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 Massachusetts Department of Agricultural Resources, Pesticide Program (Department) is pleased to announce the introduction of “e-Licensing” through the Commonwealth’s ePlace Portal. All new exam registrations, results, and license applications will use this new online system.

The Massachusetts Department of Agricultural Resources (MDAR) 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 must now be submitted online via the new ePLACE Portal! Please closely review the information contained in the bulletin and visit the Pesticide Examination and Licensing webpage to start your online application.

Sincerely,

Steven Antunes-Kenyon
Pesticide Operations Coordinator

Please visit the MDAR Pesticide Program website at: www.mass.gov/eea/agencies/agr/pesticides

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## Who Needs One?

<table>
<thead>
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<th>#1 Applicator License (Core)</th>
<th>#2 Private Certification</th>
<th>#3 Commercial Certification</th>
<th>#4 Dealer License</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you intend to do pesticide work using <strong>general use pesticides for hire</strong> and have never had a pesticide license before, you must obtain a <strong>Applicator License</strong>. This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry. This also includes individuals working <strong>not for hire</strong> such as office building groundskeeper, apartment building landlords, custodians, condominium maintenance personnel, golf course superintendents.</td>
<td>If you intend to do pesticide work using <strong>restricted use pesticides</strong> on property owned or rented by you or your employer for the purpose of raising agricultural commodities, you must obtain a <strong>Private Certification</strong>. This document is usually obtained by individuals working as farmers and growers.</td>
<td>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). If you intend to do pesticide work using <strong>restricted use pesticides for hire or not for hire</strong> you must obtain a <strong>Commercial Certification</strong>. This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</td>
<td>If you intend to do pesticide work <strong>selling restricted use pesticides</strong>, you must obtain a <strong>Dealer License</strong>. This document is obtained by individuals who are employed by distributors and dealers of pesticides.</td>
</tr>
</tbody>
</table>

## Exam Fees

<table>
<thead>
<tr>
<th>Exam Fees</th>
<th>$75</th>
<th>$125</th>
<th>$125</th>
<th>$125</th>
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</thead>
</table>

## Exam Times (and Lengths)

<table>
<thead>
<tr>
<th>Exam Times</th>
<th>12:30 PM 125 questions (1 hour 45 minutes)</th>
<th>9 AM 125 questions (1 1/2 Hours)</th>
<th>9 AM 125 questions (2 1/2 Hours)</th>
<th>12:30 PM 125 questions (1 hour 45 minutes)</th>
</tr>
</thead>
</table>

## Passing Score

<table>
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<th>Passing Score</th>
<th>70% (87 or &gt; out of 125)</th>
<th>75% (94 or &gt; out of 125)</th>
<th>75% (94 or &gt; out of 125)</th>
<th>75% (94 or &gt; out of 125)</th>
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</thead>
</table>

## Workshops

<table>
<thead>
<tr>
<th>Workshops</th>
<th>An Applicator License Training Workshop is available through the UMass Extension Pesticide Education Program. See Pages 14</th>
<th>Not Available</th>
<th>Not Available</th>
<th>Not Available</th>
</tr>
</thead>
</table>

## Study Materials

|-----------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|
The first step is to determine which kind of pesticide license or certification you need. In Massachusetts there are four different kinds of pesticide credentials or licenses. There are four credential types that correspond to four distinct exam registrations types:

1. Applicator License (core)
2. Private Certification
3. Commercial Certification
4. Dealer License

Choose #1 Applicator License (core) if you have never had a pesticide license in Massachusetts, or if you did and it lapsed 5 or more years ago, and you plan to 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 or work in agriculture and plan to use restricted use pesticides (RUP’s) on land that is owned 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, potatoes, tomatoes, greenhouse plants, sod, nursery stock, blueberries, apples, corn and other field crops, etc.

Choose #3 Commercial Certification if you have held an Applicator License (core) in Massachusetts or certification for two (2) or more years 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 (RUP’s).

Once you have determined which kind of pesticide certification or license you need, you should order your study materials. Given the limited hours of business, it is generally recommended that you order your self-study materials online or by U.S. Mail (GO TO PAGES 9 and 10). Please understand that it will take a few weeks to receive the manuals.

If you turn to the Manual Order Form (GO TO PAGE 9), you will note that the self-study boxes are numbered to correspond with the certification and license types discussed on this page. Select the SELF-STUDY BOX NUMBER that corresponds with the number associated with the certification or license type you need. Order all of the study materials specified in the box.

