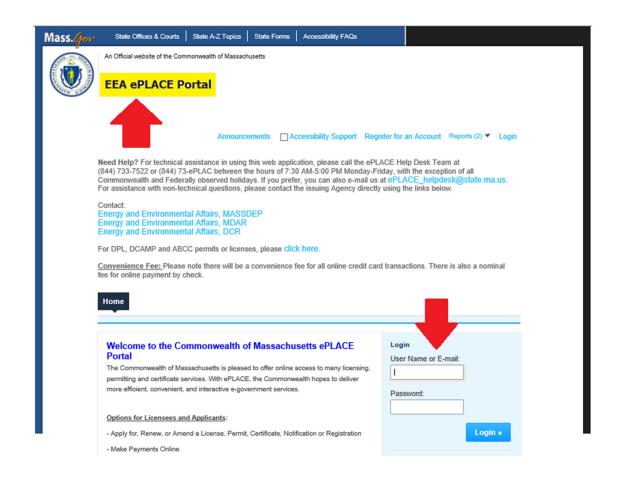
Register for Your Exam in the EEA ePLACE Portal and Enroll in the Everblue Online Exam System

Pesticide Program

Division of Crop & Pest Services

Mass. Department of Agricultural Resources

Welcome to the EEA ePLACE Portal https://eplace.eea.mass.gov/citizenaccess/



Create an Account – Go to: https://eplace.eea.mass.gov/citizenaccess/



If you don't already have an EEA ePLACE Portal Account, you will need to create one.

To register, click here create an account with a User name and Password. After

registering, login to access ePLACE.



Each person must have their own unique account.

Returning Users:

Use the log in box on the right to log in with your User name and Password to access the

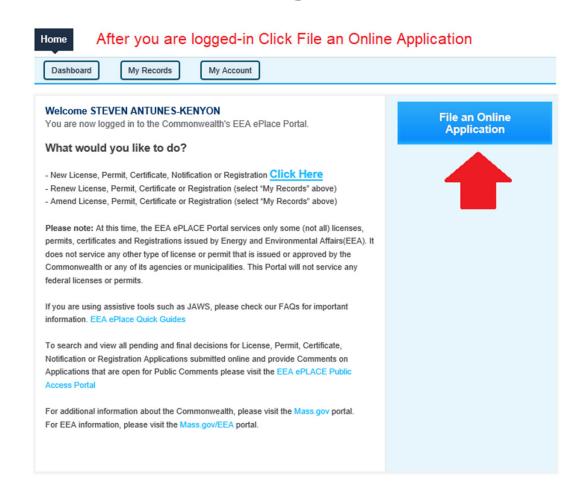
portal. *NOTE if it has been more than 60 days since you last logged into the system you will need to reset your password.

If you are using assistive tools such as JAWS, please check our FAQs for important information. EEA ePlace Quick Guides.

To search and view all pending and final decisions for Permit, Certification, License or Notification Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the EEA ePLACE Public Access Portal

For additional information about the Commonwealth, please visit the Mass.gov portal. For EEA information, please visit the Mass.gov/EEA portal.

Log-in and Start Your Exam Registration



Accept the Terms and Conditions for Use of the System

Home

Accept the terms and conditions and click Continue

File an Online Application

EEA ePLACE Portal Disclaimer

Welcome to the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal. All registered users in this Portal are required to agree to the following:

 Use of the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to









Choose the Energy and Environmental Affairs (DEP, MDAR, DCR, EEA) Menu Option

Home

File an Online Application

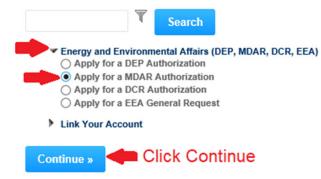
Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

Existing Applicants

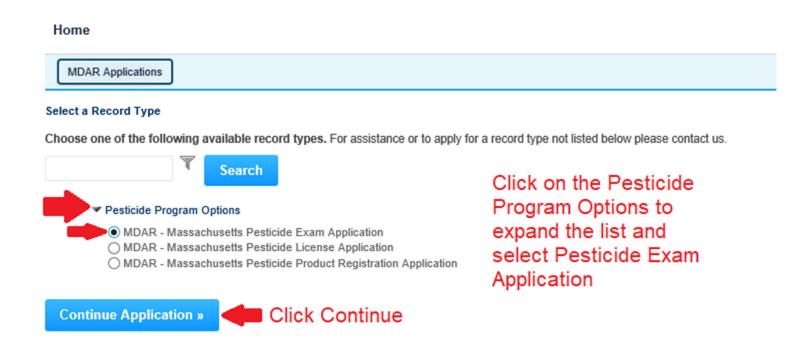
Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.



