Register for Your Exam in the EEA ePLACE Portal and Enroll in the Everblue Online Exam System
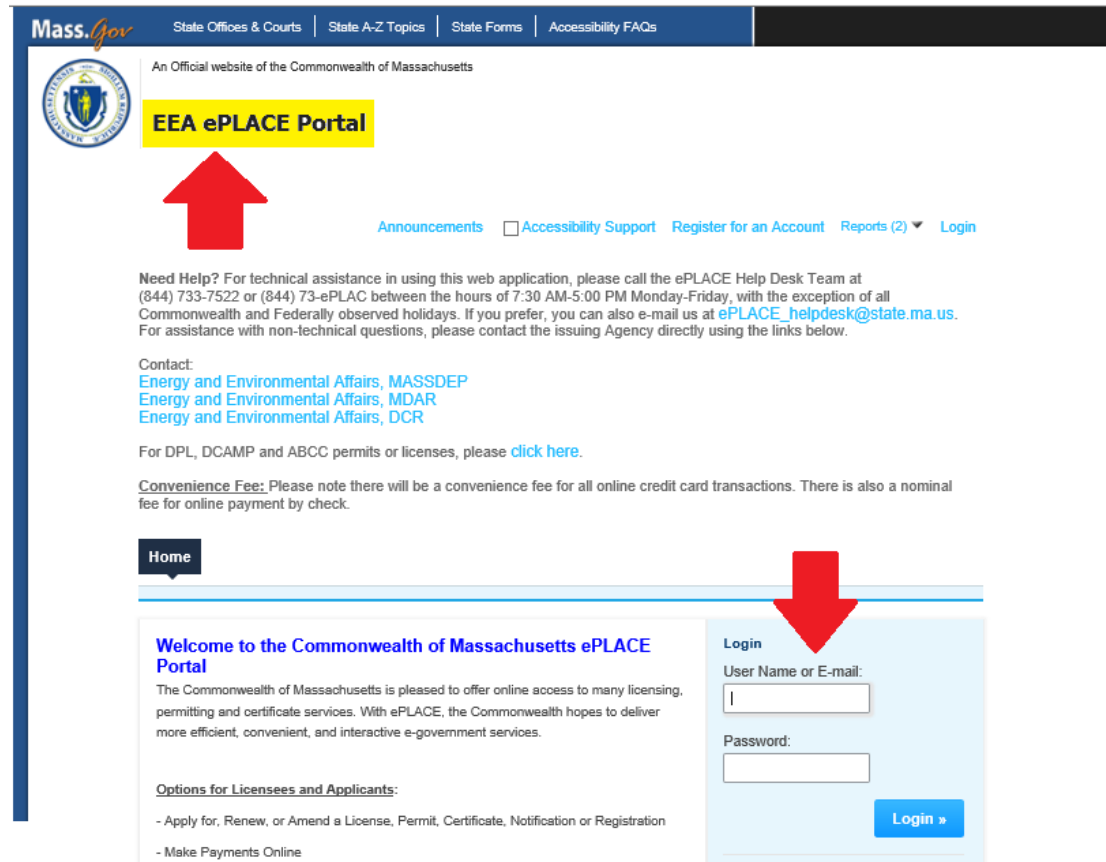
Pesticide Program
Division of Crop & Pest Services
Mass. Department of Agricultural Resources

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

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.

First Time Users:

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

Click Apply for a MDAR Authorization and then Choose Pesticide Exam Application

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

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.

*Social Security Number: ?

999999999

*Date of Birth:

01/01/1975

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

*Attestation:

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.

*I have read and agree with the above attestation:
☑
*Date:

12/01/2020

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Complete Personal Information

Select Exam Type:

---

* Government Employee?:

[No ▾]

* Exam Type:

[Applicator (Core) License ▾]

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.

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?:

○ Yes ◉ No

[**Continue Application »**] ⬅ Click Continue

[**Save and resume later**]

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Add Your Employer Information

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

Review Your Information

Step 4 : Review

Continue Application »

Save and resume later

Click the "Edit Application" button to make changes, if needed; otherwise, click the "attestation" button indicating that you have read and agree with the attestation and then click the "Continue Application" button.

Review and Certification

Edit Application ⬅

Review the information in your application to be sure it is correct. If you need to make a correction, click Edit Application.

