

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 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 an 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 or license type that you read about above. 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 (GOTO 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**) to the address below.

**Department of Agricultural Resources
Pesticide Program - Suite 500
251 Causeway Street
Boston, MA 02114-2151
ATTN: Certification/Licensing**

Exam Fees

Applicator License Exam (core)	\$50
Dealer License Exam	\$100
Commercial Certification Exam	\$100
Private Certification Exam	\$100

PLEASE DO NOT MAIL CASH

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

Before you mail or deliver your exam application in person: did you remember to:

- Write down your desired exam date
- Fill-in in the oval for the correct exam type and write down the code (if any)
- Sign the application
- Include the Resume Form (if you are registering for a Commercial Certification exam)
- Enclose a check or money order which is payable to: *Commonwealth of Massachusetts* for the correct fee amount and authorized with your signature.

Due to the frequency of scheduled exams, no admission letter or card will be sent to you confirming your registration. Please confirm that your name is on the Exam Roster posted on our web site at www.mass.gov/agr/pesticides for the date requested. Alternatively, you may call the Department to confirm that you are registered for the requested exam. Pesticide Exam rosters are posted 1 - 2 days after the deadline for receiving the exam applications. There will not be any interim exam rosters posted for upcoming exams.

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!**

If your name is not listed on the exam roster for the date requested your application may have been received by the Pesticide Program, but because of the limited space at the exam site you may have been rescheduled for the next exam date. Applications for the examinations are processed in order of receipt therefore applications received near the deadline are more likely to be rescheduled. Examination dates in March, April and May are more likely to be affected.

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.

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.

Exam 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 examination.

In addition, if your name does not appear on the exam listing or your application is not in the exam file, you will not be allowed to take the exam. Walk-in candidates cannot be admitted.

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 calculators, notes, dictionaries, or 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.

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 confidentially, *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 Pesticide Program for approval and processing. **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 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 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 you. You may check the Pesticide Program web site for the dates and locations of continuing education classes for your license type by selecting the link for **Continuing Education** located at the following website:
www.mass.gov/agr/pesticides/licensing/index.htm
- 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 handicap prevents you from taking the exam under the existing conditions outlined in this bulletin, you may request special arrangements.

When you submit your examination application to the Pesticide Program as directed above, please submit a clear description of your handicap and supporting documentation. This information will help us determine what arrangements or accommodations must be made for you.

The Department will contact you to make arrangements for you to take the requested examination.