

2012 PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN

Dear Pesticide Exam and Licensing Candidate:

The Pesticide Examination and License Information Bulletin is your guide to taking the state pesticide examination for the purpose of obtaining a Massachusetts pesticide applicator license or certification.

The state pesticide law requires that all persons who apply pesticides in public and private places used for human occupation and habitation with the exception of residential properties with three or less dwelling units, must be in possession of a valid license or certification issued by the Massachusetts Department of Agricultural Resources. See Massachusetts General Laws Chapter 132B, Section 10.

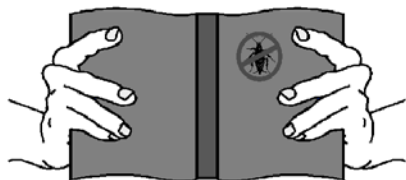
The Department of Agricultural Resources conducts written, closed-book examinations, and as appropriate, performance testing to measure competency to use, sell, and apply pesticides in Massachusetts.

Take the time to read this bulletin and acquaint yourself with the prescribed deadlines, procedures, and forms so that you can successfully obtain either a pesticide applicator license or certification in the Commonwealth of Massachusetts.

Please note that all exam registration applications and license applications should now be mailed to the Lockbox address provided on these forms and should not be sent to or dropped off at the Department's address.

Sincerely,

Steven Antunes-Kenyon
Pesticide Operations Coordinator



Visit the Pesticide Programs Web site at:
<http://www.mass.gov/agr/pesticides/index.htm>
for the latest information on pesticide programs!

	Page Number
▶ At – A - Glance	2
▶ General Information	3
▶ Determine your pesticide credential (license or certification) needs	3
▶ Order your study materials	3
▶ Schedule your exam date and site	3
▶ Take your pesticide exam	4
▶ Receive notification of your exam results	5
▶ Obtain your license or certification	5
▶ Maintain your license or certification	5
▶ Continuing education requirements	6
▶ Insurance requirements	6
▶ Exam Application	7-8
▶ Self-Study Purchase Order Form	9-10
▶ 2012 Pesticide Exam Schedule	11
▶ Directions to Exam Sites	12
▶ Resume Form	13
▶ Commercial Applicator License (Core) Training Workshops Form	14
▶ Frequently Asked Questions	15

AT-A-GLANCE

	Applicator License (Core)	Dealer License	Private Certification	Commercial Certification
Who Needs One?	<p>If you intend to do pesticide work using <i>general use pesticides for hire</i> and have never had a pesticide license before, you must obtain a commercial Applicator License.</p> <p>This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</p> <p>This also includes individuals working <i>not for hire</i> such as office building groundskeeper, apartment building landlords, custodians, condominium maintenance personnel, golf course superintendents.</p>	<p>If you intend to do pesticide work <i>selling restricted use pesticides</i>, you must obtain a Dealer License.</p> <p>This document is obtained by individuals who are employed by distributors and dealers of pesticides.</p>	<p>If you intend to do pesticide work using <i>restricted use pesticides</i> on property owned or rented by you or your employer for the purpose of raising agricultural commodities, you must obtain a Private Certification. This document is usually obtained by individuals working as farmers and growers.</p>	<p>You must take and pass the appropriate Commercial Certification category exam and have two years of relevant experience (see enclosed Resume Form on page 13).</p> <p>If you intend to do pesticide work using <i>restricted use pesticides for hire or not for hire</i> you must obtain a Commercial Certification. This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</p>
Exam Fees	\$75	\$125	\$125	\$125
Exam Times (and Lengths)	12:30 PM 125 questions (1 hour 45 minutes)	12:30 PM 125 questions (1 hour 45 minutes)	9 AM 125 questions (2 1/2 Hours)	9 AM 125 questions (2 1/2 Hours)
Passing Score	70% (87 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)
Workshops	An Applicator License Training Workshop is available through the Pesticide Education, Program at the University of MASS. See Pages 14	Not Available	Not Available	Not Available
Study Materials (Order form on pages 9 - 10)	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations, Dealer's Package	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations, Private Certification Manuals	Core Manual w/ supplement, Massachusetts Pesticide Control Act, Massachusetts Pesticide Regulations, Commercial Certification Manuals
Insurance	Required	Not required	Not required	Required
License Fees	\$100	\$300	\$100	\$150
License or Certification Expiration Dates	December 31 st	February 28 th or 29 th	December 31 st	December 31 st
Continuing Education	6 Contact hours	3 Contact hours	12 Contact hours	12 Contact hours
Annual License Renewal Fees	\$100	\$300	\$100	\$150

