between two or more envelopes.
- h. Keep postage receipts for postage to submit to PSEE for reimbursement
- i. Evaluation questions:
 - i. If using TurningPoint:
 - 1. create EXCEL file of data summary via Turning Point/PPT
 - 2. save excel file naming the file with city, workshop code and the word 'eval' (ie Owatonna_8034_eval.xls)
 - 3. Email file to Mary Kay Ferguson (email: m-ferg@umn.edu, tel: 612-625-4271)
 - ii. If not using Turning Point and you still want to use the evaluation questions:
 - 1. Summarize participants responses to the evaluation in an excel file.
 - 2. save file naming the file with city, workshop code and the word 'eval' (ie Owatonna_8034_eval.xls)
 - 3. Email file to Mary Kay Ferguson (email: m-ferg@umn.edu, tel: 612-625-4271)

NOTES:

- Note 1:
No need for overnight express of payment to campus. Far more important to email the workshop registration file to Mary Kay Ferguson ASAP than getting payments mailed to campus.

- Note 2:
Do not hold up emailing the registration file or mailing the payment to campus because some one did not bring payment with them to the workshop. If they do not bring payment with them to the workshop they can not get recertified at the workshop.
- Note 3:
Never split up a workshop's excel registration file or split up the mailing of a workshop's payments to campus for any reason. Both should contain everyone who met all requirements to be certified for each workshop.