

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF PESTICIDE SERVICES

P. O. Box 1163 • Richmond, VA 23218  
Phone: (804) 371-0152 • Fax: (804) 786-9149 • www.vdacs.virginia.gov

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## 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:

1. 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**
2. 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 by visiting the Virginia Tech Pesticide Programs website at <http://www.vtpp.org> . Information on study manuals is enclosed.

### Application A:

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

1. Complete name
2. Certificate class desired
3. Social Security Number (**Required**)
4. E-mail address
5. Your mailing address (where you want the Office of Pesticide Services to send your mail)
6. Your employer information
7. Your qualifications as they relate to pesticides (additional information may be requested if insufficient information is provided):
  - a. Registered Technician - If you are or have been a registered technician in Virginia for at least one year, please provide your Registered Technician Certificate Number.
  - b. Experience and training – If you have not been a Registered Technician in Virginia

- for at least one year and do not have one year or more of education in a pesticide related field, provide specific dates of employment in a pesticide field (not just years) as well as the types or specific names of pesticides you applied, equipment used, each employers' name. If trained by a certified commercial applicator include their name. Experience and training must be associated with job experience, not personal use of pesticides around your own home or property.
- c. Formal education, provide information on the type of degree or career studies certificate you earned in a pesticide related field. Include the name of the educational institution.
8. Categories in which you wish to be examined (See insert for category descriptions)
  9. Your signature and date of application
  10. Your fee of **\$100.00** (Government employees are exempt from the fee.)

## Application B:

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

1. Retake any exams you have not passed on a previous attempt (\$100 fee if not certified).
2. Take exams to become certified in additional categories. (Fee \$35.00 per application)
3. Retake Core and category exams in order to recertify, instead of attending a recertification course (\$100 Fee).
4. To retake exams in order to reinstate an expired certificate (\$100).

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

1. Reason for taking the exams
2. Certificate class desired
3. Social Security Number (**Required**)
4. Certification number
5. E-mail address
6. Your mailing address (where you want the Office of Pesticide Services to send your mail)
7. Your employer information
8. Categories in which you wish to be examined (See insert for category descriptions)
9. Your signature and date of application
10. Appropriate Fee (\$100.00 or \$35.00) (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 meet the requirements above, 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 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 and fee is required to take an exam again.

### **Maintaining your certificate:**

Once you have obtained your certification, you are responsible for maintaining an active certificate through **recertification training** and **renewing** your certificate biennially. Your expiration **AND** recertification deadlines will be displayed on your certificate. It is your responsibility to notify OPS of any mailing address or employer changes to ensure you receive updates on when to recertify and renew. Failure to renew a certificate, either due to failure to respond to the renewal notice or failure to recertify, will result in certificate expiration. **If you allow your certificate to expire for more than 60 days, for any reason, by law you must retest to reinstate your certificate.**

#### **Renewal of your certificate:**

Commercial Applicator Certificates expire June 30\* and must be renewed every biennially (2 year cycle). The Office of Pesticide Services will send you a renewal notice every other year prior to the certificate expiring. A renewal form and a \$100.00 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. \*Note: The complete expiration date including the year will appear on the certificate as the "Expire Date".

**Recertification:**

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.

**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)**

Phone: (804) 371-0152 / Fax 804-786-9149

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

**Mailing Address**

P.O. Box 1163  
Richmond, VA 23218

**Physical Address**

102 Governor Street, Lower Level  
Richmond, VA 23219

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

**COMMERCIAL PESTICIDE APPLICATOR  
CERTIFICATION APPLICATION**

**(Do not use this form for certification renewal or retesting)**



In accordance with the Virginia Pesticide Control Act, and regulations adopted thereunder, application is hereby made for Certification as a Commercial Applicator in Virginia. (SEE PAGE 2 FOR REQUIREMENTS AND INSTRUCTIONS)

**The non-refundable application fee is \$100.00.** Please make check payable to: **Treasurer of Virginia.** Mail application and check to the above address. **Federal, State, and Local government employees are exempt from the fee. All certificates must be renewed by June 30<sup>th</sup> of the year provided on the certificate.**