Click on the bullet to expand the list and select "Apply for a MDAR Authorization

MDAR is the Massachusetts Department of Agricultural Resources.

Select MDAR Massachusetts Pesticide Exam Application



Enter Personal Information



*indicates a required field.

Personal Information

Pursuant to the requirements set forth in M.G.L. c. 132B and the regulations promulgated thereunder at 333 CMR 2.00 through 14.00 et seq., you are required to provide the Department with all requested information. This includes the entry of your social security number and date of birth, which information cannot be modified after you submit the application through the EIPAS System. Failure to provide this information or to falsify this information will result in the denial of the requested license, permit, and/or certificate and may result in further legal action.



The red asterisk indicates a field that must be completed to move forward with your application.

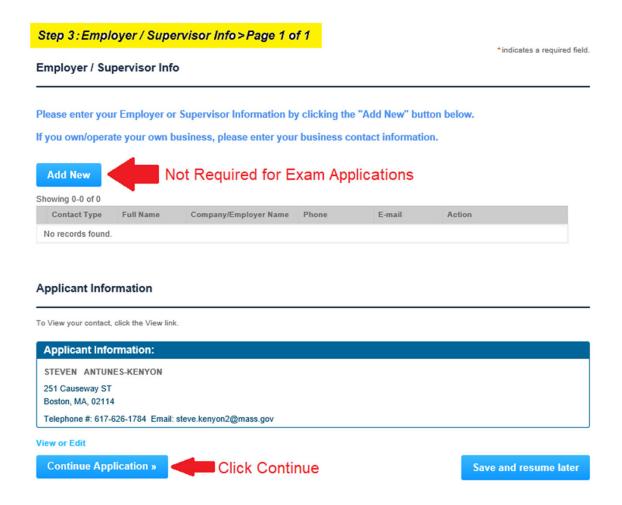
I hereby acknowledge that the information provided includes personal information, including but not limited to, my social security number and date of birth, and that sharing of any account login information may result in another individual having access to such information. I hereby release and indemnify the Massachusetts Department of Agricultural Resources and the Commonwealth of Massachusetts from any legal responsibility, liability, cause of action, claims, or damages caused by any individual as a result of my sharing or giving access, whether knowingly or due to negligence, to this account login information with any other individual or entity.



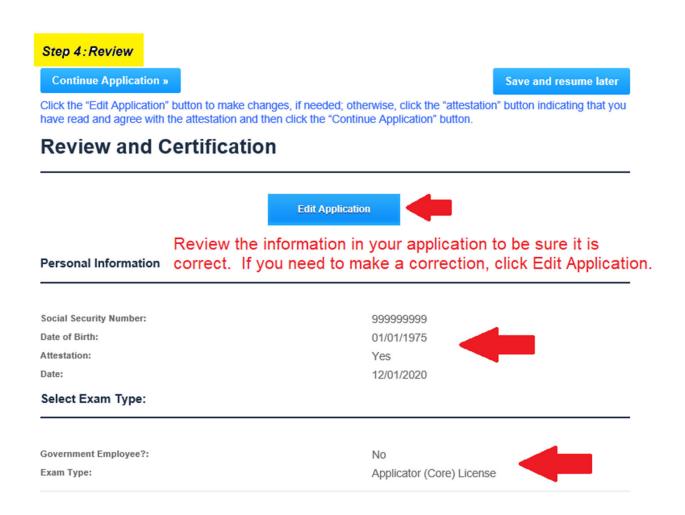
Complete Personal Information

Select Exam Type: Government Employee?: No Exam Type: Applicator (Core) License History Information Have you been found in violation of any statute or regulation pertaining to the use, distribution, or application of pesticides in Massachusetts or any other state in the past(5) years?: Continue Application x Click Continue The question of government employee refers to whether you are seeking the exam for your government position e.g. a job requirement for municipal, state, or federal employer.