Personal Information

Social Security Number:	999999999
Date of Birth:	01/01/1975
Attestation:	Yes
Date:	12/01/2020

Select Exam Type:

Government Employee?:	No
Exam Type:	Applicator (Core) License

Review and Attest that Your Application is Correct

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Pay Your Exam Registration Fee 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

Pay Online »   Pay by Mail»

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

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

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.

Home

| MDAR Applications |

MDAR - Massachusetts Pesticide Exam Application

1	2 Documents	3 Employer / Supervisor Info	4 Review	5 Pay Fees	6 Record Issuance

Step 6 : Record Issuance

✓ Successfully Completed. ⬅

Thank you for using our online services for your submission.

Your Record Number is 20-EXAM-1980 ⬅ Your Exam Record Number will also be listed when you Click "Home" and then "My Records"

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

If you need to start a new application, please click Home Button.

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

Submission Successful Email Sent by EIPAS
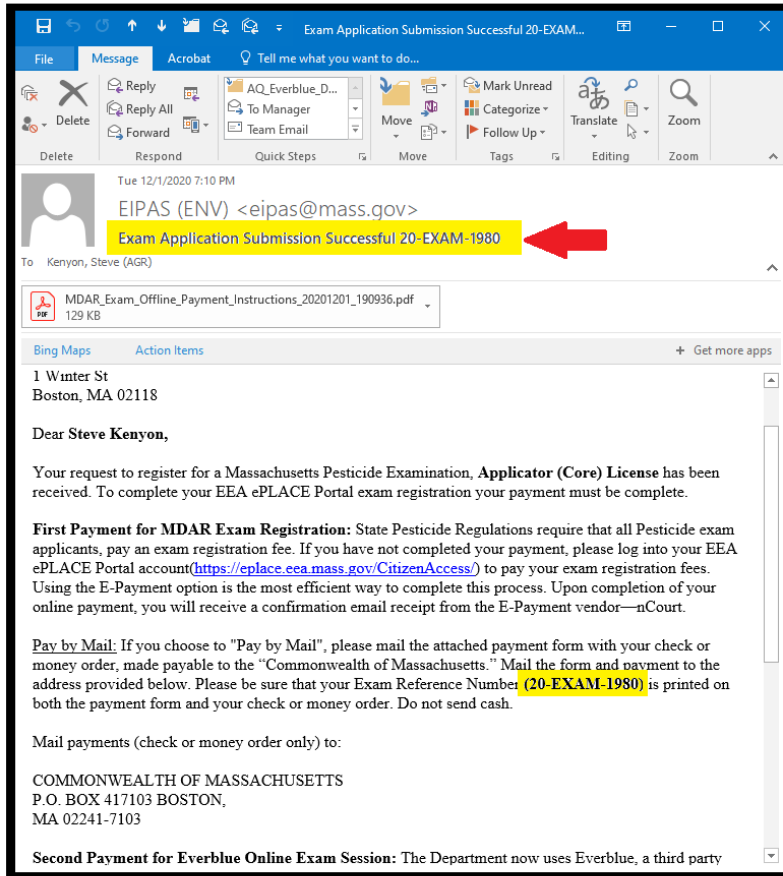
Proof of Record Email Sent by EIPAS
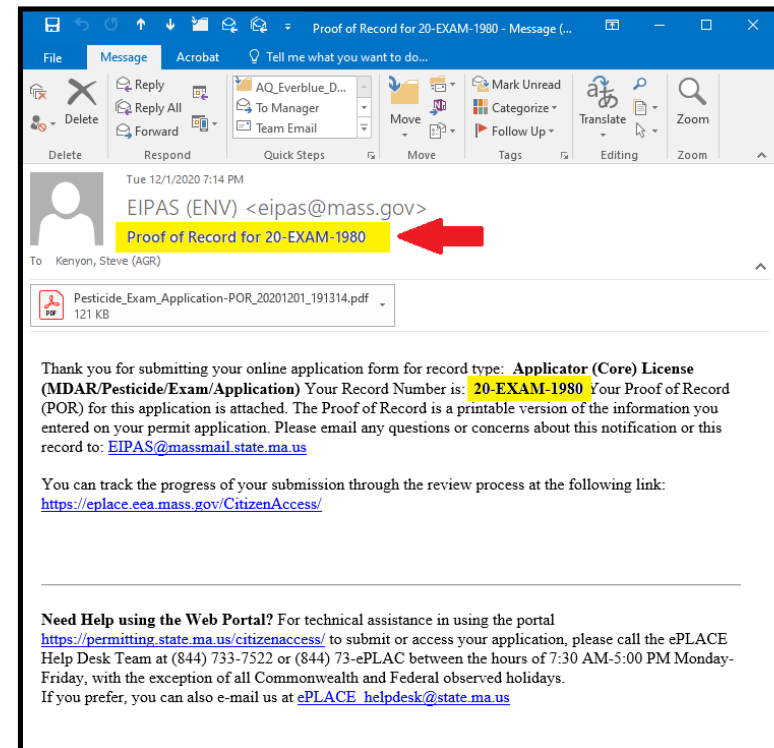
The EEA ePLACE Portal is also known as the Environmental Information and Public Access System (EIPAS). Emails from this system are sent from EIPAS.

