



Date: April 14, 2021

To: All County Agricultural Commissioners/Sealers of Weights and Measures

Subject: **County Liaison Advisory No 2021-1 Revised**  
Qualifying Hours in Management/Supervisory Practices for the County  
Agricultural Commissioner/Sealer of Weights & Measures Written Examination -  
Conferences and Meetings

This advisory clarifies how conferences and meetings may qualify for hours of instruction in management and/or supervisory practices to qualify for the written examination for County Agricultural Commissioner/Sealer of Weights and Measures. These qualifications are outlined in *Title 3, Division 1, Chapter 2, Article 1, Sections 103 (3) and 106 (3) of the CA Code of Regulations (CCR)*.

A legal referral was submitted to the CDFA Legal Office requesting an interpretation of which parts of CDFA or CACASA sanctioned conferences or meetings may qualify for hours of instruction in management and/or supervisory practices. The CDFA Legal Office opined that parts of conferences or meetings that specifically focus on a topic directly related to a management and/or supervisory practice may qualify for hours of instruction for the written examination. Conversely, parts of conferences or meetings that only focus on the desired knowledge or abilities of a Commissioner/Sealer outlined in these CCR Sections, but do not have a management/supervision component, may not be counted towards the hours of instruction. While these knowledge and abilities are important and often are topics of the oral examination, they may not be counted toward qualifying instruction time for the written examination unless they contain a management/supervision component.

As a result of the direction given in this legal referral, the County Licensing Program must evaluate future conferences and meetings using this standard. Additionally, this standard must also be applied to previous conferences or meetings that had previously been evaluated using a broader standard. In this light, the CASAP Conference has historically been assigned 8 hours of instruction time. Using the legal interpretation noted above, going forward the previous CASAP Conferences listed below will count for the following hours of instruction in management and/or supervisory practices:

2015: 1.5 Hours	2019: 3 Hours
2016: 1 Hour	2020: 2 Hours
2017: 1 Hour	2021: 1 Hour
2018: 1.5 Hours	

This advisory will apply to candidates seeking to qualify for the County Agricultural Commissioner/Sealer of Weights and Measures written examination scheduled in August/September 2021 and thereafter. Candidates admitted to this examination in examination cycles prior to August/September 2021 will not be required to requalify for or retake the written examination.

Questions regarding the acceptability of specific instructional courses can be directed to the County Licensing Program at: [cdfa.county\\_exams@cdfa.ca.gov](mailto:cdfa.county_exams@cdfa.ca.gov).

If you have questions regarding this advisory, please contact Hyrum Eastman, CDFA County/State Liaison, at 916-403-6700 or [hyrum.eastman@cdfa.ca.gov](mailto:hyrum.eastman@cdfa.ca.gov).