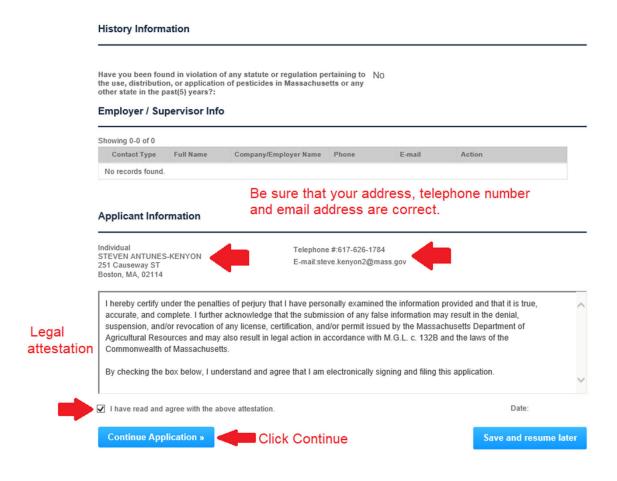
Add Employer/Supervisor Info



Review Your Information



Review and Attest that Your Application is Correct



Pay Your Exam Registration Fees Online for Faster Service

Step 5: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
Applicator (Core) License	\$75.00

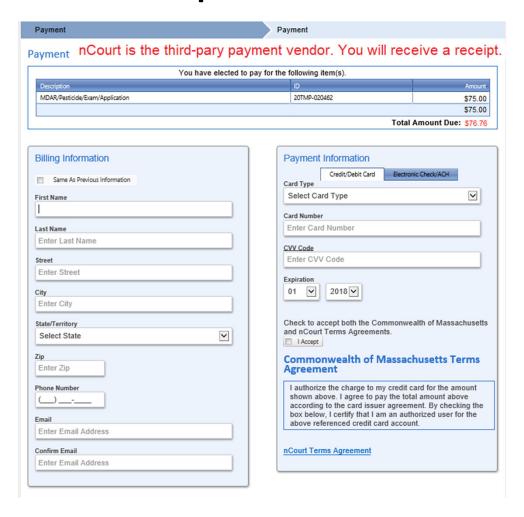
Paying your exam fee online is the most efficient way to complete your registration.

\$75.00

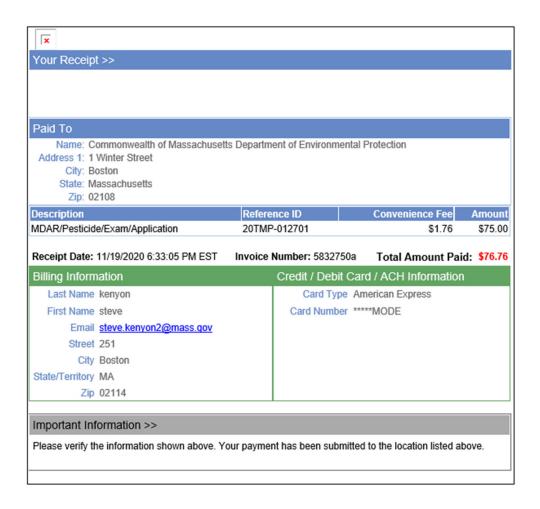


Choosing to Pay by Mail will significantly delay your registration.