**CERTIFICATE CLASS DESIRED** (Please check only one of the following four classes of certification listed below):

- COMMERCIAL FOR-HIRE (C)
- GOVERNMENT EMPLOYEE (G)
- NOT-FOR-HIRE COMMERCIAL (N)
- INACTIVE (Not Currently Employed) (I)

**Please type or print the following information:**

EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY # (**REQUIRED**): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M. I.) **DOB:** MM / DD / YYYY

MAILING ADDRESS: \_\_\_\_\_ (Street or RFD) COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMPLOYED BY (Company or agency you work for): \_\_\_\_\_

VA PESTICIDE BUSINESS LICENSE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ (Street or RFD) COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Please check **all** of the appropriate qualifications below by which you are eligible to apply for a Commercial Pesticide Applicator Certification:

- Currently hold a valid **Virginia Registered Technician Certificate** and have worked in Virginia as a Certified Registered Technician for at least one year. **Please print your certificate #:** \_\_\_\_\_
- Have at least one year of experience as a certified or non-certified applicator in a pesticide related field.
- Have at least one year of formal education and/or training in a pesticide related field.

**If you have not held a Registered Technician certificate for at least one year:**

Please give a brief explanation including specific dates/timelines, training, and/or education related to pesticides below, or on an attached (signed and dated) sheet of paper:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I request to be examined for the **core exam\*\*** and the following category exams (please refer to the description of certification categories listed on page 3. You **MUST** select at least one category **in addition** to the core exam\*\*):

CATEGORY NO.	CATEGORY TITLE	CATEGORY NO.	CATEGORY TITLE
(1) _____	_____	(3) _____	_____
(2) _____	_____	(4) _____	_____

**\*\* NOTE:** The core exam is not required for individuals requiring certification in category 5B - Marine Antifoulant Paints. \*\*

I certify by signing below that I am the person applying for certification and that I meet the eligibility requirements for commercial certification. I further certify that I have been trained in the specific skills necessary to properly apply pesticides in the performance of my job, and I agree to abide by all laws and regulations governing pesticide usage in Virginia. In addition, I certify that I am over the age of 18, and eligible for pesticide certification in the Commonwealth of Virginia.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR DEPARTMENT USE ONLY:</b>	
Certificate No.:	_____
Date Issued:	_____
Keyed By:	_____

**APPLICATION FEE:** \$100.00  
**VDACS ACCT.** 756-09-02656  
**VDACS-07211**      **05/19**

**(SEE PAGES 2 AND 3 FOR REQUIREMENTS, INSTRUCTIONS AND CATEGORIES)**

## ELIGIBILITY REQUIREMENTS FOR COMMERCIAL APPLICATOR CERTIFICATION

Prior to applying for **Commercial Applicator (CCA)** certification, a prospective applicant must first complete Pesticide Control Board-approved training. Board-approved training consists of, at a minimum, self-study and review of all the material contained in the most current edition of the Virginia Pesticide Applicator Certification Training CORE Manual, and at least one other category-specific manual related to the specific type of work to be performed. These manuals may be obtained for a nominal fee from the Virginia Tech Pesticide Programs website at [www.vtpp.org](http://www.vtpp.org) or [www.vapesticidemanuals.com](http://www.vapesticidemanuals.com) (use Internet Explorer).

In order to be eligible to make application for Commercial Applicator certification, **you must first meet at least one of the following requirements:**

1. Must currently hold a valid Virginia Registered Technician (RT) certification, AND must have worked as a Virginia certified Registered Technician for **at least one year**; OR;
2. Must have **at least one year** of education, training, or experience in a pesticide-related field which provides at least the equivalent practical knowledge of proper pesticide use required of a Registered Technician.

**All Commercial Applicators** (with the exception of not-for-hire commercial applicators and government employees) must either obtain, or work for a firm that has obtained, a **Virginia Pesticide Business License** issued by the Virginia Department of Agriculture & Consumer Services.

