

Green Industries Best Management Practices DVD Training: How it Works

The GI-BMP training DVD can be used by individual students, or as a tool for group training when an instructor-led class is not available. The training modules can be viewed using a standard DVD player and television.

The basic steps to become certified using the DVD training are:

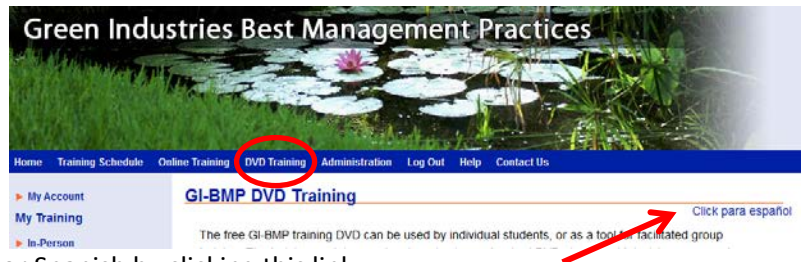
- 1) Get the DVD. You can order it online, or re-use a DVD obtained by someone else. English and Spanish training DVDs are available.
- 2) When you receive the DVD, register online as a DVD student.
- 3) View the DVD training.
- 4) Log on to your student account to sign the affidavit of completion.
- 5) Take the certification test, either online, at your local extension office, or with an approved proctor. (There is a \$15 fee for the online test option; no charge to take the test in person.)

Employers/training facilitators: If you are using the DVD to provide in-house classes for employees, please see additional registration and testing options for **facilitated group trainings** on page 3.

Website

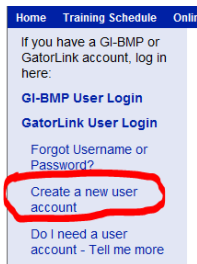
All the forms and resources to manage your DVD training are available on the GI-BMP Training website at <https://gibmp.ifas.ufl.edu/dvd>

For general information, ordering, or to purchase test coupons for employees, click "DVD Training" on the blue menu bar:



Please note that most pages can be viewed in English or Spanish by clicking this link.

To register for DVD training and manage your training steps:



You must first **create a GI-BMP User account**. Click "Create a new user account" on the left sidebar. Fill out the form and click "submit".

You should receive an activation email within a few minutes. If not, check your "junk mail" folder or contact GI-BMP support at gi.bmp@ifas.ufl.edu or 352-273-4517.



To register and manage your DVD training steps: after logging on to your account, click "DVD" on the left sidebar to go to the "My DVD Training" page.

Offline Support

If you are not able to use the website, contact the GI-BMP State Office at 352-273-4517 or email gi.bmp@ifas.ufl.edu to order DVDs or request paper forms to complete the training process.

Cost

The training DVD is free. There is also no charge to take the certification test in person, after the training is completed. There is a fee of \$15 to take the certification test online. The online testing option also includes access to the online version of the training modules and review quizzes.

Ordering the DVD

Use the online order form at the link below to request the training DVD. Please be sure to specify the language(s). One copy of the GI-BMP manual in the appropriate language will be included with each DVD.

<http://ffl.ifas.ufl.edu/professionals/dvd-order.htm>

DVD Student Registration

After you receive the DVD, you should register online before beginning the training. This assures that you have a valid, up-to-date training DVD, and that we can notify you of updates or changes in procedures.

If you have not already done so, first create a GI-BMP user account at <https://gibmp.ifas.ufl.edu> (click “Create a new user account” on the left sidebar). After logging in, click “DVD” on the sidebar and enter the serial number found inside your DVD case.

Registered students can also access the optional review worksheets for the DVD training. After you register, the worksheet link will appear on the “My DVD Training” page.

Viewing the Training

You must view the entire DVD training program (6 modules) before taking the final test. There is no time limit for completing the training. You can proceed at your own pace, and view the modules as many times as you like.

Affidavit of Completion

After viewing all the training modules, you must sign an affidavit of completion before you can take the final certification test. Log on to your GI-BMP user account, click “DVD” under “My Training” in the sidebar, then click Affidavit of Completion and complete the form.

Certification Test

After submitting the online Affidavit, you will have the option to take the certification test online, or to print a voucher to take the test at a local Extension office or with an authorized proctor.

Online testing - \$15 fee

- Now available in English or Spanish.
- Take the test on your computer at your convenience. The test must be completed in a single session, without assistance. There is a one-hour time limit.
- Test results are available immediately.
- If passed, the training certificate will be mailed the following business day.
- Access to the online training modules and review quizzes is included.