Pay Online and nCourt will Send you a Receipt via Email

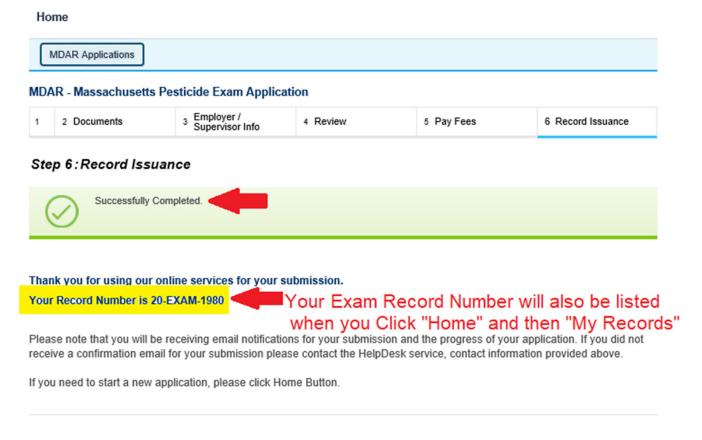


Receive Your Email Receipt from customerservice@nCourt.com



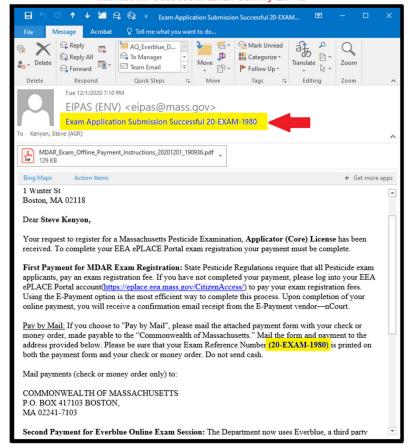
Note Your Successful Registration in the EEA ePLACE Portal

After you have completed your payment, an Exam Record Number is assigned to your registration and included in your email notifications.

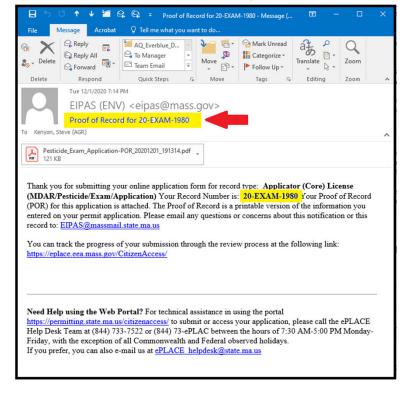


After the Exam Registration Payment, You Will Receive Two Emails from EIPAS





Proof of Record Email Sent by EIPAS



The EEA ePLACE Portal is also known as the Environmental Information and Public Access System (EIPAS). Emails from this system are sent from EIPAS.

Not Paying Online?

- If you elected not to pay your Exam Registration Fees, then your examination process will be significantly slower and you will be required to do the following:
 - Print the Exam Registration Invoice sent – it's attached as a report to the "Submission Successful" email sent from EIPAS.
 - Mail the Invoice together with your check or money order to PO Box address provided on the form – do NOT send to MDAR.
 - Patiently wait for your Exam
 Registration record to be updated
 with payment prior to moving
 forward with your online exam
 enrollment process via Everblue
 Online Exam System.

Step 5: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
Applicator (Core) License	\$75.00

Paying your exam fee online is the most efficient way to complete your registration.