## INSTRUCTIONS FOR COMPLETING APPLICATION (A) FOR COMMERCIAL APPLICATOR CERTIFICATION

1. **This application is only intended for first-time applicants. If you have previously applied for Commercial Applicator Certification, please use Commercial Applicator Form B.**
2. Return completed application with \$100.00 payment (Government employees are fee-exempt). If you meet the above requirements, you will be sent a Notice of Authorization (LOA) to take the certification exams. **You may not be permitted to test without supplying your Notice of Authorization at the time of testing.**
3. Within 90 days of the date of the Notice of Authorization, report to an approved testing location to take the written exams. Computerized exams at the DMV Customer Service Centers 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.
4. Each Notice of Authorization is valid for only **one** testing session. Retakes are not permitted without re-applying to test. If you fail your exam(s), or your Authorization expires and you have not tested, you must re-apply to test using the **Commercial Applicator Form B**.
5. **To be considered certified (CCA), you must pass a minimum of the core exam and at least one category exam.** Failure of one or both exams will require you to retest to obtain your certification. 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, generally within 10 working days. If you take and pass your exam(s) 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.
6. Once you have obtained your certification, you are responsible for maintaining an active certificate through **recertification training** and **renewing** your certificate biennially. Your expiration **AND** recertification deadlines will be displayed on your certificate. It is your responsibility to notify OPS of any mailing address or employer changes to ensure you receive updates on when to recertify and renew. Should your certificate expire for any reason, you will be required to re-take all examinations needed to reinstate your certificate.

***If you have further questions or need additional help, call our office at (804) 371-0152 or email [opsclrt.vdacs@vdacs.virginia.gov](mailto:opsclrt.vdacs@vdacs.virginia.gov).***

## COMMERCIAL PESTICIDE APPLICATOR CATEGORIES

<u>Category Number</u>	<u>Category Title</u>
1-A	Agricultural Plant Pest Control
1-B	Agricultural Animal Pest Control
1-C	Fumigation of Soil and Agricultural Products
1-D	Agricultural Chemigation
2	Forest Pest Control
3-A	Ornamental Pest Control
3-B	Turf Pest Control
4	Seed Treatment **
5-A	Aquatic Pest Control - General
5-B	Marine Antifoulant Paints
6	Right-Of-Way Pest Control
7-A	General Pest Control (Including Food Processing) **
7-B	Wood Destroying Pest Control**
7-C	Fumigation (non-agricultural)
7-D	Vertebrate Pest Control (excluding structural invaders) **
7-E	Sewer Root Pest Control
8	Public Health Pest Control
9	Regulatory Pest Control
10	Demonstration and Research Pest Control
11	Aerial Pesticide Application
12	Wood Preservation and Wood Products Treatment
**	excluding fumigation

### **Definitions:**

**Commercial applicator** means any applicator who has completed the requirements as determined by the board, including appropriate training and time in service, to apply for a certification, and who uses or supervises the use of any pesticide for any purpose or on any property other than as provided in the definition of private applicator.

**Commercial applicator not for hire** means any commercial applicator who uses or supervises the use of pesticides as part of his job duties only on property owned or leased by him or his employer. This definition shall also apply to governmental employees who use or supervise the use of pesticides, whether on property owned or leased by them or their employers or not, in the performance of their official duties.

**Renewal** is required biennially by June 30<sup>th</sup> of the year indicated on your certificate. This is accomplished by submitting a commercial renewal application before the expiration date listed on the applicator's certificate.

**Recertification** is also required biennially. This is accomplished by attendance at a Virginia approved recertification course for each category you wish to maintain, or by re-testing in lieu of attending training courses. You are required to take at least one course in a two year period, but can take enough courses to obtain four years of credit.

## Categories for Commercial Applicator Certification

**Please read the information below carefully to help you select the categories in which you wish to become certified.**

A Commercial Applicator must be certified in the category or categories fitting the type of pesticide use practiced or supervised. In the category descriptions below, the word “use” means actual use or supervision of use. Commercial Applicators engaged in several sorts of pesticide-related activities may need to be certified in several categories. The commercial Core examination is required in addition to category.

**1A *Agricultural Plant Pest Control:*** for use of pesticides in the production of agricultural crops, on grasslands, and non-crop agricultural land.

