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:

- 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:
  - 20 hours of study based on the Virginia Core Manual (Applying Pesticides Correctly) *AND*
  - 20 hours of supervised pesticide handling in the job duties you will be expected to perform.
- 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 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 forms.

Application:

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:

- Social Security Number
- Your mailing address (where you want the Office of Pesticide Services to send your mail)
- Your employer information
- The name and certificate number of the Commercial Applicator who trained you
- The signature of the Commercial Applicator who trained you
- Your signature
- 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 send you a letter confirming the receipt of your application. If you are qualified, 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 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.

If your employer has been authorized to "proctor" the Registered Technician exam, you may be able to take the exam at your place of business. You will still need to submit an application and receive a Notice of Authorization before you can take the exam.

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 your employer, or at one of the DMV Customer Service Centers, you will be issued a temporary certificate good for seven days. Your permanent certificate will be mailed to you by OPS within seven days. (For employer-proctored exams, OPS must first receive a copy of your test before a certificate can be issued.)

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 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 $30.00 fee*, and there is a 30-day waiting period before retesting.

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)

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 pesticide 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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