

[Here](#) is the link to access the FACT, online webinar, through Virginia Tech's, Virginia Cooperative Extension, in order to take the necessary fertilizer training before applying for certification. The cost to complete this course is \$10.

You will need to create an account with Extension in order to sign up for the FACT course.

After you have completed the information to establish an extension account, you will need to confirm your registration by following the link sent to your email.

You should be able to log into Extension using your email and new password you created for your account.

There are 10 modules (slides) within the webinar and a quiz is given after each module. You must answer 7 out of 10 questions correctly to pass each module and move on to the next. You can save your quiz attempts and pick up where you left off if needed.

Once you have completed the modules and passed the quizzes, you will be given a completion document at the end of the webinar. Be sure to save this document to your computer.

Next, you will need to apply for and set up an account in our Online Registration System for a certified fertilizer applicator (CFA) certificate using this link: <https://oars.vdacs.virginia.gov>

Be sure to select "Create your individual VDACS Online Account." Your CFA account is where you will upload training documents, renew your certification and view/print your permit.

Be sure to establish your account using an active email address that you check often. Your email will be used to send renewal notices, notifications of certifications etc.

Establish your account using an active email address that you check often. Your email will be used to send renewal notices, notifications of certifications, etc. ***The email address you use for your VDACS-CFA account should be a personal email address that you can access; regardless of who your employer is. This account is specific to you as an individual and should not be pertinent to your employer.***

After you have entered your general information, you will need to upload your completion document you received from the webinar. This document **MUST** be uploaded in order to become certified.

Once you have uploaded your document, be sure to follow the "NEXT" prompts all the way through to "Submit." From there, allow 7-14 business days for processing. We will receive and review your submission and issue you a new four year permit. Your new permit will be available for viewing/printing on your account.

Please be mindful that the Certified Fertilizer Applicator permit is a four year permit. Two hours every (2) years of continuing education (total of 4 hours) is required in order to re-certify. It is the responsibility of each applicator to upload all training documents in order to receive credit.

Upcoming courses can be found at <http://www.vdacs.virginia.gov/plant-industry-services-certified-fertilizer-applicator-training.shtml>. This website is updated as courses become available. There are also on-demand re-certification courses provided by the Virginia Cooperative Extension.

Please review CFA regulations [here](#)

If you have any questions, please feel free to contact Victoria Lawrence at Victoria.lawrence@vdacs.virginia.gov, (804) 786-3514, or Laura Earhart at laura.earhart@vdacs.virginia.gov, (804) 371-2667.