**1B *Agricultural Animal Pest Control:*** for use of pesticides on agricultural animals, and to places on or in which such animals are confined, for control of pests directly affecting such animals.

**1C *Fumigation of Soil and Agricultural Products:*** for use of pesticides for soil fumigation in the production of an agricultural commodity and/or for fumigation of agricultural products.

**1D *Chemigation:*** application of pesticides through an irrigation system.

**2 *Forest Pest Control:*** for use of pesticides in forest, forest nurseries and seed orchards.

**3A *Ornamental Pest Control:*** for use of pesticides in the production and/or maintenance of ornamental trees, shrubs and flowers in and out-of-doors.

**3B *Turf:*** for use of pesticides in the production and/or maintenance of turf such as on golf courses, residential lawns, parks and cemeteries.

**4 *Seed Treatment:*** for application of pesticides to seeds.

**5A *Aquatic Pest Control - General:*** for use of pesticides in or on standing or running waters for the express purpose of controlling pests, excluding those applicators engaged in activities relating to public health.

**5B *Marine Anti-Foulant Paints (TBT):*** for use of marine antifoulant paints containing tributyltin. Persons wishing to become certified in this sub-category are exempt from the core examination for commercial applicators.

**6 *Right-of Way Pest Control:*** for use of pesticides in the maintenance of public rights-of-way such as roads, electric power lines, telephone lines, pipelines and railways; and in the maintenance of fence lines, structural perimeters and other similar areas.



**7A General Pest Control:** for use of pesticides to control household pests, including pests that infest structures, stored products, and residential food preparation areas, and pests that infest or contaminate food at any stage of processing in food processing facilities. This includes treatment of food processing areas and control of vertebrate structural invaders. This category does not include control of wood-destroying pests, or the use of fumigants.

**7B Wood-Destroying Pest Control:** for use of pesticides other than fumigants to control organisms that destroy structures made of or containing wood.

**7C Fumigation (Non-Agricultural):** for use of fumigant pesticides to control pests in structures and items other than soils and raw agricultural commodities.

**7D Vertebrate Pest Control (Excluding Structural Invaders):** for use of pesticides to control vertebrate pest animals outside of human dwellings or other structures.

**7E Sewer Root Control:** for use of pesticides, especially those containing metam sodium, a restricted use pesticide, to control roots in sewer lines.

**8 Public Health Pest Control:** for use of pesticides to manage or control pests of medical significance that pose a risk to public health. Federal, state and local employees involved in public health pest control are included in this category.

**9 Regulatory Pest Control:** for use of pesticides by federal, state and local governmental employees to control regulated pests.

**10 Demonstration and Research Pest Control:** for persons, including federal, state and local government employees, who teach proper pesticide use, application techniques, and/or make pesticide recommendations; for research application of pesticides in field plots. Persons certified in this category must be knowledgeable of the competency standards required of commercial applicators in the category or categories appropriate to the type of pesticide application(s) being recommended, studied or demonstrated.

**11 Aerial Pesticide Application:** for application of pesticides by fixed-wing or rotary-wing aircraft.

**12 Wood Preservation and Wood Products Treatment:** for use of pesticides at wood treatment plants and sawmills for preservation of wood and wood products by pressure, dipping, soaking and/or diffusion processes to protect the wood and wood products from damage by insects, fungi, marine borers and/or weather.

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF PESTICIDE SERVICES

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**COMMERCIAL PESTICIDE APPLICATOR  
REQUEST FOR REEXAMINATION APPLICATION**  
**(Do not use this form for initial certification or certificate renewal)**

**CA-B**

In accordance with the Virginia Pesticide Control Act and regulations adopted thereunder, application is hereby made to take one or more written examinations for **Commercial Pesticide Applicator**. (SEE PAGE 2 AND 3 FOR DEFINITIONS AND CATEGORIES)

**Check ONLY ONE reason for requesting examination:**

- Not Yet Certified:** Retesting for failed exams or expired authorization. \$100.00 application fee.  
 **Currently Certified Applicator** testing for one or more additional pest control categories. \$35.00 application fee.  
 Reinstating an expired certificate. \$100.00 application fee.  
 **Currently Certified Applicator** testing in lieu of attending a recertification course. \$100.00 application fee.

