



Email to: reports@lrl.leg.mn

December 7, 2017

Chris Steller
Legislative Reference Library
645 State Office Building
100 Rev. Dr. MLK Jr. Blvd.
St Paul, MN 55155

RE: PT contract #111252 MN Department of Agriculture (MDA) and University of Minnesota, Office of Sponsored Projects Final Report

Project: Content for two study manuals intended to train 1. Journeyman and Masters level structural pest control applicators and 2. Noncommercial structural and food processing pesticide applicators

Dear Chris:

Here is complete copy of the final report submitted to the Minnesota Department of Agriculture Pesticide and Management Division. The electronic copy was emailed to you on December 7, 2017.

I am submitting only one print copy. This report was prepared by the contractor and according to the project manager is not mandated by law.

Please contact me at (651) 201-6196 if you have questions.

Sincerely,

Kam Carlson

Kam Carlson
Contracts & Grants Coordinator
Pesticide & Fertilizer Management Division
Minnesota Department of Agriculture
625 Robert Street N.
St. Paul, MN 55155-2538

Enclosures: One copy of final report for project listed above

625 Robert St. N., St. Paul, MN 55155-2538 • 651-201-6000 or 1-800-967-2474 • www.mda.state.mn.us

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651/201-6000. TTY users can call the Minnesota Relay Service at 711 or 1-800-627-3529. The MDA is an equal opportunity employer and provider.

Structural Pest Control Curriculum Development Project (PT Contract #111252)

Progress Report No. 11 (Final)

November 22, 2017

Dr. Stephen A. Kells – Principal Investigator – University of Minnesota

Sabrina N. Hymel – Project Manager and Technical Writer – University of Minnesota

This report provides an overview of the project outcomes from the start on July 7, 2016 through completion on November 21, 2017. This Phase II work was to develop the content for four pesticide applicator license types in two manuals:

SPCA Manual

1. Commercial Structural Pest Control Applicator – Journeyman
2. Commercial Structural Pest Control Applicator – Master

Noncommercial Manual

3. Noncommercial Structural (Category S)
4. Food Processing Pest Control (Category M)

Additional details can be found in Progress Reports 1-10, which were submitted to MDA from July 2016 through May 2017.

Outcomes of the Project Plan

1. Select Subject Matter Experts (SMEs) for content review.

A planning meeting with UMN personnel and MDA personnel was held on July 18, 2016, and attended by most of the SMEs who had participated in development of the manual outlines in Phase I. The manual outlines from Phase I were reviewed, and we received commitments from the attendees for content review of the manuals.

2. Develop content for SPCA Manual, Journeyman and Master.

Content for the SPCA manual was generated and reviewed by the SME group for instructional relevance and completeness. After review by the SMEs, MDA personnel performed additional reviews for instructional relevance, completeness, structure, organization, and legal compliance.

3. Develop content for Noncommercial Manual: Category M and Category S.

Content for the Noncommercial Manual was generated and reviewed by the SME group for instructional relevance and completeness. After review by the SMEs, MDA personnel performed

additional reviews for instructional relevance, completeness, structure, organization, and legal compliance.

4. Develop Learning Objectives and Terms to Know to assist with examination development.

Learning Objectives (LOs) and Terms to Know (TTKs) were generated and reviewed by the SME group and approved by MDA personnel.

- SPCA Manual: Journeyman (Chapters 1-10) Minimum requirements for entry-level applicators.
- SPCA Manual: Master (Chapters 1-10 plus Chapters 11-16). Advanced knowledge of essential information, with additional content related to field experience.
- Noncommercial Manual: Noncommercial Structural (Category S) (Chapters 1-13) Minimum requirements for entry-level applicators.
- Noncommercial Manual: Food Processing Pest Control (Category M) (Chapters 1-13) Minimum requirements for entry-level applicators.

5. Perform external editorial review.

The content of both manuals was sent to Ms. Sally Daly for editing. Ms. Daly reviewed the manuals for grammar, punctuation, format consistency, as well as for readability to an entry-level, non-expert audience.

6. Determine photography needs and contract for copyrighted material.

Photographic needs were determined for each manual. We have contracted with PMI Pest Management Images & Consulting to purchase copyrighted photographs needed for each manual.

7. Deliver final content to MDA.

- Manual 1: Commercial Structural Pest Control Applicator: Journeyman and Master – Files for each chapter, a list of acronyms, and the Learning Objectives/Terms to Know were delivered to MDA on November 13, 2017.
- Manual 2: Noncommercial Structural (Category S); Food Processing Pest Control (Category M) – Files for each chapter, a list of acronyms, and the Learning Objectives/Terms to Know were delivered to MDA on November 21, 2017.