The Massachusetts Department of Agricultural Resources, Pesticide Program (Department) is pleased to announce the introduction of “e-Licensing” through the Commonwealth’s ePlace Portal. All new exam registrations, results, and license applications will use this new online system.

Once you are ready to register for your exam you will need to create an account on the Commonwealth’s ePLACE Portal website.

Using the new ePLACE Portal, the following actions can now be performed online:
- Apply to take the exam
- Apply for a new license
- Submit proof of insurance (as may be required)
- Receive your license via email
- Renew your license
- Update your address, employer information and insurance information
- Submit all examination and licensing fees via checking account or credit card

To create your account, you will need a valid email address where the ePLACE Portal will send all confirmations of both registration and successful scheduling. In addition the system will send a “Proof of Record” (POR), as further receipt of your account activity.

This will be completed at the following website: https://permitting.state.ma.us/CitizenAccess/

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 license or certification for the spring and summer months. 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 upload an electronic copy of your Resume Form—describing your two years of pesticide applicator experience. (GO TO PAGE, 13 to see a model form).

Making the exam online payment, by credit card or checking account, completes the transaction and provides immediate confirmation and receipt via email.

### Exam Fees

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Applicator License Exam (core)</td>
<td>$75</td>
</tr>
<tr>
<td>#2</td>
<td>Private Certification Exam</td>
<td>$125</td>
</tr>
<tr>
<td>#3</td>
<td>Commercial Certification Exam</td>
<td>$125</td>
</tr>
<tr>
<td>#4</td>
<td>Dealer License Exam</td>
<td>$125</td>
</tr>
</tbody>
</table>

A nominal convenience fee applies to all online transactions.

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

Please note that all payments must be completed in the system by the deadline to successfully schedule your exam. Applicants that select the “pay by mail” option will delay the scheduling of their exams. They will NOT receive confirmation or receipt until the payment has been processed and entered into the system. Instead they will be sent an invoice by email showing the amount due as either $75 or $125. This invoice must be submitted to the Lockbox Address on the form; such that, the payment is processed by the bank and entered into the data system by MDAR before the deadline!

An Exam Roster is posted online some 3 to 4-days prior to the exam. [http://www.mass.gov/eea/agencies/agr/pesticides/](http://www.mass.gov/eea/agencies/agr/pesticides/)

As exam dates fill to capacity, those dates will no longer be available for in the online system selection. If you did NOT receive a receipt of your successful scheduling and your name is not listed on the exam roster than you are NOT scheduled. Do NOT show-up at the exam location if your name is not listed on the Online Roster—you will not be allowed into the exam. Please confirm your registration via the online system and the confirmation and receipt sent to you via email or call the Department if you have any questions.

All completed 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. Please note that there are no refunds, cancellations, or substitutions! All exam registration and scheduling must be completed using the same online system. Be sure to complete your online exam registration application and payments at least 7-calendar days prior to the exam.

### 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 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.

- **#1 Applicator License (Core) Exams and #4 Dealer License Exams:**
  - On-site exam “check-in” begins at 12:00 PM.
  - The exam begins promptly at 12:30 PM.

- **#2 Private Certification Exams and #3 Commercial Certification Exams:**
  - On-site exam “check-in” begins at 8:30 AM.
  - The exam begins promptly at 9:00 AM.

Candidates who are late or do not appear for the scheduled exams will forfeit their exam fees. 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 will ask you to produce positive government issued photo identification e.g. driver’s license, passport, or military identification. If you cannot produce such positive photo identification, you will not be allowed into 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 checked-in, candidates will be assigned a seat and will follow the instructions provided by the exam administrators.
Be sure to bring a sufficient number of sharpened #2 lead pencils with erasers. **Pencils will not be provided and sharpeners are not available at the exam sites.**

*Remember all examinations are “closed book”!* Any use of calculators, notes, dictionaries, or other reference materials during the exam is strictly prohibited.

Exams have 125 multiple-choice questions and are timed limited. 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 of your exam results will be sent to your email address as part of your ePLACE Portal Account. This notification will indicate either PASS or FAIL with the raw score for the exam! Please contact the Department if you do not receive your test results within 1-week of the 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 posts the names of those applicants who have passed their exam by date on our web page at: [www.mass.gov/eea/agencies/agr/pesticides.html](http://www.mass.gov/eea/agencies/agr/pesticides.html)

To ensure 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 as permitted under the regulations. To re-take the exam, you must complete a new online examination registration with applicable fee for another available date.

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 scheduling your exam and receiving your exam results, you will use the new system to apply for the license!

Your online **application for license or certification** is valid for one year from the date of the examination.