This application fee is **non-refundable**. Please make check payable to: **Treasurer of Virginia**. Mail the application and the check to the above address. **Federal, State, and Local Government employees are exempt from application fees**. All certificates must be **renewed** by June 30<sup>th</sup> of the year provided on the certificate.

**CERTIFICATE CLASS DESIRED** (Please check only one of the following four classes of certification listed below):

- COMMERCIAL FOR-HIRE (C)  GOVERNMENT EMPLOYEE (G)  
 NOT-FOR-HIRE COMMERCIAL (N)  INACTIVE (Not Currently Employed) (I)

**Please type or print the following information:**

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY # (REQUIRED) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) **DOB:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM / DD / YYYY

MAILING ADDRESS: \_\_\_\_\_ (Street or RFD) COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMPLOYED BY (Company or agency you work for): \_\_\_\_\_

VA PESTICIDE BUSINESS LICENSE NO.: \_\_\_\_\_ BUSINESS PHONE NO.: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ (Street or RFD) COUNTY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**I request to be examined in the following categories** (please refer to the description of certification categories listed on page 2):

CATEGORY NO.	CATEGORY TITLE	CATEGORY NO.	CATEGORY TITLE
(1) _____	_____	(3) _____	_____
(2) _____	_____	(4) _____	_____

**(Please note:** If you are retaking exams and have not yet passed the Core Exam, or if you are reinstating an expired certification, you are required to take and pass the Core Exam in addition to any category specific exams you may have listed above.)

I certify by signing below that I am the person applying for certification and I have the necessary experience, training and/or education to properly apply pesticides in the performance of my job, and I agree to abide by all laws and regulations governing pesticide usage in Virginia. In addition, I certify that I am over the age of 18, and eligible for pesticide certification in the Commonwealth of Virginia.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

Certificate No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Keyed By: \_\_\_\_\_

APPLICATION FEE: \$100.00  
ADDING A CATEGORY ONLY: \$35.00  
VDACS ACCT. 756-09-02656  
VDACS-07218 04/19

**(SEE PAGES 2 AND 3 FOR INSTRUCTIONS, DEFINITIONS AND CATEGORIES)**

# ELIGIBILITY REQUIREMENTS FOR COMMERCIAL APPLICATOR CERTIFICATION

Prior to making application for **Commercial Applicator (CCA)** certification, a prospective applicant must first complete Pesticide Control Board-approved training. Board-approved training consists of, at a minimum, self-study and review of all the material contained in the most current edition of the Virginia Pesticide Applicator Certification Training CORE Manual, and other category-specific manuals related to the specific type of work to be performed. These manuals may be obtained for a nominal fee from the Virginia Tech Pesticide Programs website at [www.vtpp.org](http://www.vtpp.org) or [www.vapesticidemanuals.com](http://www.vapesticidemanuals.com).

**All Commercial Applicators** (with the exception of not-for-hire commercial applicators and government employees) **must** either obtain, or work for a firm that has obtained, a Virginia Pesticide Business License issued by the Virginia Department of Agriculture & Consumer Services.

## INSTRUCTIONS FOR COMPLETING APPLICATION (B) FOR COMMERCIAL APPLICATOR CERTIFICATION

1. This form is intended only for those applicants who have previously submitted a Commercial Applicator Form A. **If you have never applied to become a Certified Commercial Applicator (CCA), please use Form A.**
2. Return completed application with the corresponding payment (Government employees are fee-exempt). Once your application is approved, you will be sent a Notice of Authorization to take the certification exams. **You may not be permitted to test without supplying your Notice of Authorization at the time of testing.**
3. Within 90 days of the date of the Notice of Authorization, report to an approved testing location to take the written exams. Computerized exams at the DMV Customer Service Centers 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.
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5. **To be considered certified (CCA), you must pass a minimum of the core exam and at least one category exam.** Failure of one or both exams will require you to retest to obtain your certification. If you have passed the Core and **at least one or more** category examinations, the Office of Pesticide Services (OPS) will notify you, and send you your certificate, generally within 10 working days. If you take and pass your exam(s) 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.
6. Once you have obtained your certification, you are responsible for maintaining an active certificate through **recertification training** and **renewing** your certificate biennially. Your expiration **AND** recertification deadlines will be displayed on your certificate. It is your responsibility to notify OPS of any mailing address or employer changes to ensure you receive updates on when to recertify and renew. Should your certificate expire for any reason, you will be required to re-take all examinations needed to reinstate your certificate.

