Instructions for Completing the Applications for Commercial Pesticide Applicator Certification

You must complete **Application A** if you wish to become certified as a Commercial Pesticide Applicator in Virginia, **and you have never applied to become a certified Commercial Pesticide Applicator**. If you have previously applied, or are already certified as a Commercial Pesticide Applicator, please use **Application B**. (See Page 2 for more information on Application B.)

Requirements:

In order to qualify to take the Commercial Pesticide Applicator certification exams, you must meet **one** of the following requirements:

- You must currently hold a valid Virginia Registered Technician certificate, and must have worked as a certified Registered Technician for at least one year; ***OR***

- You must have at least one year of education, training, or experience in a pesticide- related field which has provided at least the equivalent practical knowledge of proper pesticide use required of a Registered Technician. You will need to provide a description of this education, training, or experience with this application.

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 Manuals:

Before attempting to take any Commercial Applicator certification exams, you should first study the material contained in the most current edition of the Virginia Pesticide Applicator Training Core Manual, and other category-specific manuals related to the type of work you are going to be performing. You may order manuals for a nominal fee using the enclosed order form from the Virginia Tech Extension Division Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24061-0512, 540/231-1325. Contact the Office of Pesticide Services or your local Virginia Cooperative Extension office for additional order forms.

Application A:

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

- Certificate class desired
- Social Security Number
- Your mailing address (where you want the Office of Pesticide Services to send your mail)
- Your employer information
- Your qualifications
- Categories in which you wish to be examined (See insert for category descriptions)
- Your signature
- Your fee of **$70.00** (Government employees are exempt from fees.)

Application B

Please complete **Application B** if you have previously applied to become a certified Commercial Pesticide Applicator. This is the application you should use if you wish to:

- Retake any exams you have not passed on a previous attempt (Fee waived for first retake)
- Take exams to become certified in additional categories (Fee $35.00 per application)
- Retake Core and category exams in order to recertify, instead of attending a recertification course
- Retake exams in order to reinstate an expired certificate.

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

- Reason for taking the exams
- Certificate class desired
- Social Security Number
- Commercial certificate number
- Your mailing address (where you want the Office of Pesticide Services to send your mail)
- Your employer information
- Categories in which you wish to be examined (See insert for category descriptions)
- Your signature
- Your fee of $70.00 (Government employees are exempt from fees.)

Notice of Authorization:

Once your complete application is received, the Office of Pesticide Services will send you a letter confirming the receipt of your application. If you meet the requirements above, you will be authorized to be examined. This Notice of Authorization must be presented at the testing center, along with a photo identification. Qualified applicants have 90 days from the date of the letter to sit for the examinations. If your Notice of Authorization expires before you have taken an exam, you must reapply.

Testing:

To become a Commercial Applicator, you must first pass a Core Examination.* This test deals with general principles of pesticide safety, and knowledge of appropriate federal and state laws and regulations. Then, you must further demonstrate competency in a particular type of pest control by passing the appropriate category examination(s).
* *(Persons preparing for certification in Category 5B, Marine Antifoulant Paints, are required to take only the category examination.)*

The Commercial Core and category examinations are all written examinations. They are 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 the passing score required to earn a commercial applicator certificate. Once you have passed the Core exam, you may take any additional category exams listed on your Notice of Authorization, **at one sitting**. Most exams have a one-hour time

limit, and **you should allow sufficient time to complete all exams before the closing time of the DMV Customer Service Center.**

Receiving your certificate:

If you pass the Core and one or more category examinations, the Office of Pesticide Services (OPS) will notify you, and send you your certificate. If you take and pass your exams 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 an exam, OPS will notify you, and will send you a new application. Another application is required to take an exam again. You may resubmit your application immediately, but you must wait 10 days before taking any examination a second time. If an exam is failed more than once, you must submit another application *with the $70.00 fee*, and there is a 30-day waiting period before retesting.

Maintaining your certificate:

To maintain a certificate, you must:

Renew:
Commercial Applicator Certificates expire June 30 and must be renewed every two years. The Office of Pesticide Services 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 $70.00 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.

Recertify:
To qualify for renewal, you must have attended recertification training approved by OPS for the category (or categories) in which you are 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 per category for each approved program you attend. You can accumulate up to a maximum of four years of credit. If you are unable to attend recertification training, you may recertify by applying to be reexamined, using Application B, and retaking your certification exams. 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:

Commercial Applicator 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 organizations 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, applicator certification, approved commercial applicator recertification workshops, and the legal responsibilities of pesticide users:

Virginia Department of Agriculture and Consumer Services (VDACS)
Office of Pesticide Services (OPS)
P.O. Box 1163, Room 401
1100 Bank Street
Richmond, VA 23218
(804) 786-3798
WWW Home Page: http://www.vdacs.state.va.us/pesticides

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

Virginia Cooperative Extension (VCE)
County Extension Office
(consult local listings for telephone number)
Virginia Tech Pesticide Programs (VTPP)
34 Agnew Hall
Virginia Tech
Blacksburg, VA 24061-0409
(540) 231-6543
WWW Home Page: http://www.vtpp.ext.vt.edu

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