

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**OFFICE OF PESTICIDE SERVICES**

P. O. Box 1163 • Richmond, VA 23218  
Phone: (804) 786-3798 • Fax: (804) 786-9149 • [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

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## Instructions for Completing the Application for Registered Technician Certification

### Requirements:

In order to qualify to take the Registered Technician certification exam, you must meet the following requirements:

- A. At least 40 hours of on-the-job training in safe pesticide use under the direct on-site supervision of a certified Commercial Applicator, including:
  - 1. 20 hours of study based on the Virginia Core Manual (Applying Pesticides Correctly) *AND*
  - 2. 20 hours of supervised pesticide handling in the job duties you will be expected to perform.
- B. If you are applying pesticides for hire, you must work for a firm that holds a valid Virginia Pesticide Business License, issued by the Virginia Department of Agriculture & Consumer Services.

*Persons who have been convicted of a violation of any federal, state or local pesticide law may not apply for certification. In addition, persons who have had a Virginia applicator certificate or a pesticide business license revoked may not apply for certification within a two-year period following that action.*

### Study Manual:

You may order the Virginia Core Manual by visiting the Virginia Tech Pesticide Programs website at <http://www.vtpp.org>. Information on study manuals and how to order is enclosed.

### Application A:

You should apply for examination as soon as your required training is completed.

Fill out your application as completely as possible, being sure to include the following:

- 1. Complete name
- 2. Social Security Number (**Required**)
- 3. Date of Birth
- 4. Your mailing address (where you want the Office of Pesticide Services to send your mail)
- 5. Hire or Transfer Date (**Required**)
- 6. Your employer information
- 7. Name and certificate number of the Commercial Applicator who trained you
- 8. Signature of the Commercial Applicator who trained you and date
- 9. Your signature and date of application
- 10. Your fee of **\$30.00** (Government employees are exempt from fees.)

### Application B:

Please complete Application B if you have previously applied to become a certified Registered Technician.

This is the application you should use if you wish to:

- 1. Retake exam you did not pass or take on a previous attempt.
- 2. Retake exam in order to reinstate and expired certificate.
- 3. Retake exam in order to recertify instead of attending a recertification course.

Fill out your application **completely**, being sure to include the following:

1. Reason for taking the exam
2. Certification Number
3. Complete Name
4. Social Security Number **(Required)**
5. Date of Birth
6. Your mailing address (where you want the Office of Pesticide to send your mail)
7. Your employer information
8. Hire or Transfer Date **(Required)**
9. Your signature and date of application
10. Your fee of **\$30.00** (Government employees are exempt from fees)

### **Notice of Authorization:**

Once your complete application is received, the Office of Pesticide Services will review your application. If you are qualified, you will be authorized to be examined. You will receive a Notice of Authorization that must be presented at the testing center, along with photo identification. Qualified applicants have 90 days from the date of the letter to sit **one time** for the examination. If your Notice of Authorization expires before you have taken the exam, you must reapply.

### **Testing:**

The Registered Technician examination is a written examination. It is administered in writing at VDACS testing centers and on touch-screen computers at Department of Motor Vehicles Customer Service Centers. Examinations are given during business hours at more than 70 local Department of Motor Vehicles (DMV) Customer Service Centers, or by appointment at 11 VDACS testing centers. Exams on the DMV computerized equipment are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored. A score of 76% is required to earn a Registered Technician certificate.

### **Receiving your certificate:**

If you pass the exam, OPS will notify you, and send you your certificate. If you take and pass your exam at one of the DMV Customer Service Centers, your completed Notice of Authorization will serve as a temporary certificate good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.

*If you are applying pesticides for hire, you must work for a firm that holds a valid Virginia Pesticide Business License, issued by the Virginia Department of Agriculture & Consumer Services. You will not receive a certificate without a valid license.*

If you fail the exam, OPS will notify you, and will send you a new application. Another application and fee is required to take an exam again.

### **Conditions of your Certificate:**

Once you are certified as a Registered Technician you may use general use pesticides unsupervised. You may use restricted-use products **only** when under the direct supervision of a certified Commercial Applicator.

### **Maintaining your certificate:**

To maintain a certificate, you must:

#### **Renew:**

Registered Technician Certificates expire June 30 and must be renewed every two years. OPS will send you a renewal notice every other year. It is your responsibility to keep your mailing address current in our files. A renewal form and a \$30.00 renewal fee must be returned to OPS on or before June 30 of your renewal year to avoid a penalty fee. (This fee is waived for federal, state and local

government employees.) No late renewals will be accepted after August 29. Applications for renewal will not be processed unless you have at least two years of recertification credit.

- AND-

**Recertify:**

To qualify for renewal, you must attend recertification training approved by OPS. All recertification courses approved for Commercial Applicators are also approved for Registered Technicians, but you should locate a course appropriate for the kind of work you do. If you have questions, ask the Commercial Applicator who supervises you for the category in which he or she is certified. When you attend recertification courses you must sign an attendance roster and complete an Application for Recertification form. You will earn up to two years of recertification credit for each approved program you attend. You can accumulate up to four years of recertification credit. If you do not recertify, you will not be permitted to renew your certificate.

**If you allow your certificate to expire for more than 60 days, for any reason, by law you must retest to reinstate your certificate.** Failure to renew a certificate, either due to failure to respond to the renewal notice or failure to recertify, will result in certificate expiration.

**Recertification courses:**

Registered Technician recertification courses are offered by the Virginia Cooperative Extension, pesticide-related trade and professional organizations, and others. Program availability varies by category and by season. Most courses are offered between September and March. Keep in touch with your local Extension Agent and/or professional organization to avoid missing recertification opportunities. A current listing of all approved recertification courses may be obtained from the Office of Pesticide Services, Virginia Cooperative Extension offices, Virginia Tech Pesticide Programs, or from the Internet, using the WWW pages listed below.

**Sources of Information:**

Questions regarding federal and state pesticide regulations, approved Registered Technician recertification workshops, and the legal responsibilities of pesticide users:

**Virginia Department of Agriculture and Consumer Services (VDACS)  
Office of Pesticide Services (OPS)**

**Mailing:**

P.O. Box 1163  
Richmond, VA 23218

**Location:**

102 Governor Street, Lower Level  
Richmond, VA 23219

Phone (804) 786-3798 / (804) 371-0873 / Fax (804) 786-9149

<http://www.vdacs.virginia.gov/pesticides.shtml>

Questions regarding pesticide management techniques, sources of approved preparatory training sessions and recertification workshops for pesticide applicators:

*(Consult local listings for telephone number)*

**Virginia Cooperative Extension (VCE)  
Virginia Tech Pesticide Programs (VTPP)**

302 Agnew Hall, Code 0409

Virginia Tech

Blacksburg, VA 24061-5814

(540) 231-6543

<http://www.vtpp.org>