Be Advised, that passing the exam does not equate to being certified or licensed to use pesticides! To receive your license; log-in to your ePLACE Portal Account and “Apply for an MDAR Authorization” using the exam reference identification number indicated online and found under “My Records” and sent to you via the emailed results notification.

You will need to provide the information requested on the online forms and upload an electronic copy (pdf) of your certificate of insurance as issued to you by your insurance agent or employer.

Insurance is required for both Applicator License (core) and Commercial Certification credentials. Insurance is not required for either the Private Certification or the Dealer License credentials.

### 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 days for processing. After review and approval, the new system will send your pesticide license as an email attachment.
- 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.

**OBTAIN YOUR LICENSE OR CERTIFICATION**
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 each three-year period, be **re-trained or re-certified** either through re-examination or by participation in approved continuing education programs or workshops within the three-year period.

- The Cooperative Extension Service, UMASS Pesticide Education Program, as well as various trade groups and professional organizations provide training programs on an annual basis. You may check the below Pesticide Program web site for the dates and locations of continuing education classes for your license type. Select the link for **Pesticide Applicator Continuing Education (PACE) Approved Programs**:

  http://www.mass.gov/eea/agencies/agr/pesticides/pace-credits-and-contact-hours.html

- 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 training credits approved by other New England State Pesticide Programs within their borders as well as other training programs outside of New England—with **PRIOR** approval from the [MDAR PACE Training Coordinator](#).

<table>
<thead>
<tr>
<th>Applicator License (core)</th>
<th>6 Contact hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Certification</td>
<td>12 Contact hours</td>
</tr>
<tr>
<td>Commercial Certification</td>
<td>12 Contact hours per category</td>
</tr>
<tr>
<td>Dealer License</td>
<td>3 Contact hours</td>
</tr>
</tbody>
</table>

(1 contact hour = 50 consecutive minutes of learning)

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 DISABILITIES**

If a disability prevents you from taking the exam under the existing conditions outlined in this bulletin, you may request an accommodation. Such requests are subject to approval by the Department upon submission and review of documentation needed by the Department in accord with the applicable State and Federal Disability Laws. Such requests and documentation must be submitted well in advance of the desired exam date.

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 your eligibility for accommodations in accord with State and Federal Disability Laws.
TO: Massachusetts Pesticide Applicators and Dealers
FROM: Massachusetts Department of Agricultural Resources, Pesticide Program
REGARDING: Introduction to New Online Exam Registration and Licensing Processes
DATE: August 1, 2017

The Massachusetts Department of Agricultural Resources, Pesticide Program (Department) is pleased to announce the introduction of “e-Licensing” through the Commonwealth’s ePlace Portal. All new exam registrations, results, and license applications will use this new online system.

The following actions can now be performed online:
- Apply to take the exam
- Apply for a new license
- Submit proof of insurance (as may be required)
- Receive your license via email
- Renew your license
- Update your address, employer information and insurance information
- Submit all examination and licensing fees via checking account or credit card

In order to be able to perform these actions applicator and dealers will need to create an ePlace Portal Account. Accompanying this letter are instructions for all existing licensees or individuals with exam results on how to link or connect their existing records to their new ePlace Portal Account. The accompanying link letter will provide the instructions needed to perform this connection and include specific codes for the individual addressed in the link letter. Please note that these codes should only be used by the individual addressed in the link letter.

All new exam and license applications must be processed in the new system and those individuals applying for an Applicator (core) License or Commercial Certification are required to upload a certificate of insurance when applying for their credential. If an individual submits an old exam registration or license application, currently in the possession, please note that this will significantly slow down the processing of the applications.

While the Department is handling the transition between the old data system and the new ePlace Portal, please be aware that we are expecting an increase in phone calls and ask for your patience and understanding during this time. Should you have questions please follow the information below in order to ensure that your issues/concerns are addressed as quickly as possible.

- ePlace Technical assistance: (844) 733-7522 between 7:30am-5:00pm Monday-Friday
- Examination and Licensure Specific Issues: Steven Antunes-Kenyon (617) 626-1784
Pesticide Examination and Licensing

The Pesticide Program conducts the Examination, Licensing and Certification of pesticide applicators in the Commonwealth of Massachusetts. The pesticide license that you need depends on several factors, including the types of pesticides you will be using or selling in your work and where you will be applying those pesticides. Click on the links below to learn more about the Department’s Licensing and Certification Program.

MDAR presents the new Online Data System known as the ePLACE Portal. This portal is part of an initiative to bring all agencies within the Executive Office of Energy and Environmental Affairs into an online permitting and authorization system.

