

To: Pesticide Safety Education Programs (PSEPs)  
Pesticide State Lead Agencies (SLAs)  
From: Amy Sullivan, CTAG Secretary  
Re: Solicitation for Advisory Committee Members to Structure and Define the  
Reestablishment of the Certification and Training Assessment Group (CTAG)  
Date: August 15, 2019

---

*Reestablishment of CTAG is a primary goal of the U.S. EPA Meetings Grant, which was awarded to Michigan State University in 2018. CTAG was originally formed in 1996 for the purpose of bringing together PSEPs, SLAs, and EPA in an effort to reduce risks to the public from pesticide use, provide high quality pesticide education and safety training, improve re/certification programs, ensure funding, and improve efficiency of program operations. As many of our states and PSEPs are preparing for implementation of the new C&T rules, this is an important time for the reestablishment of the group.*

#### ADVISORY COMMITTEE MEMBERS

EPA strongly supports CTAG and is providing for the PSEPs and SLAs to define and structure the group as needed to best support the Certification and Training programs. To that end, we are looking to recruit folks with previous experience on CTAG, and current direct involvement in Certification and Training programs (even without previous experience on CTAG).

We hope to have diversity in geography, experience, education, programmatic oversight, and relationships with EPA. If you haven't been involved in CTAG previously, it is important that you recognize this is a national group that functions to influence policy, standards, funding, and implementation of regulations. It may be helpful to have had some experience working at least regionally or within other national associations as part of your professional experience.

#### MAIN FUNCTION OF THE ADVISORY COMMITTEE

The advisory committee will develop a governance document for CTAG including a process for selecting members and role, how CTAG will function, goals and mission of the group, how to ensure coordination with EPA, how to measure success, CTAG liaison roles, budgets, and a calendar of events. After these goals are met, the advisory board may dissolve.

#### COMMITMENT REQUIRED

There will not be travel associated with this effort. Scheduling one 2-hour call per week, I believe we can be finished within 6-8 weeks, or by mid-October, if not sooner. Advisory committee members will have to put in time outside of calls to work on the functions listed above.

If you are willing to help us redefine and structure CTAG for the benefit of the certification and training programs, please send me a brief write up of your experience, ensure support of your office for the time commitment, and any other relevant information. I hope to begin by the beginning of September.

Thank you for considering how CTAG can best serve our C&T programs and how you can assist in this effort!