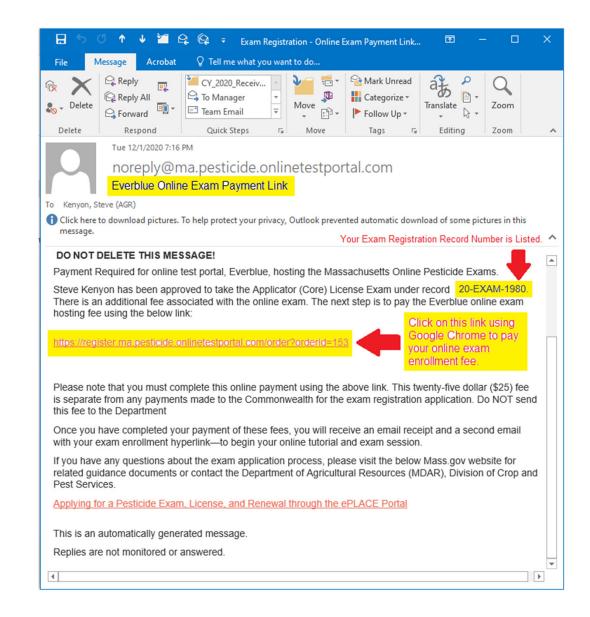
\$75.00



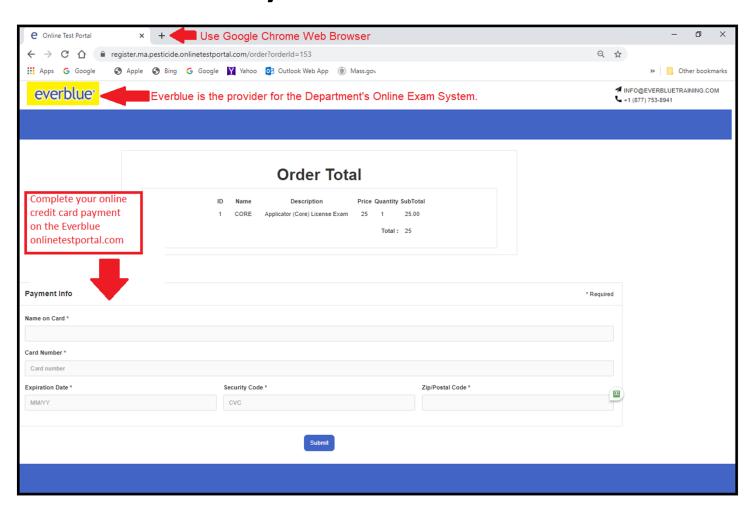
Choosing to Pay by Mail will significantly delay your registration.

Pay Your Online Exam Enrollment Fee to Everblue

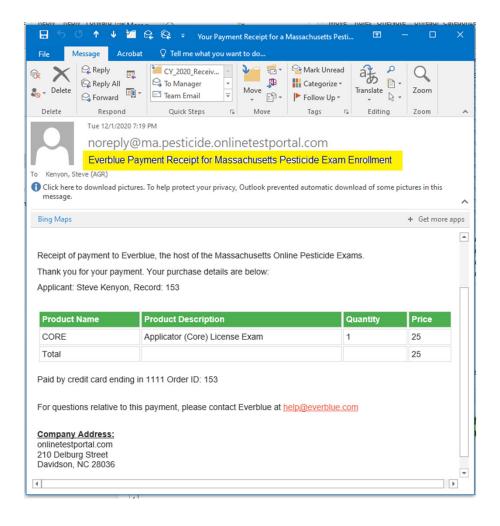
- Once your Exam Registration Fees are paid in the EEA ePLACE Portal, you will then need to pay the online exam enrollment fee.
- Look for the Everblue email titled:
 Everblue Online Exam Payment
 Link that comes from
 noreply@onlinetestportal.com.
- This email will include your payment link and list your Exam Registration Record Number. You must make your payment online.
- You will use the payment link with the Google Chrome web browser to complete you online payment to the Everblue's onlinetestportal.com.



Use the Payment Link to Complete Your Payment to Everblue

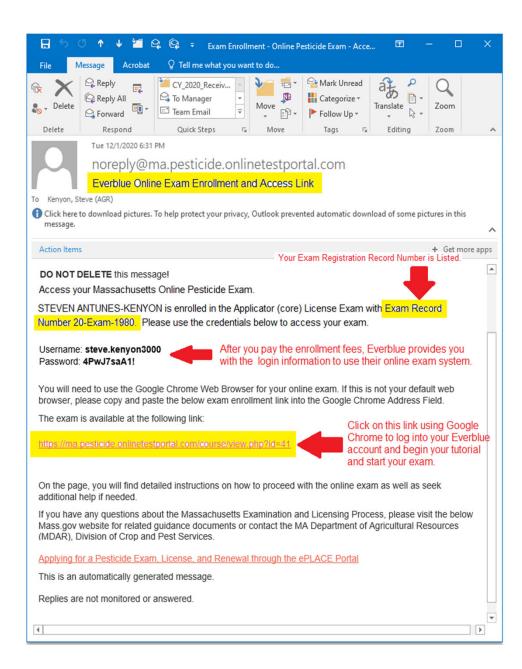


Receive Your Receipt from Everblue for the Your Online Exam Enrollment



Receive the Link from Everblue to Access Your Online Exam Session

- After you make your payment using the Everblue payment link, look for an email titled Everblue Online Exam Enrollment and Access Link that comes from noreply@onlinetestportal.com.
- This email will include your online exam enrollment link and list your Exam Registration Record Number.
- You will use the exam enrollment link, together with the Google Chrome web browser, and the user name and password provided in the email to log into your exam session.