This system provides an easy and convenient way for individuals to apply for pesticide exams and licenses. Due to legal requirements, use by companies or agencies, on behalf of their employees is strictly forbidden. All applications must be submitted online, and we strongly recommend that all payments be made via electronic check or credit card. There is a nominal convenience fee of 2.35% for Credit Cards, and 35 cents for electronic checks; however, a pay-by-mail option is available for those unable to make online payments.

All users will need to create an ePLACE Portal account. Existing licensees or individuals with exam results will be mailed instructions on how to link their records.

All Applications for examination or licensure must now be submitted online.

Apply Online > ePLACE Portal

ePLACE Portal Instructions

How to Create Your ePLACE Account
ePLACE Comprehensive User Manual
EEA Public Access Portal - Search, view, or comment on decisions for Permit, Certification, License or Notification Applications submitted online through the EEA ePLACE Portal

Need Help? For technical assistance in using the ePLACE Portal, please call the ePLACE Help Desk Team at (944) 733-7522

Licensing Resources

- Determine the Type of Pesticide License You Need
- Exam Preparation Workshops and Study Materials
- View exam rosters and results
- Continuing Education/Contact Hours (PACE)
- Fees for Licensing and Certification
- Recertification and Audit List

Did you find the information you were looking for on this page?

☐ Yes
☐ No

Send Feedback

Please visit the MDAR Pesticide Examination and Licensing Page and Apply Online

#1 **Applicator License**
- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)

#2 **Private Certification**
- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- EPA Worker Protection Manual (A4)
- Private Certification Manual (select one)

#3 **Commercial Certification**
- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- Commercial Certification Manuals
  (select one from page 10)

#4 **Dealer License**
- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- Dealer’s Package

## Basic Study Materials
<table>
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<tr>
<th>Inventory #</th>
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<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>NEW Core Manual (3rd Ed.) w/ MA Core Supplement (2014)</td>
<td>A1</td>
<td>$52.00</td>
</tr>
<tr>
<td>For free download of the Pesticide Control Act: <a href="https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132b">https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132b</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massachusetts Pesticide Regulations (1979, amended 2016) (333 CMR 1.00-14.00)</td>
<td>A3</td>
<td>$10.00</td>
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## Private Certification Manuals
<table>
<thead>
<tr>
<th>Inventory #</th>
<th>Price</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Cranberries (cat. 30) 1999</td>
<td>PS-CRAN</td>
<td>$6.00</td>
</tr>
<tr>
<td>Dairy/Livestock (cat. 24) 1982</td>
<td>PS-LVST</td>
<td>$5.00</td>
</tr>
<tr>
<td>Greenhouse (cat. 26) 2002 (order FL-IRPF also)</td>
<td>PS-GRNH</td>
<td>$40.00</td>
</tr>
<tr>
<td>Biology &amp; Management of Insects and Related Pests of Floriculture Crops in New England (1992)</td>
<td>FL-IRPF</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nursery (cat. 29) 1982</td>
<td>PS-NRSR</td>
<td>$6.00</td>
</tr>
<tr>
<td>Poultry (cat. 28) North Carolina Extension</td>
<td>PS-PLTR</td>
<td>$5.00</td>
</tr>
<tr>
<td>Small Fruit (cat. 27) 1982</td>
<td>PS-SFRT</td>
<td>$5.00</td>
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<tr>
<td>Tree Fruit (cat. 25) 1984</td>
<td>PS-TRFT</td>
<td>$6.00</td>
</tr>
<tr>
<td>Vegetable (cat. 31) 1992</td>
<td>PS-VEGI</td>
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## Dealer License Materials
<table>
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<tr>
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<tbody>
<tr>
<td>Dealer’s Package (2004)</td>
<td>PS-DEAL</td>
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<tr>
<td>Commercial Certification Manuals</td>
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<tr>
<td>Aerial Application (cat. 34) 2001</td>
<td>PS-ARIL</td>
<td>$37.00</td>
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<tr>
<td>Custom Agriculture Plant 2006 &amp; Animal 1999 (cat. 33)</td>
<td>PS-CAGR</td>
<td>$66.00</td>
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<td>Aquatic Weed Control (cat. 39) 2004</td>
<td>PS-AQUA</td>
<td>$42.00</td>
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<td>Demonstration &amp; Research (cat. 49) 1978</td>
<td>PS-DMRS</td>
<td>$23.00</td>
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<td>Food Processing (cat. 50) 2005</td>
<td>PS-FOOD</td>
<td>$45.00</td>
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<td>Forest Pest Control (cat. 35) 2006</td>
<td>PS-FRST</td>
<td>$45.00</td>
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<tr>
<td>Fumigation (cat. 42) 1993</td>
<td>PS-FUMI</td>
<td>$28.00</td>
</tr>
<tr>
<td>General Pest Control (cat. 41) Truman’s Scientific Guide to Pest Control 7th Edition, Purdue University</td>
<td>PS-TRMN</td>
<td>$124.00</td>
</tr>
<tr>
<td>General Public Health (cat. 46) 2002</td>
<td>PS-GNPH</td>
<td>$41.00</td>
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<tr>
<td>Mosquito &amp; Biting Fly Control (cat. 47) – order cat. 46 manual above and Mosquito Supplement below</td>
<td></td>
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<tr>
<td>Mosquito Supplement (cat. 47) 1990</td>
<td>PS-MOSQ</td>
<td>$5.00</td>
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<tr>
<td>Rights-of-Way (cat. 40) 2005</td>
<td>PS-ROWY</td>
<td>$45.00</td>
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<tr>
<td>Sewer Root Control (cat. 55) 1996</td>
<td>PS-SWRL</td>
<td>$36.00</td>
</tr>
<tr>
<td>Shade Trees &amp; Ornamentals (cat. 36) 1990</td>
<td>PS-ST&amp;O</td>
<td>$14.00</td>
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<tr>
<td>Turf (cat. 37) order cat. 36 manual above</td>
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<tr>
<td>Termite &amp; Structural Pest Control (cat. 43) 1998</td>
<td>PS-TERM</td>
<td>$29.00</td>
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<tr>
<td>Tributyltin (TBT) (cat. 54) 1991</td>
<td>PS-TRIB</td>
<td>$8.00</td>
</tr>
<tr>
<td>Vertebrate Pest Control (cat. 44) order cat. 41 manual above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Preservative (cat. 52) 1986</td>
<td>PS-WDPR</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