GENERAL INFORMATION

DETERMINE YOUR PESTICIDE CREDENTIAL NEEDS

The first step is to determine which kind of pesticide license or certification you need. In Massachusetts there are four different kinds of pesticide certifications and licenses. As described below these pesticide credentials are known as the:

- 1) Commercial Applicator License (Core);
- 2) Private Certification;
- 3) Commercial Certification; and
- 4) Dealer License.

► **Choose #1 Commercial Applicator License (Core) if you never have had a license before** or if you did, it was more than 5 years ago, and you plan to use general use pesticides on the property of another **for hire** or as part of your current job duties on the property of your employer or leased by your employer.

► **Choose #2 Private Certification** if you are a grower or farmer and you plan to use restricted use pesticides (RUP's) on your own property or that of your employer or rented by you or your employer **for the purpose of raising agricultural commodities**. Agricultural commodities can include, but are not limited to, products like cranberries, corn, potatoes, tomatoes, greenhouse plants, sod, nursery stock, blueberries, apples, etc.

► **Choose #3 Commercial Certification** if you have held a commercial applicator (core) license or certification for two (2) or more years either in Massachusetts or another state during the past five (5) years, and you plan to use restricted use pesticides (RUP's) on the property of another **for hire**.

► **Choose #4 Dealer License** if you plan to **SELL** restricted use pesticides.

ORDER YOUR STUDY MATERIALS

Once you have determined which kind of pesticide certification or license you need, you should order your study materials. It takes a few weeks to receive your self-study materials unless you purchase them in person at the UMASS EXTENSION BOOKSTORE at the University of Massachusetts - AMHERST (GO TO PAGE 9).

NOTE: This is the only location where you can purchase these study materials.

If you turn to the **Purchase Order Form** (PAGE 9), you will note that the self-study boxes are numbered to correspond to a certification and license types discussed earlier. Select the **SELF-STUDY BOX #** that matches the number associated with the certification or license type you need. Order all the study materials specified in the box.

SCHEDULE YOUR EXAM DATE AND SITE

To determine when and where exams are held, please review the exam schedule on PAGE 11.

It is advisable to select available dates early in the year especially if you desire to obtain a pesticide certification or license for the spring and summer months. Once you select a date and exam type, you will need to complete the exam application (GO TO PAGE 7). *For those individuals eligible for Commercial Certification (meaning you have held a certification or license for at least 2 years), you will also need to complete the Resume Form in addition to the exam application (GO TO PAGE,13).*

Note: Only one exam can be scheduled per exam date.

Once your application is complete mail your form with a check or money order (**cash is not accepted**) payable to the "Commonwealth of Massachusetts" via the below address.

**COMMONWEALTH OF MASS
STATE TREASURER
PO BOX 417103
Boston, MA 02241-417103**

Exam Fees

Applicator License Exam (core)	\$75
Dealer License Exam	\$125
Commercial Certification Exam	\$125
Private Certification Exam	\$125
PLEASE DO NOT MAIL CASH or PURCHASE ORDERS	

Incomplete applications or those without the proper fee will be returned.

Before you mail your exam application to the Lockbox, did you remember to complete the following?

- Record your selected exam date from those available in the 2012 Exam Schedule.
- Fill-in in the oval for the correct exam type and write down the code, if applicable.
- Sign the application.
- Include a completed Resume Form (p.13), if submitting an application for a Commercial Certification Exam.
- Enclose a check or money order which is payable to the "Commonwealth of Massachusetts" for the correct fee amount and authorized signature.

Due to the frequency of scheduled exams, admission letters or cards will NOT be sent to you confirming your registration. You will need to confirm your registration by checking to see that your name is listed on the Pesticide Exam Dates and Rosters webpage found via the below URL.

www.mass.gov/agr/pesticides/licensing

The online Pesticide Exam roster is posted 2 - 3 days after the deadline for receiving the exam applications. There will not be any interim exam rosters posted for upcoming exams. Alternatively, you may call the Department to confirm that you are registered for the requested exam.

