



## Request for Recertification Course Accreditation

See the Guidance for Recertification Course Sponsors ([WSDA publication 754](#)) for full instructions.

### Course Information (all course types)

Course Type:  On-Site  Webinar  Internet

Expected Credit Hours:

Course is:  Open  Closed (attendance by invitation only)

Course Title:

Date(s) (include month, day, & year):

Language:  English  Spanish  Both

Detailed Agenda and Presentation Summary:  [WSDA form 4366](#) attached  Own form attached

### Sponsor Information (all course types)

Sponsor Organization/Agency:

Contact Person:

Address:

City:

State:

Zip Code:

Phone:

Email:

Email sign-in sheets to (for on-site courses only):

### Sponsor Agreement (all course types)

I, \_\_\_\_\_, have read the Guidance for Recertification Course Sponsors and agree to comply with WSDA's sponsor requirements. I understand that not adhering to these requirements can result in credits being removed from this course, and in my being denied the right to sponsor recertification courses in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Complete the section below for your Course Type. If your course is a hybrid, fill out all sections that apply.

### On-Site Courses

On-Site Course Location /Address:

City:

State:

Zip Code:

- Attendance Sign-In Sheets:  Separate sheets for **each** session  
 Separate sheets for morning and afternoon sessions  
 Full Day Sheet

### Webinar Courses

Webinar invitation sent to [recertification@agr.wa.gov](mailto:recertification@agr.wa.gov):  Yes  Will send once available

URL link for open webinars only:

Webinar Course Platform:

Can the platform identify and track that attendees are logged on for the entire webinar?  Yes  No

Which mandatory methods of participant engagement will you be using during the webinar?

- Continuous monitoring over device camera
- Mid-session "code words" collected to confirm attendance
- Mid-session poll questions
- Mid-session quiz questions
- Roll call at multiple points during the webinar
- Visual confirmation by device camera at multiple points during the webinar
- Small in-person groups watch webinar under supervision of designated proctor

### Internet Courses

Course web address:

WSDA Login:

Password:

Can the platform verify the identity of each participant and time spent on the course?  Yes  No

Are fast forward and skip function disabled in all formats (including mobile)?  Yes  No

Which interface elements are used to ensure participant engagement during the internet course?

- "Next" buttons
- Polls
- Quiz questions

**If you have any questions, contact WSDA Recertification staff  
at [recertification@agr.wa.gov](mailto:recertification@agr.wa.gov) or 877-301-4555.**