**SHIPPING & HANDLING (PLEASE CHECK ONE)**

- [ ] US Postal Service media rate (7-10 business days) Shipping & Handling for 1st item $6.00, S & H for each add’l item _______ @ $1.00 each Total _______
- [ ] UPS Ground (3-5 business days) Shipping & Handling for 1st item $10.00, S & H for each add’l item _______ @ $1.00 each Total _______

**Total Amount Enclosed $_______**

**INSTRUCTIONS**

For quickest order online:
www.umassextensionbookstore.com

or

Make check (or money order) payable to the University of Massachusetts

Send payment and completed form to the:
UMass Extension Bookstore
101 University Drive, Suite A4
Amherst, MA 01002-2385

Phone Number (413)545-5227 Fax Number (413) 545-5174

If you have any questions regarding which manuals to order contact the Pesticide Education office at (413)545-1044

For Credit Card Purchases Circle One: VISA or Mastercard

CC# ____________ _______ _______ _______
Expiration Date ____________ Security Code _______
<table>
<thead>
<tr>
<th>EXAM DATE (SNOW DATE)*</th>
<th>PAYMENT PROCESSING DEADLINE†</th>
<th>EXAM DATE (SNOW DATE)*</th>
<th>PAYMENT PROCESSING DEADLINE†</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 18, 2017</td>
<td>April 11, 2017</td>
<td>April 12, 2017</td>
<td>April 5, 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 17, 2017 (No Snow Date)</td>
<td>May 10, 2017</td>
</tr>
</tbody>
</table>

*Snow date only if the Pesticide Program reschedules exam due to inclement weather.

<table>
<thead>
<tr>
<th>EXAM DATE (SNOW DATE)*</th>
<th>PAYMENT PROCESSING DEADLINE†</th>
<th>EXAM DATE (SNOW DATE)*</th>
<th>PAYMENT PROCESSING DEADLINE†</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3, 2017</td>
<td>January 27, 2017</td>
<td>May 12, 2017 (No Snow Date)</td>
<td>May 5, 2017</td>
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<tr>
<td>February 10, 2017</td>
<td>February 3, 2017</td>
<td>May 26, 2017 (No Snow Date)</td>
<td>May 19, 2017</td>
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<tr>
<td>February 17, 2017</td>
<td>February 10, 2017</td>
<td>June 9, 2017 (No Snow Date)</td>
<td>June 2, 2017</td>
</tr>
<tr>
<td>March 17, 2017</td>
<td>March 10, 2017</td>
<td>September 15, 2017 (No Snow Date)</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>March 24, 2017</td>
<td>March 17, 2017</td>
<td>October 6, 2017 (No Snow Date)</td>
<td>September 29, 2017</td>
</tr>
<tr>
<td>April 14, 2017</td>
<td>April 7, 2017</td>
<td>December 1, 2017 (December 8, 2017)</td>
<td>November 24, 2017</td>
</tr>
</tbody>
</table>

*Snow date only if the Pesticide Program reschedules exam due to inclement weather.