In-person testing – no charge

- Print a voucher from your computer which authorizes you to take the test.
- Make an appointment to take the test at your local Extension office, or with a GI-BMP Instructor or CPCO/L&O license holder at your company.
- Tests are mailed to the GI-BMP State Office for processing. Certificates are mailed within two weeks of test date.

You must pass the test with a score of 75% or higher in order to receive a GI-BMP Certificate of Training. If you do not pass on the first attempt, you may take the test again. If you do not pass after two attempts, you must attend in-person training class to become certified; no certificate will be issued for DVD training.

Facilitated Group Trainings

These procedures apply only to organizations providing facilitated DVD training for groups.

Optional Batch Registration: The training facilitator may opt to submit registration data to the GI-BMP State Office in a spreadsheet rather than individual online registration. Registration files must use the standard GI-BMP registration template and include all required information for the participants. For more information, contact the GI-BMP State office at gi.bmp@ifas.ufl.edu or 352-273-4517.

Optional On-site Testing: GI-BMP certified CPCO/L&O and RUP license holders may be eligible to proctor the GI-BMP certification post-test on-site. To qualify, you must hold both a GI-BMP certificate of training (dated 2006 or later) and a current FDACS CPCO license or a public or commercial Restricted Use Pesticide Applicator license. Potential proctors must also meet the criteria detailed in [Authorized Test Proctors - Policies and Procedures](#) and must be authorized by the GI-BMP State Office to become an authorized proctor.

CPCOs may only administer the test to DVD-trained employees for whom they would be responsible to provide training per 482.091 Florida Statutes to meet the requirements for FDACS pesticide ID card holders. (Those employees need not meet the requirements for a pesticide ID card holder at the time they take the GI-BMP test). Certified Applicators may only administer the test to DVD-trained employees they supervise directly and are responsible for training per 487.1585(1) Florida Statutes.

The authorized test proctor must provide required information and request the test booklets from the State Office at least 10 days in advance. Before administering the test, the proctor is responsible for collecting a signed affidavit of completion form and checking the photo ID of each student. Please note that, under some circumstances, trainees are not eligible for facilitated group training and proctored testing. Each student will be pre-screened to determine eligibility prior to testing.

The on-site testing option is offered for the convenience of organizations that have a GI-BMP Certified Instructor, a licensed CPCO, or a Certified RUP Applicator on staff. Arrangements for on-site testing are the responsibility of the training facilitator, and are at the discretion of the individual proctor. Companies that do not have a Certified Instructor, a licensed CPCO, or a Certified RUP Applicator on staff may contact their local Extension office for assistance. There is no guarantee that on-site testing can be provided.

Student Policies for GI-BMP Online or DVD Training

1. The student can download the [GI-BMP manual](#), or obtain a printed copy from his/her local Extension office.
2. The training program consists of multiple sections or "modules". The entire content of all modules must be viewed. In addition:
 - **For online training**, the student must pass a review quiz at the end of each module with a score of 75% or higher. The review quiz can be repeated until a passing score is achieved.
 - **For DVD training**, the student must sign an affidavit of completion indicating that all modules have been completed.
3. **To receive a GI-BMP Certificate of Training, the student must pass a certification post-test with a score of 75% or higher.** The post-test covers material from all training modules. **The student cannot take the post-test until all modules are completed.**
4. The certification post-test must be taken within 6 months of completing the training. The student has the option to take the test online, or to print a voucher to take the test in person at a county Extension office. A GI-BMP Instructor or FDACS CPCO/L&O license holder may also arrange to proctor a test for the student.
 - **For online tests**, the student must accept an oath stating that he/she is doing his/her own work without help. **The online test must be taken in one session, with a one-hour time limit.**
 - **For in-person tests**, the student must present the testing voucher and personal identification at an Extension office, either by appointment or at a designated testing time. Or, arrangements may be made with another authorized proctor.
5. **The student has the option to re-take the certification post-test one time**, either online or in person, if a passing score is not achieved on the first attempt. There is no "wait time" requirement; however, the student is encouraged to review the modules and study the manual before retaking the test.
6. **If a passing score (75%) is achieved** on the first or second certification post-test **a GI-BMP certificate of training will be mailed** to the address indicated in the student profile. Certificates are usually mailed on the following business day after the online test is completed or the in-person test is received by mail. An email copy of the certificate can be requested by contacting gi.bmp@ifas.ufl.edu or 352-273-4517.
7. **If a passing score is NOT achieved on the second certification test, no certificate of training will be issued for the online or DVD training.** To receive a certificate, the student must attend in-person training, including paying the required class fee, attending the entire training, and taking and passing the post-test.
8. **CEU's for FDACS Pesticide or Fertilizer Licenses are not available for the online or DVD versions of the GI-BMP training.**