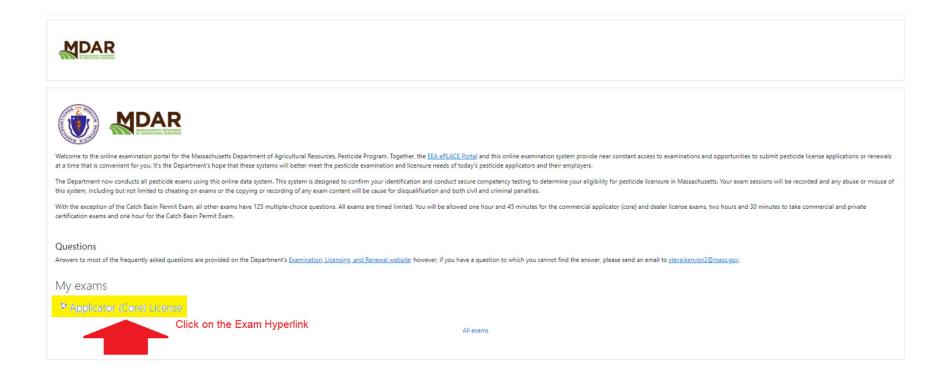


Log Into Your Everblue Account and Prepare to Take Your Online Exam

- Using the credentials given to you in the Everblue Online Exam Enrollment and Access Link email, log into your account.
- Password support is available should you have trouble



Click on the Exam Hyperlink After You Are Logged Into Your Account



Follow Everblue Guidance to Your Online Exam Session

Applicator (Core) License

Home / My exams / Massachusetts Pesticide Exams / Applicator (Core) License

Welcome to the Applicator (Core) License Exam



Your progress ?

Welcome to the MDAR online Pesticide Exam System. Please note that all examinations are "closed book". Your exam session is recorded, monitored, and reviewed. Any cheating or assistance from others will NOT be tolerated. Any use of calculators, notes, dictionaries, or other reference materials not provided to you within the exam session is strictly prohibited.

If a disability prevents you from taking the exam under the existing conditions outlined above, you may request an accommodation. Such requests are subject to approval by the Department upon submission and review of documentation needed by the Department and in accord with the applicable State and Federal Disability Laws. For more information, please send email to steve.kenyon2@mass.gov to request the Department's Pesticide Exam Disability and Accommodation Guidelines before you begin your online exam. Anyone claiming a disability will need to provide both a clear description of the disability and supporting documentation.

Technical Specifications



Computer Technology Requirements

- 1. You need to use a regular computer (Windows/Mac computer or laptop). You cannot take the exams from mobile devices (e.g., iPhone, iPad, Android device, etc).
- 2. You will need to have Internet Speed Upload: 1 Mbps and Download: 2 Mbps, Tethering and Hotspots are not supported.
- 3. You need a working webcam and microphone (depending on the options your instructor has selected)
- 4. You need to use a mouse or mouse/track pad to answer the questions.
- 5. You must use Google Chrome web browser & the Proctorio Extension. <u>Install the Proctorio extension for Google Chrome</u>. It takes less than 30 seconds. The exam that requires Proctorio will usually prompt you to install the extension if you need it.
- 6. Have a photo ID card available. Depending on the settings your instructor has used for the exam you may be asked to hold up your ID to document you are the test taker.
- 7. Be ready for room scans. Again, depending on the settings on your exam Proctorio may ask you to do a room scan; turning your web camera in a 360-degree pan to look at the room. Proctorio may ask more than once if the program hears noises the application is trying to ensure there is nobody else in the room. Using Proctorio is fairly simple. Proctorio walks you through the process as you're taking the exam, so you do not need to refer to any instructions while you're using Proctorio.