Please arrive at the exam site at least 30 minutes before the exam starts!!!!

Exam Times: Private Certification and Commercial Certification Exams start promptly at 9:00 AM. Applicator License (core) and Dealer License Exams start promptly at 12:30 PM. Snow Dates: Call 617-626-1841 for a pre-recorded message with exam dates, location, and cancellation information. In the event of bad weather, call after 6:30 AM the day of the scheduled exam and listen to the message. If the exam has been canceled, the message will inform you and indicate that you should report on the snow date.

† Visit the ePLACE Portal and make your online payment! https://permitting.state.ma.us/CitizenAccess/

STOP! Look on the reverse side of this exam schedule for general directions to exam locations. (Please do NOT call the exam site).
GENERAL DIRECTIONS TO EXAM LOCATIONS

NOTE: The exam candidate, by using these directions, should be aware that they are given for the sole purpose of guidance, and further, that the exam candidate does not in any way relinquish or waive their responsibility to arrive on time at any state pesticide licensure examination. Electronic directions are also found on the below Pesticide Exam Rosters and Results page. http://www.mass.gov/eea/agencies/agr/pesticides/pesticide-exams-dates-and-rosters.html

THE LANTANA
(43 Scanlon DR, Randolph, MA 02368)
- From Route 24: Take Route 24 North to I-93 North - formerly 128 South - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From Boston: Take I-93 South (“Southeast Expressway”) formerly 128 North - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From Cape Cod: Take Route 3 North to I-93 South - formerly 128 - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From Rhode Island: Take I-95 north to I-93 North - formerly 128 - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From the West: Take the Mass Pike to I-95 South to I-93 North (formerly 128 South) to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL
(220 Sandwich Road, Bourne, MA 02532)
- From the NORTH: Take Route 24 South to Route 495 South (Exit 14A) Continue on Route 25 East. At Bourne Rotary Circle take the 5th Exit onto Route 6A heading to Provincetown/Hyannis. Take a sharp left at Sandwich Road. School is on the left.
- From the EAST: Take Route 195 Cape Cod (Sagamore Bridge). Take exit 22A to Route 25 east. At Bourne Rotary Circle take the 5th Exit onto Route 6A heading to Provincetown/Hyannis. Take a sharp left at Sandwich Road. School is on the left.
- From the CAPE: Take Route 6 West to Exit 1 to State Highway 6A/Sagamore. Merge onto Sagamore Bridge Connector. Turn Left at Adams Road. Turn left at RT-6A/Sandwich Road. Turn left at RT-6A/Sandwich Road Turn right toward Sandwich Road. School is on the left.

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE (STCC)
(One Armory Square, Springfield, MA 01102)
From Route 91 going south follow Hartford Signs to Exit 7, Springfield Center and follow State Street sign to first light. Go Left under highway to State Street and take Federal Street. From Route 91 going North take exit 4 Broad Street and follow East Columbus Avenue to 3rd Light. Turn right on State Street. Proceed on State Street to Federal Street. From Mass Turnpike take Exit 6 and turn left onto Route 291. Take Armory Street exit. Go around Rotary and Take Armory Street going south. Stay on Armory Street until you come to Federal Street. For both dates, 03/29/2013 and 05/17/2013, the exam is will be held in Building 2 (Scibelli Hall). Campus security is present and usually can direct you.

TELEPHONE ALERT!!!
Exam facilities do not have staff that can answer your exam and license questions. Call the Pesticide Program main line in Boston if you have exam and/or license questions (617) 626-1720.