Click on the exam date to see if you're on the exam roster. **Only pesticide license candidates on the roster will be able to take the exam on that date!**

Applications for examinations are processed in order of receipt. If your name is not listed on the exam roster for the date requested your application may have been rescheduled for the next exam date. Examination dates in March, April and May are more likely to be affected. Do NOT show-up at the exam location if your name is not on the Roster—you will not be allowed into the exam. Please call the Department if you have any questions.

All complete applications received after the maximum number of exam seats is reached or after the deadline will be rescheduled for the next examination date. However, if you have a conflict with this rescheduled date please contact the Pesticide Program to arrange for an alternate date or a return of your application.

Incomplete applications may be returned as the result of: missing or incorrect fee, wrong exam dates or location, and ineligibility for an exam.

Please be advised that the exam applications must be received at our office 1 week prior to the exam. Please allow adequate time for delivery through the US Postal Service and state mail processing (3 - 5 days). **Also be advised that the receipt of an application by the Pesticide Program prior to the examination deadline does NOT guarantee inclusion on the exam roster for the date requested.** Always check the online exam roster

TAKE YOUR PESTICIDE EXAM

Allow yourself adequate time to travel to the exam site in order to arrive prior to the start of the exam. Exam administrators and proctors begin the registration of exam candidates and assign seating prior to the start of the exam. Traffic delays and mechanical problems are not acceptable excuses for arriving late and you will not be allowed into the exam.

Private and Commercial Certification exams:

Registration begins at 8:30 AM or earlier.
The exam begins promptly at 9:00 AM.

Commercial Applicator (Core) and Dealer

License exams:

Registration begins at NOON or earlier.
The exam begins promptly at 12:30 PM.

Candidates who are late or do not appear for the scheduled exam will forfeit the exam fee. In such cases, exam candidates will be required to submit a new examination application and fee for another test date. Refunds cannot be given.

As part of the exam registration process, the exam administrator or proctor will ask you to produce positive **photo identification** such as a driver's license, passport, or military identification. If you cannot produce such positive photo identification, you will not be allowed to take the exam.

In addition, if your name does not appear on the Exam Roster or your application is not in the exam file, you will not be allowed to take the exam. Walk-in candidates will NOT be seated for the exam.

Candidates who disrupt the registration process will be disqualified from taking the exam and the registration fee will not be refunded. Once registered, all candidates will be assigned a seat and will be given further instructions.

Be sure to bring a sufficient number of sharpened #2 pencils with erasers. ***Pencils will not be provided and sharpeners are not available at the exam sites.***

Remember all examinations are closed book exercises! You are ***not*** allowed to use a calculator, notes, dictionaries, or other reference materials during the exam.

Exams have 125 multiple-choice questions and are timed. You will be allowed *one hour and 45 minutes* for the commercial applicator (core) and dealer license exams. You will be allowed *two hours and 30 minutes* to take commercial and private certification exams.

RECEIVE NOTIFICATION OF YOUR EXAM RESULTS

A notification letter will be mailed to the residential address or P.O. Box provided, indicating the exam results. This letter will indicate either PASS or FAIL with the raw score for the exam! If you do not receive your test results within 2 weeks, you may call, e-mail, write or fax a letter with your current address requesting your exam results. Please include your name, address, phone #, and exam date.

The established passing score for the applicator (core) license exam is 70% (87 questions correct out of the total 125), and for all other exams 75% is passing (94 questions correct out of the total 125)

The Department will post a list of the names of the exam applicants who have passed their exam by date on our web page at: www.mass.gov/agr/pesticides.

To insure confidentiality, *test results will not be given over the telephone.*

REPEATING AN EXAM

Candidates who are unsuccessful in passing the exam may re-take the exam. To re-take the exam, you must submit a new examination application for another date with the appropriate fee.

Regulations require that candidates that fail the exam twice must wait (3) three months before re-applying to take an exam. After failing an exam three times, you must wait (1) one year before re-applying

OBTAIN YOUR LICENSE OR CERTIFICATION

In addition to your exam results, if you pass the exam, you will be mailed an application to obtain a pesticide license or certification. This ***application for license or***

certification is valid for one year from the date of the examination. The end of this valid application time period is indicated as the due date.

Be Advised, that passing the exam does not equate to being certified or licensed to use pesticides!

To receive your license; sign the application, attach the appropriate fee as indicated, and if required, your insurance agent will have to attest to your insurance coverage or financial responsibility.