***If you have further questions or need additional help applying, call our office at (804) 371-0152 or email [opsclrt.vdacs@vdacs.virginia.gov](mailto:opsclrt.vdacs@vdacs.virginia.gov).***

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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# Responsibilities of Commercial Pesticide Applicators and Registered Technicians in Virginia

## I. Adherence to the Pesticide Label

The pesticide label is a legal agreement between the Environmental Protection Agency (EPA), the product manufacturer and the user. Pesticide product labels provide instructions for all stages/phases of use. Applicators must read, understand and follow label directions carefully. Pesticides may not be applied to any site not listed on the product label. Materials may not be applied at rates higher than the label directs. Pesticide applicators are bound to follow label directions for transport, mixing, loading, application, storage and disposal of pesticide products and containers. The use of any pesticide inconsistent with its label is prohibited by law, and there are state and federal penalties for violations.

## II. Supervision of Registered Technicians by Commercial Applicators

Certified Commercial Applicators must provide on-the-job training, instruction and supervision of Registered Technicians employed by them or assigned to them by their employer. Registered Technicians may use restricted-use pesticides only under the supervision of a Commercial Applicator. The supervising Commercial Applicator must either be physically present or be where the Registered Technician may contact the applicator by telephone or radio. Certified commercial applicators are responsible for the work of Registered Technicians under their supervision, and must provide the Registered Technicians with clear, specific instructions on all aspects of pesticide use. A Registered Technician may apply general use pesticides unsupervised.

Uncertified persons may apply pesticides commercially while in training status to become Registered Technicians only when under the *direct on-site* supervision of a certified Commercial Applicator.

## III. Pesticide Business License

Certified Commercial Applicators working for hire must have a Virginia Pesticide Business License, or work for someone who does. *This license is separate from any locality business license requirements.* Certified Registered Technicians working for hire must work for a properly-licensed Pesticide Business.

The licensed Pesticide Business must provide VDACS with evidence of financial responsibility protecting persons who may suffer legal damages as a result of use of any pesticide by the applicator. The coverage must provide for liability that may result from the operation of a pesticide business, and for liability relating to completed operations (for businesses that apply pesticides). Minimum insurance is \$100,000 property damage, \$100,000 personal injury to or death of one person, and \$300,000 per occurrence.

Virginia's state employees are insured by the Commonwealth for activities performed as official job duties.

#### **IV. Record-Keeping for Commercial Applicators**

Pesticide Businesses are required to keep records of **all** pesticide applications made by their applicators. These records must be maintained for a period of two years following the pesticide use. Pesticide businesses must include the following information in their records:

1. Name, address, and telephone number of customer and address or location, if different, of site of application;
2. Name and certification number (or certification number of the supervising certified applicator) of the person making the application;
3. Date of application (day, month, year);
4. Type of plants, crop, animals or sites treated;
5. Principal pests to be controlled;
6. Acreage, area, or number of plants or animals treated;
7. Identification of pesticide used - Brand name or common name of pesticide used;
8. EPA product registration number;
9. Amount of pesticide concentrate and amount of diluents (water, etc.) used, by weight or volume, on the area/sites treated;
10. Type of application equipment used.

Commercial applicators not for hire and Registered Technicians not for hire, including certified Government applicators, must maintain similar records to those maintained by licensed businesses. Recordkeeping requirements for commercial applicators not for hire and registered technicians not for hire can be found in 2VAC5-685-200 and 2VAC5-685-210.