EXAM POLICY NOTE
In the event of a postponement and/or cancellation (including but not limited to snow dates) due to circumstances beyond its control, the Department reserves the right to reschedule all exam candidates to the next pre-scheduled examination. IN THE EVENT OF BAD WEATHER CALL (617) 626-1841 AFTER 6:30 AM ON THE MORNING OF THE EXAM TO FIND OUT IF THE EXAM HAS BEEN CANCELED.
Are you seeking a Commercial Certification Exam for the first time? Please note that must have a Commercial Applicator (core) License prior to seeking a Commercial Certification Exam! The license number issued to you and an electronic copy (pdf) of your resume will be required to complete the online application process. Please call Steven Antunes-Kenyon, Pesticide Operations Coordinator at (617) 626-1784 if you have any questions.

| NAME: _____________________________________________________________________________ |
| STREET ADDRESS: _________________________________________________________________ |
| STREET ADDRESS: _________________________________________________________________ |
| CITY      STATE      ZIP |
| COMPANY/EMPLOYER: ____________________________________________________________ | (If Any) |

### License History

<table>
<thead>
<tr>
<th>Years Certified/Licensed</th>
<th>State(s)</th>
<th>Categories of Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Education History

Name of College(s) or Technical school(s) attended_______________________________________________________________

- [ ] one year
- [ ] four year
- [ ] certificate program
- [ ] Other

Year graduated___________  Degree_________________  Major_________________

Please Enclose verification (i.e. copy of diploma, transcripts, etc.)

Additional educational credit may be given for seminars, short courses, correspondence courses, conferences or training meetings that are pertinent to the category(ies) for which you are applying providing attendance is verified. Enclose copies of course descriptions and Certificates of Attendance.

### Pesticide Related Work History Experience

Company/Employer _____________________________________Dates Employed___________________________

Address___________________________________________________________________________

Supervisor’s Name and Address__________________________________________________________________________

(if different from above)

Licensed in Category(ies)_____________________________________________________________________________
This optional (not mandated) two-day workshop is designed to help individuals prepare for the pesticide applicator license exam. Topics that will be covered are: Pest Identification, Pesticide Types and Formulations, Pesticides and Human Health, Pesticide Label, Pesticides and the Environment, Integrated Pest Management, Pesticide Laws and Regulations, and Practice Exam. If you have any questions about this workshop call: (413) 545-1044 (M-F 9am-5pm)

Time
1st day  8:45 AM – 4:30 PM, 2nd day 8:45 AM – 4:15 PM

Registration Information & Fee
$145.00/person (This covers the cost of the workshop only. Study manuals and exam fees are not included.) Pre-registration is required.

Study Manuals Needed & Other Information
Please purchase your study manuals separately using the order form enclosed. The 3rd edition of the Core Manual, 2014 MA Core Supplement, MA Pesticide Law and Regulations are required for the workshop. This workshop is offered in order for you to have an opportunity to discuss questions that you have regarding the study manuals. Therefore you should read the study manuals prior to attending the workshop. This workshop will not cover information in the certification manuals. Individuals who participated in this workshop in 2015 had a 20% increase in exam passing rate compared to individuals who did not take the workshop.

Select a workshop that is approximately 1 week before your scheduled exam. There are 4 different workshop locations

Best Western Royal Plaza, Marlborough, MA
- January 18 & 19
- February 2 & 3
- February 9 & 10
- February 20 & 21
- March 2 & 3
- March 9 & 10
- April 6 & 7
- May 15 & 16
- June 28 & 29
- July 6 & 8
- August 2 & 3
- September 28 & 29
- October 15 & 17

STCC, Springfield
- April 6 & 7
- May 10 & 11

UMass Cranberry Experiment Station, East Wareham, MA
- February 16 & 17
- April 4 & 11

TBA, Amherst Mass
- April 6 & 7
- May 10 & 11

Special Accommodations
Please contact the Pesticide Education Program as soon as possible if you require any special accommodations for the two-day workshop.

Refunds
There will be no refunds in the event that an individual cannot attend a workshop. Instead, another individual may take his/her place, or he/she can attend another workshop (provided that there is enough room).

Cancellations
To determine whether or not a meeting is cancelled due to bad weather, call the Pesticide Education office. We reserve the right to cancel a workshop if there are less than 12 people pre-registered. If the meeting is cancelled, registration fees will be refunded.

Confirmations
If the Pesticide Education office receives your registration 10 days prior to the workshop, we will send to you a confirmation letter that has additional meeting information and directions.

Mail Form to:
Pesticide Education
230 Stockbridge Road
French Hall
University of Massachusetts
Amherst, MA 01003-9316

Check, money order (or government purchase order) payable to University of Massachusetts. Registration Fee is $145.00 per person. Governmental purchase orders may be faxed to (413) 545-3075. Fed ID Code 043167352

Or Register online at www.umass.edu/pested using a credit card (for extra service fee of $11.00)

Please list your exam date: ___/___/17
FREQUENTLY ASKED QUESTIONS (Q & A)

Q1 Are all exam registration and license applications now completed online?
A Yes. The Department has now transitioned to an online examination and licensing data system that uses the ePLACE Portal. [https://permitting.state.ma.us/CitizenAccess/](https://permitting.state.ma.us/CitizenAccess/)

Q2 What do I need to get started?
A In order to access the system for any of the services you will need to create an account on the ePLACE Portal. To create an account you will need an email address, phone number and location/address to apply. If obtaining a pesticide license you will need an electronic copy of the proof of insurance as required by the regulations.

