

# How do I get my employees trained under the Worker Protection Standard (WPS)?

## 1. Become a qualified WPS trainer

WPS training must be delivered by:

- Someone who holds a current pesticide applicator's license (in any category), or
- Someone who has completed an EPA-approved WPS [Train-the-Trainer](#) program for workers, or
- Someone who has been designated as a trainer of workers by a [state](#), [federal](#), or [tribal](#) agency having jurisdiction (you will most likely fit in to the prior two instances).

If you are a certified pesticide applicator (private or commercial), you can go to step two. If not, you can take the web-based training for trainers of Workers and handlers to become a qualified WPS trainer:

### [Web-based Training for Trainers of Agricultural Workers and Pesticide Handlers](#)

This web-based course provides the information required to train those who will train agricultural workers and pesticide handlers under the U.S. EPA Worker Protection Standard (WPS). It is self-paced with 12 modules, quizzes, and a final exam. The course costs \$35.00, and requires 2-3 hours to complete. Iowa does not have any additional requirements.

## 2. Find training materials

The trainer must use EPA-approved [training materials](#). Approved materials will bear an EPA approval number and an EPA statement of approval for use in WPS training. This approval number or publication number must be recorded on the training record.

Examples:

- Materials approved for training workers: EPA approval W PST 00001
- Materials approved for training workers and handlers: EPA approval W/H PST 00001

There are EPA-approved videos and presentations, in English and Spanish. Browse for what you need [here](#). Iowa State University Extension and Outreach has a narrated video presentation that meets the requirements for training workers and/or handlers:

- [Agricultural Worker and Handler Pesticide Safety Training – Narrated Video](#). You must adhere to the [training administration requirements from the 2015 WPS](#)
- [Agricultural Worker and Handler Pesticide Safety Training – PowerPoint](#). You must adhere to the [training administration requirements from the 2015 WPS](#)
- [Agricultural Worker and Handler Pesticide Safety Training – Script](#). You must adhere to the [training administration requirements from the 2015 WPS](#)

## 3. Train employees

Agricultural workers need to be provided with WPS worker training before they begin working in [treated areas](#), and every 12 months. If the worker has received pesticide handler training in the last 12 months, worker training is not required.

As a trainer, you must:

- Be present during the entire training.
- Respond to workers' questions.
- Present the training in a way that is understandable for workers. Use a translator if necessary.
- Present the training verbally from written materials or from audio-visual materials workers can see and hear, such as a video.
- Conduct training in a location that is conducive to training and free from distractions.

#### 4. Keep records of training

Neither workers nor trainers are required to maintain records of training. Agricultural employers (you) must maintain training records for each worker on the establishment for two years after training. You, (the agricultural employer) must provide a copy of the training record to the worker or handler upon request.

Training records must include:

- the trainee's printed name and signature,
- the date of training,
- the trainer's name,
- evidence of the trainer's qualification to train,
  - pesticide applicator's license number, or
  - EPA approval number for a Train-the-Trainer course, and the date it was completed by the trainer, or
  - evidence of state/tribal designation as a WPS trainer
- the employer's name, and
- EPA approval number for the training materials.

#### Additional Information

For more information on WPS contact Betsy Danielson, [betsydan@iastate.edu](mailto:betsydan@iastate.edu), 515-294-7293 or visit the Pesticide Educational Resources Collaborative (PERC) website at <http://pesticideresources.org//index.html>.