**Instructions & Requirements for Obtaining Pesticide Recertification Credits**

**at the 2021 NJ Ag/VGANJ Virtual Convention**

In order to **meet NJDEP identity verification requirements**, each attendee seeking pesticide license recertification credits must provide a copy of a Government issued photo ID (passport, driver’s license, municipal, or county ID) **and** their New Jersey Pesticide Applicator License. This is accomplished by uploading photos/scans of your Photo ID and your Pesticide License to a *confidential Rutgers website*. Please submit your files identified as:

“<YourLastname\_Firstname>\_Photo\_ID” and “<YourLastname\_Firstname>\_Pesticide\_License”

Follow these steps to be eligible to receive recertification credits:

1. **You MUST pre-register** by **Wed, Feb 17, 2021** for pesticide recertification credits at:

[**https://vganj.com/registration**](https://vganj.com/registration)

1. **Once registered,** there will be a separate link provided to submit your **name, pesticide license number, date of birth.**Fill out the first form, then **click the second link to submit required photo IDs.** 
   1. **Upload directions:** Scan a copy of your government issued photo ID and NJ pesticide license into a computer and follow the directions at the upload link. If using a 'smart' device, click the link on your device and follow the on-screen prompts.

During the virtual sessions (Feb 22-25, 2021 **-** [**https://vganj.com/schedule**](https://vganj.com/schedule))

1. You **must** pre-register and upload documents by the deadline above to earn NJDEP recertification credits. Walk-ins the day of the session are not eligible for NJDEP recertification credits.
2. Join the Zoom meeting offering pesticide credits of your choice. You may only attend one session each afternoon offering category credits, plus CORE credit sessions at lunchtime on Tues and Thurs. **Attend the entire meeting**. Log-in and log-out times will be recorded for all attendees. Note: If you choose to access via a smart device, it is recommended that the unit is fully charged and plugged in; and that no background applications are running.
3. Attendees **must participate** throughout the entire session. DO NOT leave the meeting early. Please stay logged in until the moderator ends the session for all. **Polls will be taken randomly during credit sessions** and attendees **must answer** these questions to be eligible for recertification credits.

**Note:** Licensed applicators with a recertification period expiring October 31, 2021 have been given an exemption from the NJDEP online credit cap of 25% and are eligible for all credits until that date. Otherwise this exemption does not apply for licenses expiring after 2021.

*Rutgers is dedicated to protecting your privacy and keeping your personal information safe.  Upon upload, your files will be encrypted and stored to Rutgers Connect. Your information will be kept strictly confidential; used solely to meet NJDEP ID verification protocol for recertification credit; and will not be used for any other purpose. Your files will be deleted within 60 days after the training event.*