Q3 Can I pay for examination and my license online?
A Yes. You will need to pay with a credit/debit card or via online check (ACH). There is nominal convenience fee of $0.35 (cents) for checking account (ACH) payments and 2.35% for credit cards. Paying online provides the fastest service and immediate confirmation and receipt sent to you by email. If you chose the “Pay by Mail” option, there will be a significant delay in processing your application and you may miss the payment deadline for exam registrations—thus losing your desired exam date.

Q4 Are examination or license fees refundable or can someone else go in my place if am unable to take the test on the date I requested?
A No. There are no refunds, cancellations, or substitutions! You may use the new online system to reschedule your exam up to 7-days prior to the exam date. The system provides immediate confirmation of all exam date changes. Each registration and payment is unique and applies to only one date! The system will NOT allow you to reschedule after a week before the exam date. If you cannot reschedule, you must register again and make another payment.

Q5 What will happen if I am late arriving to the exam site?
A If you do not show-up for the exam, than you will lose the exam registration, corresponding fee and be required to reapply online. The exam starts promptly at the designated time. Individuals that show up late, will not be allowed to take the exam and you will be required to reapply online.

Q6 Are there any deadlines for submitting exam registration applications?
A Yes. The registration and scheduling deadlines are listed on the exam schedule. All payments must be made online or entered into the new data system at least 7-calendar days before the exam date.

Q7 Are there a maximum number of exam candidates that may register for an exam date?
A Yes. The testing sites have a limited amount of space; therefore, for your comfort and security purposes, the Pesticide Program and the new online system will close the examination date after reaching maximum capacity.

Q8 How long do I have to wait before my examination and license applications are completed?
A. The application process begins as soon as the application is submitted and the fee has been paid. The Pesticide Program will notify you within ten (10) business days of your pesticide exam results. Note: If you do not receive your exam results within (10) business days, please email or fax a request to the Pesticide Operations Coordinator, Steven Antunes-Kenyon, so that we can send you a duplicate notification. You may also check on our web site [www.mass.gov/eea/agencies/agr/pesticides](http://www.mass.gov/eea/agencies/agr/pesticides) for the names of candidates that have passed pesticide exams. This information is organized by the date of the examination.

Q9 Will my license look different?
A. Yes. Your license will now be sent in a letter as an email attachment. It will look a little different and you will need to print and sign the attached license. Please save the email with attached license for future reference. It is suggested that you laminate the license it so that it will be protected from the elements and daily use. As required by regulations, please keep this license with you, “on your person”, whenever making pesticide applications.

Q10 What is the examination weather emergency and cancellation policy?
A. The exam schedule lists snow dates in case the exam must be cancelled. You may call (617) 626-1841 after 6:30 AM the day of the exam to hear a pre-recorded message regarding the status of the exam. If the exam is cancelled, you will be told to report on the snow date. The Pesticide Program will not grant any refunds or exam date substitutions.
IMPORTANT INFORMATION

Massachusetts Department of Agricultural Resources (MDAR) main phone number:  (617) 626-1700
Website: www.mass.gov/eea/agencies/agr/pesticides

Please visit the below website to begin your online application.

Please check our web site for informational updates.  The Pesticide Program web site has the latest information on ALL Pesticide Program activities and other important programs related to obtaining and maintaining your pesticide credential.

Exam Times:  Commercial and Private Certification Exams:  Begin at 9:00 AM and End at 11:30 AM.
Applicator License (Core) and Dealer License Exams:  Begin at 12:30 PM and End at 2:15 PM.

Exam seating begins 30 minutes prior to the start of the exam.  The exam starts promptly at the time given.

Snow Cancellations:  In the event of an emergency weather event, call (617) 626-1841 after 6:30 AM for a pre-recorded message with the exam dates, location and cancellation information.  The message will provide any exam cancellation information and applicable “snow” dates to make-up the exam (see p. 11 of this Information Bulletin).

Licensing and Certification Questions:
Steven Antunes-Kenyon (617) 626-1784
Pesticide Operations Coordinator

Department of Agricultural Resources
Pesticide Program
251 Causeway Street, Suite 500
Boston, MA  02114-2151

To:

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