Navigating Product Labeling Exam Questions



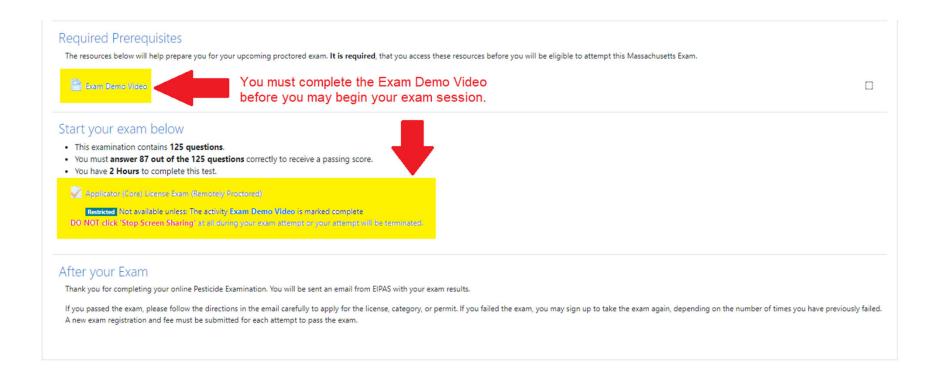
How to navigate pesticide labeling questions

When you arrive at a pesticide label exam question, the label window will be directly below the exam question. The most important part of answering this question, is to read the labeling provided and choose the correct answer from the options provided.

Please note that by placing your cursor over the label, you will be able to scroll up and down the pages of the labeling. Also, placing your cursor on the left or right margin, outside of the label, will allow you to scroll up and down the previous or next question.

Just above the three choices to answer the question, you will see important controls that allow you zoom in and out of the labeling. These controls are shown by the "plus" and "minus" magnifying glasses.

Watch the Exam Demo Video in Order to Access Your Exam



Quick Overview of Basic Requirements

- Must use a laptop or desktop with camera. The laptop or camera will need to be mobile to show your surroundings via "room scan."
- Computer may be a PC, Macintosh, or Chromebook, but it cannot be a smart phone or tablet
- You must follow the prompts and instructions provided by the system as it makes system checks of your computer.

Applicator (Core) License Exam (Remotely Proctored)

System Diagnostics Test

The system diagnostics test will only take a moment









nection

You Must use the Google Chrome Web Browser and Your Exam Session will be Monitored

You will need to use the Google Chrome Web Browser and when prompted, you must install the "Proctorio" Extension into the browser. The Everblue system will prompt you to do this.

Before you Begin

This exam will be proctored. Here are a few things to know before you begin.







We will tell you when we start and stop recording.

Only your exam admin can see what is recorded.

your exam admin, not us.

Proctorio Inc. complies with <u>GDPR, FERPA</u>, and <u>other regulations</u>. Read our <u>Privacy Policy</u>.

Your data will be securely stored in **Los Angeles**, **California** for 1 year before being deleted.

What's recorded during the exam



camera feed • audio • computer screen • exam environment • websites visited • country/region • identity document

What's restricted during the exam



no exam re-entry • one monitor • full-screen mode • no new tabs • no extension • no clipboard • no printing • no downloads • no right-clicking • cache cleared

7

24/7 support available during the exam

Click the Proctorio browser extension icon to chat with an agent within seconds.

Accessibility options:

Enable high visibility mode

Learn more about Proctorio's approach to Accessibility.

Your exam hasn't started yet! First, we need to set up your system.

Start exam pre-checks

Pictures of You and Your ID will be Taken

Applicator (Core) License Exam (Remotely Proctored)

Identification Card

By clicking next, you agree the image of the identification card displayed can be used to verify your identity.

The Proctorio application will guide you through each step—including taking a photo of you and your valid government issued photo ID.

If you do not have a valid government issued photo ID, the system will fail your exam.



Having trouble?



