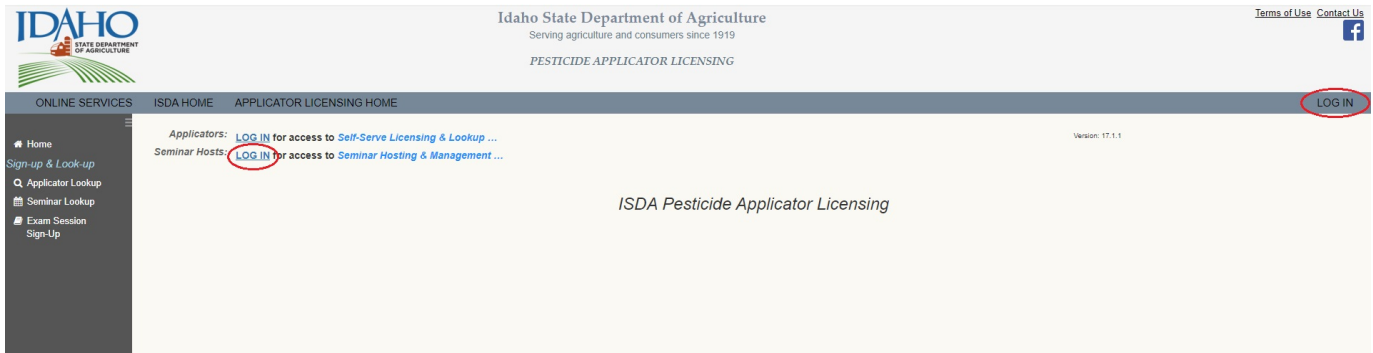# Creating a seminar host profile
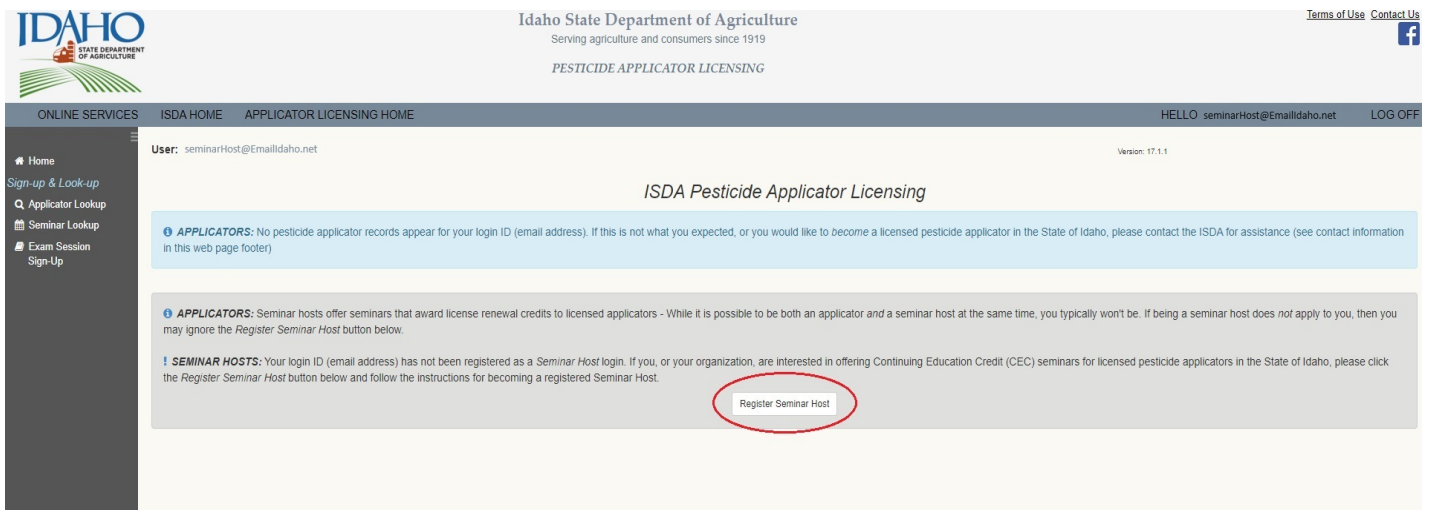
Seminar hosts can submit seminars and attendance rosters through an on-line portal.

1. Browse to the ISDA Applicator Licensing website at https://applicatorlicensing.isda.idaho.gov and click 'LOG IN'

2. USE THE <u>SEMINAR HOST'S</u> EMAIL ADDRESS as the user ID when logging in. This will typically be a seminar hosting organization's email address that is utilized only for seminar hosting activities.
*If this email address does not work, then you may need to click the Set Up Online Access link to set it up as a user ID in our SSO system (details not covered here).

Register as a Seminar Host

If you or your organization would like to sponsor seminars for pesticide applicators to earn continuing education credits (CECs), then click the *Continue* button below, otherwise click the *Cancel* button ...

IMPORTANT
- Seminar Registration Requests are associated with a single email login. We recommend utilizing a single shared email login and password for registering and running seminars. If you register seminars under more than one email account, then you will have to log into those separate accounts in order to access the additional registrations.

Continue...   Cancel

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ONLINE SERVICES   ISDA HOME   APPLICATOR LICENSING HOME   HELLO SEMINARHOST@EMAILIDAHO.NET   LOG OFF

Home
Sign-up & Look-up
Applicator Lookup
Seminar Lookup
Exam Session Sign-Up

Request Registration as a Seminar Host:

Note: Registration as a seminar host permits you to submit new seminar registration requests. Once requests have been reviewed and approved, the requested seminar will appear in our list of available seminars.

Clicking the *Submit Seminar Host Registration* button (below) will send an email to the ISDA to request registration as a seminar host. Once the ISDA has registered you as a seminar host, then a *Seminar Submissions* link will appear in the sidebar menu where you can initiate new seminar registration requests.

User ID: seminarHost@EmailIdaho.net   (This login ID will be registered as a Seminar Host)
Comments to the ISDA:
(OPTIONAL) Enter comments to the ISDA concerning your registration as a Seminar Host here

Cancel   Submit Seminar Host Registration

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User:

Successfully requested registration as a new Seminar Host for user seminarhost@EmailIdaho.net. Once the ISDA has registered you as a seminar host, a *Seminar Hosting* menu will appear in the sidebar

ISDA Pesticide Applicator Licensing

APPLICATORS: No pesticide applicator records appear for your login ID (email address). If this is not what you expected, or you would like to become a licensed pesticide applicator in the State of Idaho, please contact the ISDA for assistance (see contact information in this web page footer)

APPLICATORS: Seminar hosts offer seminars that award license renewal credits to licensed applicators - While it is possible to be both an applicator and a seminar host at the same time, you typically won't be. If being a seminar host does not apply to you, then you may ignore the *Register Seminar Host* button below.

SEMINAR HOSTS: Your login ID (email address) has not been registered as a *Seminar Host* login. If you, or your organization, are interested in offering Continuing Education Credit (CEC) seminars for licensed pesticide applicators in the State of Idaho, please click the *Register Seminar Host* button below and follow the instructions for becoming a registered Seminar Host.

Register Seminar Host

Once an ISDA employee has approved your request you **must log out and then log back in.** When logged back in the options below will be available. If after 24 hours the options below are not available, please contact the ISDA at ApplicatorCertification@ISDA.Idaho.gov

To register a seminar, select "New Seminar Registration Request". A link to the seminar requirements is also available as a reference.

Complete the prompts in the "Recertification Course Accreditation Request" form and submit the request by selecting "SAVE".

After the seminar is approved it will be available on the "Seminar Lookup" tab, and available for the seminar host or and ISDA to "Run Seminar".