

GI-BMP Instructor Update – January 15, 2016

Subject: GI-BMP Updates: CEUs, Manual Inserts and Important Policy Reminders

FDACS CEU Program ID Changes

- A new English program number has been issued for 2016. **Please stop using the 2015 number and begin using this new program ID to add English classes, effective immediately:**
 - **2016 English Program ID = 20815** (expires 1/6/2017)
 - If you have already added 2016 classes to the previous program ID (19490), that is all right – FDACS has verified that you do not need to change classes already added.
- A new Spanish program ID will be issued soon. In the meantime, you may add classes to the current program ID (19567) which expires 4/16/2016.

Procedure for Adding a CEU Class

- An FDACS newsletter last fall caused some confusion, stating that GI-BMP class requests must go through Don Rainey. To clarify: Don is listed as the Provider for Statewide GI-BMP Program IDs, but the correct procedure is for instructors to add their own classes to the approved statewide program ID as a co-provider.
 - See the Instructor Resources site for [more information](#) and for [step-by-step instructions to add a class](#).
 - If you are not yet listed as a co-provider for the GI-BMP Program ID, contact the State Office for help: gi.bmp@ifas.ufl.edu or 352-273-4517.

New Insert for GI-BMP Manual Updates

- All GI-BMP manuals should now include a one-page insert with updates related to nitrogen fertilizer rate changes, soil test interpretation, FDACS reorganization, and adoption of GHS.
- Manuals distributed from the GI-BMP State Office will have the updates already inserted. Inserts will also be shipped with the tests for classes – one insert for each test set requested.
- Instructors who have a stockpile of manuals should request additional inserts for these. Send an email indicating the number needed for each language to gi.bmp@ifas.ufl.edu.
- The inserts can also be downloaded (pdf format) from Instructor Resources Downloads or from the public FFL website: http://ffl.ifas.ufl.edu/professionals/BMP_manual.htm

Policy: No Training Certificates for Unscheduled Classes

- Program policy states that ***certificates of training will not be issued for classes not registered with the GI-BMP State Office.***
- Lead instructors are responsible for verifying that the class is listed on the Training Schedule at <https://gibmp.ifas.ufl.edu> ***before conducting the class.***
- If a class is inadvertently conducting without being listed on the Statewide Schedule, *certificates cannot be issued without a State investigation and explicit approval from the FDEP Program Manager. This could result in revocation of your Instructor certification.*

Class Materials must be returned with a Transmittal form and ALL test forms within 7 days

- **The transmittal was recently updated! Be sure to use the most recent version (rev. 9/18/2015).** *Tip: to fill out the transmittal on the computer, download the file and open it from your hard drive.*
- Information about class presenters, co-training, and Regional Coordinator assistance is critical for instructor records and reporting. Please provide all requested information.
- A missing transmittal form will delay processing and issuing certificates for your class.
- **All test forms – used and blank – must be returned** to the State Office. The forms are tracked by number and are logged in and out when class materials are sent and received.
- **A Training Record form must be included for everyone who completes the class** – whether or not they take the test or want a certificate. The Training Record is required to issue CEUs for the class.

Updated GI-BMP forms

- Class forms have been updated to include the new FDEP logo and various other changes. Be sure to download the new forms from the Instructor Resources site for your next class.

Need help?

If you have any questions about program materials, policies or procedures, please contact your Regional Coordinator (Misty Snyder for South Region; Claudia McLeroy for Northeast/Central or Northwest region), Statewide Coordinator Don Rainey, or the UF/IFAS GI-BMP State Office for assistance. You can find contact information for everyone on the [GI-BMP Contacts page](#) (or click the “Contact Us” menu from Instructor Resources). For help related to Spanish language training, contact Claudia McLeroy.

Where to go for updates and downloads...

Instructor Resources Website: http://ffl.ifas.ufl.edu/gibmp_instructor.html

TIP: The GI-BMP Instructor Manual is updated periodically... if it has been awhile since you attended instructor Training, you can download a new copy with the latest information.

You will also find the Instructor Refresher PowerPoint and previous email updates on this site.