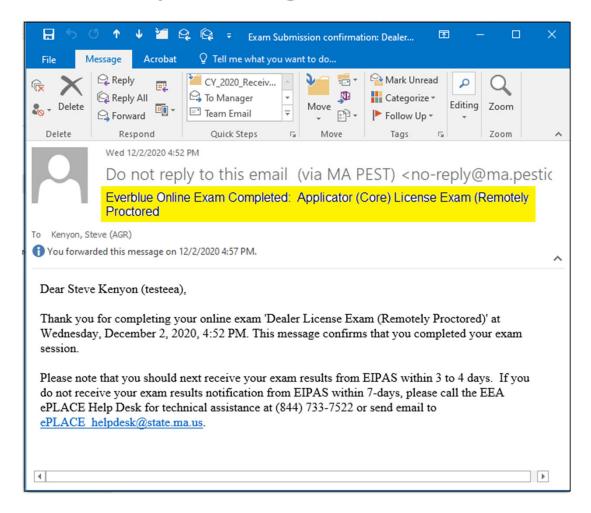


Take Your Online Exam

- All exams consist of a combination of multiple choice and true and false questions.
- You will only need your mouse to navigate the exam.
- Individuals taking the Applicator (core) License Exam will have a 2hour time limit.
- Individuals taking Commercial or Private Certification Exams will have a 2 hr. 30-minute time limit.
- You will NOT receive your grade immediately, but must wait for your exam session to be reviewed.



Receive Confirmation After Completing Your Exam



Wait to Receive Your Exam Results

 All exam sessions are secured, monitored, and reviewed to confirm ID and proper conduct.

 Violating the exam rules will result in a failed grade and possible enforcement action.

 Look for your exam results sent via email from EIPAS within 4 days.

If You Fail the Exam?

- Those individuals with failing scores must repeat the process using their EEA ePLACE Portal Accounts and their Everblue Online Exam Accounts
 - "Reregister" complete a new exam registration and payment in the EEA ePLACE Portal.
 - "Re-enroll" complete the online exam enrollment and payment via the Everblue

Visit www.Mass.gov for additional information and other Step by Step Guides to Examination and Licensing

https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal

Pesticide Examination and Licensing

The Pesticide Program conducts the examination, licensing, and certification of pesticide applicators.

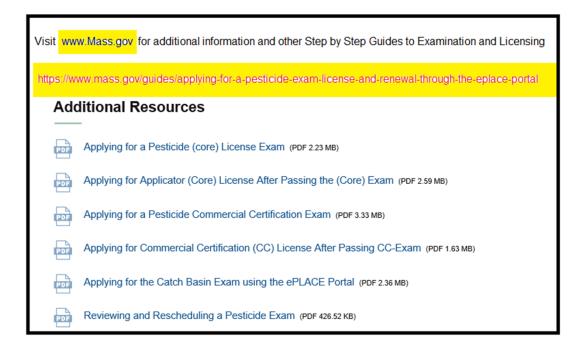
MDAR presents the new Online Data System known as the ePLACE Portal. This portal is part of an initiative to bring all agencies within the Executive Office of Energy and Environmental Affairs into an online permitting and authorization system. This system provides an easy and convenient way for individuals to apply for pesticide exams and licenses. All Applications for examination or licensure must now be submitted online.

First time? Start here.

Guides to all Pesticide
Examination and
through the ePLACE
Portal *

If You Pass the Exam

- Individuals with passing exam scores will then use their EEA ePLACE Portal Accounts to complete the Application for Licensure.
 - You may apply for your license immediately upon receiving your passing exams results
 - Fees and Proof of Insurance apply to Applicator (core) License and Commercial Certifications
 - Review the Step by Step Guide to Applying for a Pesticide License After Passing the Exam on www.Mass.gov



EEA ePLACE Portal Technical Support

- Need Help? For technical assistance with the your exam registration in the EEA ePLACE Portal, please call the ePLACE Help Desk Team at 844-73ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email <u>ePLACE helpdesk@state.ma.us</u>
- For assistance with non-technical questions, please contact the MDAR, Operations Coordinator

Questions About Everblue Online Exam Payment and Enrollment?

- Everblue is the third-party hosting the Department's Online Exams.
- For questions relative to the Everblue online exam payments and exam enrollment, please contact Everblue at help@everblue.com.

Thank You

- Additional Questions?
 - Steven Antunes-Kenyon, Pesticide Operations
 Coordinator
 - Office Phone: (617) 626-1784
 - Email: steve.kenyon2@mass.gov