

# Texas A&M AgriLife in the North Region



June 23, 2015

## Applicator Continuing Education (Scanners and Bar Code Cards)

You should have all received scanners last month and recently received applicator bar code cards for your producers. These items are a part of our agencies initiative to efficiently provide TDA with CEU credit for applicators that attend your educational meetings. You should know that Dr. Steele has invested a tremendous amount of time and money into this process. It is our hope and belief that this process will help you become more efficient in capturing license numbers and providing TDA with what they need. It is expected that you give it a try and I believe if you prepare yourself properly, you will find the system to be an improved version of past efforts.

Let's review where we are;

- You should have received a bar code scanner. Each county, other than those that piloted the effort, received these last month. These are to be used to scan applicators cards and populate their numbers on an attendance roster. TDA only requires the license number from applicators.
- You should be receiving cards for all of your private applicators (these are not licenses but just cards with their bar code on them). These cards can be distributed to applicators in a number of ways. I suggest that you send out notification to the applicators (newsletters, radio, news articles, face book page, twitter, etc.) that the bar code cards are at your office and take advantage of them coming by to pick them up. This could be especially advantageous for you newer agents and can save you postage. You can also hold onto them and hand them out as producers attend meetings in the future but you still need to let them know you have them.
- If you are a pilot county, neither of the above scenarios applies to you. You have the scanners and have been provided a printer and card stock to print out these cards. You could follow the procedure mentioned above and notify producers to come by the office for a scan card. This may speed up the process vs. doing it at a meeting. Your producer names and license numbers can be found on TDA's site under your county. (directions below)

What to do now?

- Go to: <http://www.texasagriculture.gov/licensesregistrations.aspx>, click on "reports and publications", scroll down to "Ag Pesticide Applicators Currently Licensed" and click on the download icon. You can sort by county by going to the top right hand corner (sort & filter), click on custom sort, Add Level; Sort by: County or Column; clicking on the order you can save and add your county as an option. This should allow you to sort all the applicators in your county by name, number, address, etc. (opportunity to add to your mailing lists also)
- Save the download on your computer and print it off. This can be used to locate applicators numbers if they forget their card at a meeting. I guess I should say "when" they forget their card. My suggestion is to print and put this in a notebook for meetings so you can populate the attendance roster for those that don't bring their bar code card. You could even print off neighboring counties if it's a multi county program. With this scenario you won't be required to have internet access.
- Attend the webinar on July 23, 2015 provided by Dr. Don Renchie on how to do this process and use the equipment. I would mark this date in your calendar and plan to sit in or have your secretary sit in on the conference.

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Just to review, give the scanners and bar code cards a try. There is no doubt that it will be more efficient use of you and your support staffs time when implementing programs and preparing necessary documents for TDA. I know many of you think it will be faster to just do what you are doing but that's only because it's familiar. This process is easy and you are going to love it once you get the hang of it. Here is how I envision the process; you scan a producer's card when they come in the door and his number goes directly to a roster for the program. After all numbers are scanned a roster is printed and sent to TDA. If someone doesn't bring their card, you look on the printed county information and type the number on the roster. Like my grandmother used to say, "As simple as taking candy from a baby". Let me know if you have any questions and I hope everyone has a great week.