#### **V. Reporting of Pesticide Accidents**

Pesticide accidents or incidents that constitute a threat to any person, to public health or safety, and/or to the environment must be reported to the Office of Pesticide Services. Initial notification must be made by telephone within 48 hours of the occurrence; a written report describing the accident or incident must be filed within 10 days of the initial notification.

Initial telephone contact and written reports should be directed to:

**Virginia Department of Agriculture and Consumer Services  
Office of Pesticide Services / Enforcement and Field Operations  
P. O. Box 1163, Richmond, VA 23218 (804) 371-6560**

If the accident or incident involves a spill, the applicator should contact VDACS/OPS for help in determining whether the release is governed under SARA Title III (the Community Right-to-Know Law). Reporting under SARA Title III is determined by the chemical hazard and the volume of the released chemical. If so, the applicator must also notify the:

**National Response Center at 1-800-424-8802.**

In the event of an emergency release which would impact other individuals or other property, notify the:

**Virginia Department of Emergency Services (DES) at 1-800-468-8892.**

## **VI. Maintenance of Certification**

**Applicators must inform VDACS/OPS if their address or employment status changes.**

### **A. Renewal of Certificates:**

Commercial Applicator and Registered Technician certificates must be renewed every two years. VDACS will send each certified applicator a renewal application. The renewal form and a renewal fee must be received by VDACS on or before June 30 of the renewal year to avoid a penalty. The renewal fee for two years is \$100.00 for a Commercial Applicator and \$50.00 for a Registered Technician. The renewal fee is waived for Federal, State and local governmental employees requiring certification, and government certificates are renewed automatically for those who meet the recertification requirements below. Certificates expire June 30. No late renewals will be accepted after August 29.

Applicators who allow their certificate(s) to lapse after August 29 must retest in the appropriate category or categories to reinstate their certification. Commercial applicators must also retake the Core examination.

### **B. Recertification:**

To qualify for biennial renewal, commercial applicators and registered technicians must participate in an ongoing pesticide safety education program. At a minimum, commercial applicators and registered technicians must attend at least one fully-approved recertification session per category every two years. Applicators may accumulate up to four years of recertification credit. Persons who fail to recertify will not be able to renew their certificates. Recertification courses are offered by Virginia Cooperative Extension, by pesticide-related trade and professional organizations, and others. A listing of all approved courses may be found at <http://www.vdacs.virginia.gov/pesticide-applicator-training.shtml> or requested from one of the local Virginia Cooperative Extension offices, Virginia Tech Pesticide Programs, or the VDACS/OPS/Certification, Licensing, Registration and Training Unit.

Program availability varies by time of year and by category; applicators should keep in touch with Virginia Cooperative Extension and/or professional organizations to avoid missing recertification opportunities. Commercial applicators and Registered Technicians may choose to recertify by taking their certification examinations again.

## **VII. Suspension or Revocation of Certificate:**

Certificates may be suspended or revoked if the holder presents a substantial danger or threat of danger to public health and safety or to the environment. A suspension may be issued on an emergency basis, and a certificate may be revoked after a hearing has taken place. If an applicator's certificate is revoked, he may not re-apply for Virginia certification for two years.

### **Sources of Information:**

Questions regarding federal and state pesticide regulations and the legal responsibilities of pesticide users:

#### **Virginia Department of Agriculture and Consumer Services (VDACS)**

##### **Office of Pesticide Services (OPS)**

P.O. Box 1163

102 Governor Street, Lower Level

Richmond, VA 23218

(804) 786-3798

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

Questions regarding federal and state pesticide regulations, legal responsibilities of pesticide users, pesticide management techniques, sources of approved preparatory training sessions and recertification workshops:

#### **Virginia Cooperative Extension (VCE)**

##### **County Extension Office**

WWW Home Page: <http://www.ext.vt.edu>

*(consult local listings for telephone number)*

#### **Virginia Tech Pesticide Programs (VTPP)**

34 Agnew Hall Mail Code 0409

Virginia Tech

Blacksburg, VA 24061

(540) 231-6543

WWW Home Page: <https://vtp.ento.vt.edu/>

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