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

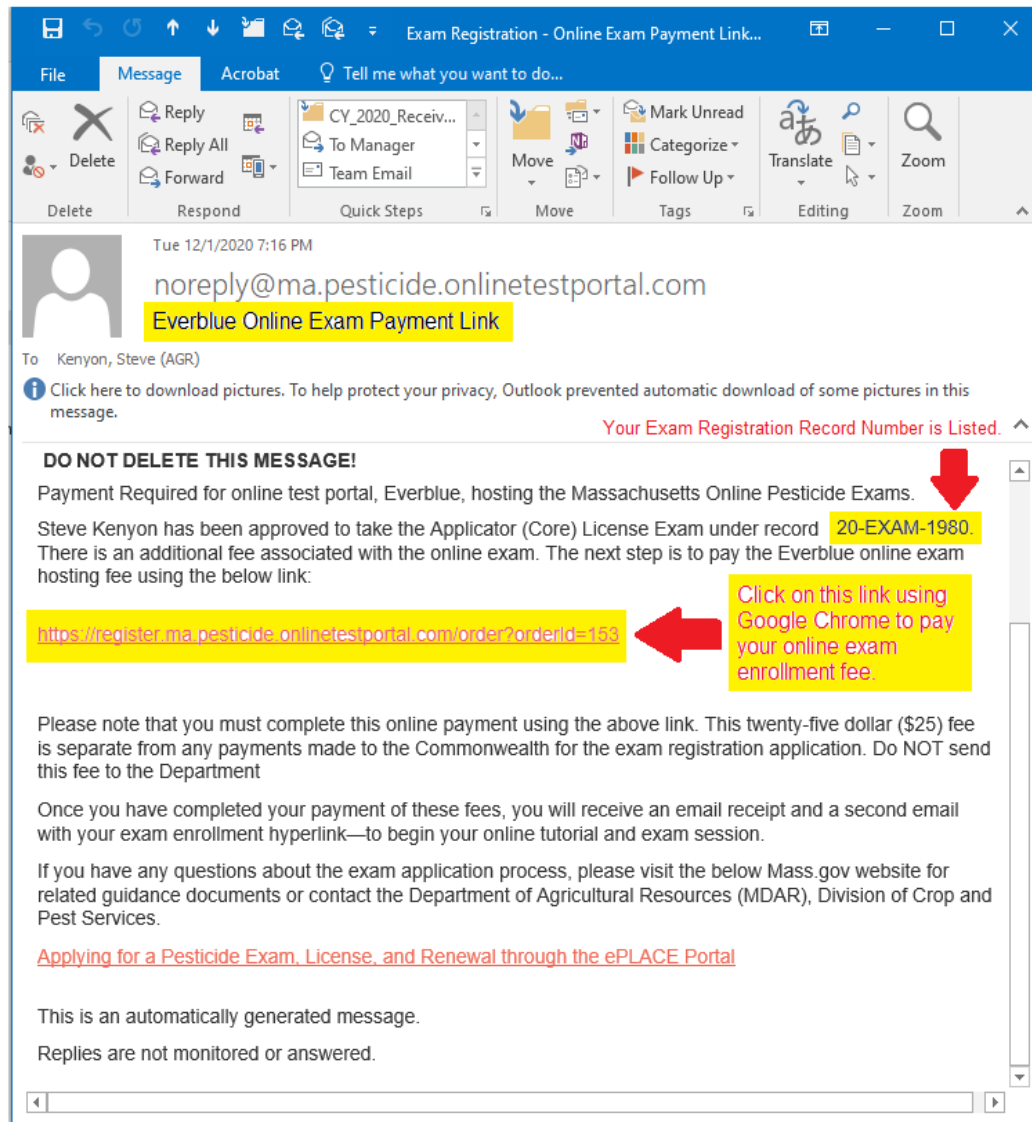[Pay Online »]   [Pay by Mail»]

Choosing to Pay by Mail will significantly delay your registration.

