



CTAG

Certification & Training Assessment Group — National Partnerships for Safe & Effective Pesticide Management through Education, Training & Competency Assessment

Certification & Training Assessment Group CHARTER and GUIDANCE DOCUMENT

Background

The Certification & Training Assessment Group (CTAG) was created to assess the current status and future needs of state certification and training (C&T) programs, as well as to provide direction for the future of the national pesticide applicator C&T program. At the state, territorial, and tribal level, the C&T program is primarily handled by state, territorial, or tribal governments and land grant universities. CTAG's mission is to help to ensure safe and effective pest management through enhanced knowledge, skills, and attitudes of pesticide users. CTAG is committed to work in collaboration with partners and cooperators in the development and encouragement of proposals that will strengthen federal, state, territorial, and tribal pesticide C&T programs.

CTAG Purpose

To facilitate improvement in the national pesticide applicator certification and training program.

CTAG Partners and Cooperators

CTAG participants include representatives from EPA Headquarters and Regional Offices, Pesticide State Lead Agencies (SLAs), University Cooperative Extension (CES), Tribes (through the Tribal Pesticide Program Council - TPPC), the Association of American Pesticide Control Officials (AAPCO), the Association of Structural Pest Control Regulatory Officials (ASPCRO), and the American Association of Pesticide Safety Educators (AAPSE), as well as representatives of U. S. government pesticide programs and governmental pesticide programs in Canada and Mexico. Participants include individuals serving on the CTAG Board, working committees, and sub-committees.

CTAG Board (herein referred to as the Board)

CTAG is guided by a Board that includes representatives from EPA (headquarters and regions), USDA, AAPCO, AAPSE, ASPCRO, CES, SLAs, and TPPC. All Board members have voting privileges.

Length of Term. Board members are appointed for specific term lengths. All new Board members filling expired terms will be appointed to serve three-year terms. At the discretion of the Board, unexpired terms may be filled for either the remaining term or

the remaining term plus three years. All terms will end on March 31 of the appropriate year. An incumbent may seek nomination for a subsequent term.

Offices and Terms. Offices on the Board will include two Co-Chairs (one standing position, one elected position) and, in alternate years, a Vice-Chair or a Past-Chair. These offices will constitute the Board Executive Committee.

The standing Co-Chair will be a representative from EPA's Office of Pesticide Program (OPP), Certification & Worker Protection Branch. The elected Co-Chair will be elected by the Board and serve a two-year term. The elected Co-Chair's term will be immediately followed by one year as Past-Chair. A Vice-Chair will be elected by the Board to serve a one-year term. The Vice-Chair's term will be immediately followed by two years as the elected Co-Chair and then one year as the Past-Chair. In the absence of the elected Co-Chair, the Vice-Chair will serve as Co-Chair. The initial three-year term of Board members elected to the offices of Vice-Chair or Co-Chair will be extended as necessary to allow such Board members to serve the prescribed terms of office.

Nominations and Elections. Prior to the scheduled end of any Board member's term, the Board will solicit the nomination of individuals interested and willing to serve on the Board. The Board will accept requests to participate on the Board at any time and from any person. In addition, a formal request for nominations will be sent to CTAG partners and cooperators, including AAPCO, AAPSE, and ASPCRO. Nominations will be reviewed by the Board and voted on during the Board meeting or at such other time as the Board Executive Committee deems appropriate. A majority vote will be required to elect a new Board member. All terms for new Board members elected to fill expiring terms will begin the next succeeding April 1. Other vacancies on the Board will be filled by majority vote of the remaining Board members with terms to begin immediately or as determined by the Board Executive Committee.

Nominations for Vice-Chair will be made by current Board members. Nominations will be sought during the vacancy year of the Vice-Chair office. The elected Vice-Chair will begin the one-year term the next succeeding April 1.

Permanent Members. The Board has discretion in designating permanent members to the Board. The following are permanent Board members: a representative from USDA-CSREES, and a representative from EPA-OPP, Certification & Worker Protection Branch.

Removal for Cause

The membership of any member on the Board may be terminated "for cause." "For cause" includes ceasing to engage in a qualifying occupation for which the appointment was made; being absent without acceptable reason from three consecutive meetings or conference calls of the Board; failure or inability to perform the duties of a member of the Board; engaging in disruptive or unprofessional behavior in association with Board members or CTAG functions; or conviction of a felony or of a crime involving moral turpitude. Termination "for cause" requires a majority vote of Board members. A vote to terminate "for cause" may be taken following notice and an opportunity to be heard for any Board member facing termination. In addition, membership on the Board will cease immediately upon the resignation or death of any Board member.

Responsibilities and Functions

The Board is charged with the responsibility to:

- Determine the current status of C&T programs
 - Define the needs of C&T programs
 - Determine the future direction of CTAG
 - Create and coordinate working committees
 - Monitor, facilitate, and encourage working committee activities
 - Prepare and present activity updates, and reports on accomplishments
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- Maintain a CTAG communication network to include all necessary stakeholders in a formalized and structured process

Meetings

The Board will meet at least annually at a time and place to be determined by the Board Executive Committee. Additional meetings will be scheduled as needed to accomplish CTAG tasks/goals. Whenever possible, meetings will be scheduled in conjunction with other established meetings to facilitate travel and minimize travel expense. Other meetings may include AAPCO, full SFIREG, or the National Pesticide Applicator Certification & Training Workshop.

Working Committees

Working committees will be formed by the Board as needed to accomplish program goals and tasks. CTAG working committees will include representation from appropriate stakeholder groups as determined by the Board.

To facilitate communication of activities and progress, all working committees will be Co-Chaired by a current Board member. This arrangement will continue through completion of the working committee's charge.

In the event the Board member's term expires prior to completion of the working committee's tasks, the Board member will remain as Co-Chair of the working committee and will continue to keep the Board informed of the working committee's activities and progress.

If a Board member who serves as a Co-Chair of a working committee leaves the Board and is unable to remain as a Co-Chair, the Board will by majority vote appoint a current Board member to serve as the new Co-Chair.

Communications

The Board recognizes the importance of maintaining open communication with CTAG participants, partners, and stakeholders. The Board will prepare and distribute periodic updates of CTAG activities, including the progress of working committees and other CTAG accomplishments.

The Board will solicit liaisons for AAPCO, ASPCRO, AAPSE, and TPPC. Liaisons are responsible to coordinate with their constituencies and provide feedback concerning CTAG activities.

The Board has a formal process to solicit input on its activities. Details are available in the "CTAG Process" document in the document archive on the CTAG web site.

The Board will use its web site to post information on CTAG, its Board, current activities and meetings, and to archive documents.