To be issued a pesticide license you must: Accurately complete and return the ***application for license or certification*** with the correct fee and proof of insurance (if required) to the below address for approval and processing.

COMMONWEALTH OF MASS
STATE TREASURER
PO BOX 417103
Boston, MA 02241-417103

Insurance is required for a Commercial Applicator License (core) or Commercial Certification. Insurance is not required for a Dealer License or Private Certification.

MAINTAIN YOUR LICENSE OR CERTIFICATION

RENEWAL AND EXPIRATION DATE

- After you submit the application to obtain your license or certification, please allow a 2 -3 weeks for processing. After review and approval, the Pesticide Program will mail the pesticide license or certification to the residential address or P.O. Box provided.
- State law requires you to carry the official license credential document on your person ***at all times while using pesticides.***
- Please note that the license or certification is valid for a period beginning with the actual date of issuance and ending on December 31st of the year issued unless it has been modified, revoked or otherwise suspended before that date.

NOTE: For a Dealer License, the document expires on February 28th or 29th.

Each year, renewal applications for all licenses and certifications will be mailed to you at least 30-days prior to the expiration date of the pesticide credential. It is important to that you notify the Pesticide Program of any address changes to ensure timely receipt of your renewal application.

CONTINUING EDUCATION REQUIREMENTS

- In addition to renewing your license or certification annually, there are also re-training requirements. As a holder of the license or certification, you must, at the end of a three-year period, be **re-licensed/re-certified** either by re-examination or by attendance at continuing education programs within the three-year period.
- The Cooperative Extension Service, as well as various trade groups and professional organizations provide training programs on an annual basis for meeting these requirements. You may check the below Pesticide Program web site for the dates and locations of continuing education classes for your license type by selecting the link for **Pesticide Applicator Continuing Education (PACE) Approved Programs** located at the following website:
<http://www.mass.gov/agr/pesticides/licensing/pace>
- You **MUST** obtain the required number continuing education contact hours to maintain your license or certification, or you will be required to retake the examination to maintain your license.
- You are required to retain all training certificates as proof of your continuing education. The Department audits individuals at the end of their three year recertification cycle in order to ensure compliance with the continuing education requirements.
- The Department accepts continuing education credits from all New England states and from many other training programs with **PRIOR** approval from the provider of the training. No training credits will be awarded after the training has occurred and without prior approval.

Commercial Certification	12 Contact hours per category
Private Certification	12 Contact hours per category
Applicator License	6 Contact hours
Dealer License	3 Contact hours

(1 contact hour = 50 consecutive minutes of learning)

INSURANCE REQUIREMENTS

(For Commercial Applicator (Core) License and Commercial Certification)

In order to satisfy the insurance requirements, you or your employer (on your behalf) must secure comprehensive general liability coverage relating to bodily injury and property damage.

In addition, you must be sure your insurance policy has **“an endorsement that modifies any pollution exclusion provisions”** to cover you for “sudden and accidental” mishaps as it relates to the purposeful use of pesticides on the property of another.

Municipal, state, and federal employees (government employees) are exempt from insurance requirements. In lieu of insurance, you must attach to your certification or license application a letter on letterhead attesting that your pesticide activities are part of your duties when you are working in your governmental capacity.

333 CMR (CODE OF MASSACHUSETTS REGULATIONS)

10.13: Financial Responsibility or Insurance

As a condition to obtaining or renewing a commercial applicator license or commercial certification, “an applicant shall be required by the Department to submit with his or her application an attestation by an insurance broker certifying that the insurance policy coverage in force and issued on behalf of said applicator meets or exceeds the standards set forth below, except as provided in 333 CMR 10.13(10). This attestation shall be on a form provided by the Department.”

A comprehensive listing of the insurance requirements is included in the Department Regulations (333 CMR 10.13) on our web site or you may call the Department to receive a copy of the insurance requirements.

PROVISIONS FOR CANDIDATES WITH SPECIAL NEEDS

If a disability prevents you from taking the exam under the existing conditions outlined in this bulletin, you may request special arrangements.

Please call the Pesticide Operations Coordinator to discuss the disability requirements before you submit your exam application. Anyone claiming a disability will need to provide both a clear description of the disability and supporting documentation. This information will help determine what arrangements or accommodations may be made for you in accord with State requirements.