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Receive Your Everblue Online Exam Payment Link and Pay Online Exam Fees

- Once your Exam Registration Fee is paid in the EEA ePLACE Portal, you will then need to pay the Everblue online exam enrollment fee.

- Look for the Everblue email titled: **Everblue Online Exam Payment Link** that comes from noreply@ma.pesticide.onlineportal.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 your online payment to the Everblue onlinetestportal.com.

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Use the Payment Link to Complete Your Payment to Everblue

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Receive Your Receipt from Everblue for the Online Exam Enrollment
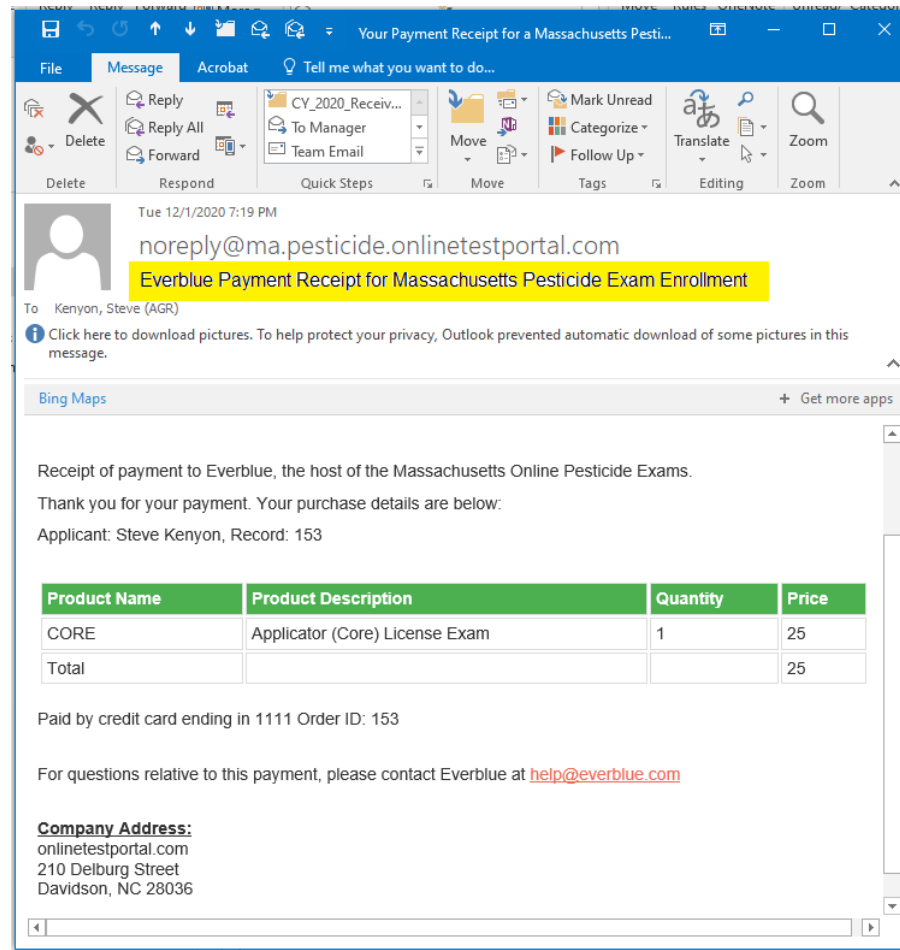
Receive the Link from Everblue to Access Your Online Exam Session

- After you make the Everblue online exam payment, you will receive an email titled **Everblue Online Exam Enrollment and Access Link** that comes from noreply@ma.pesticide.onlineportal.com

- This email includes your **Online Exam Enrollment and Access Link, Username, and Temporary Password,** and it lists your Exam Registration Record Number.

- You must use the Everblue Exam Enrollment and Access Link, together with the Google Chrome web browser, the provided username and temporary password to log into the Everblue system and access your exam session.

- You have only **120-days** from your Everblue Online Exam payment date to complete your online exam session. Failure to complete this within 120-days will require that you submit a new registration and pay all related fees again.

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment
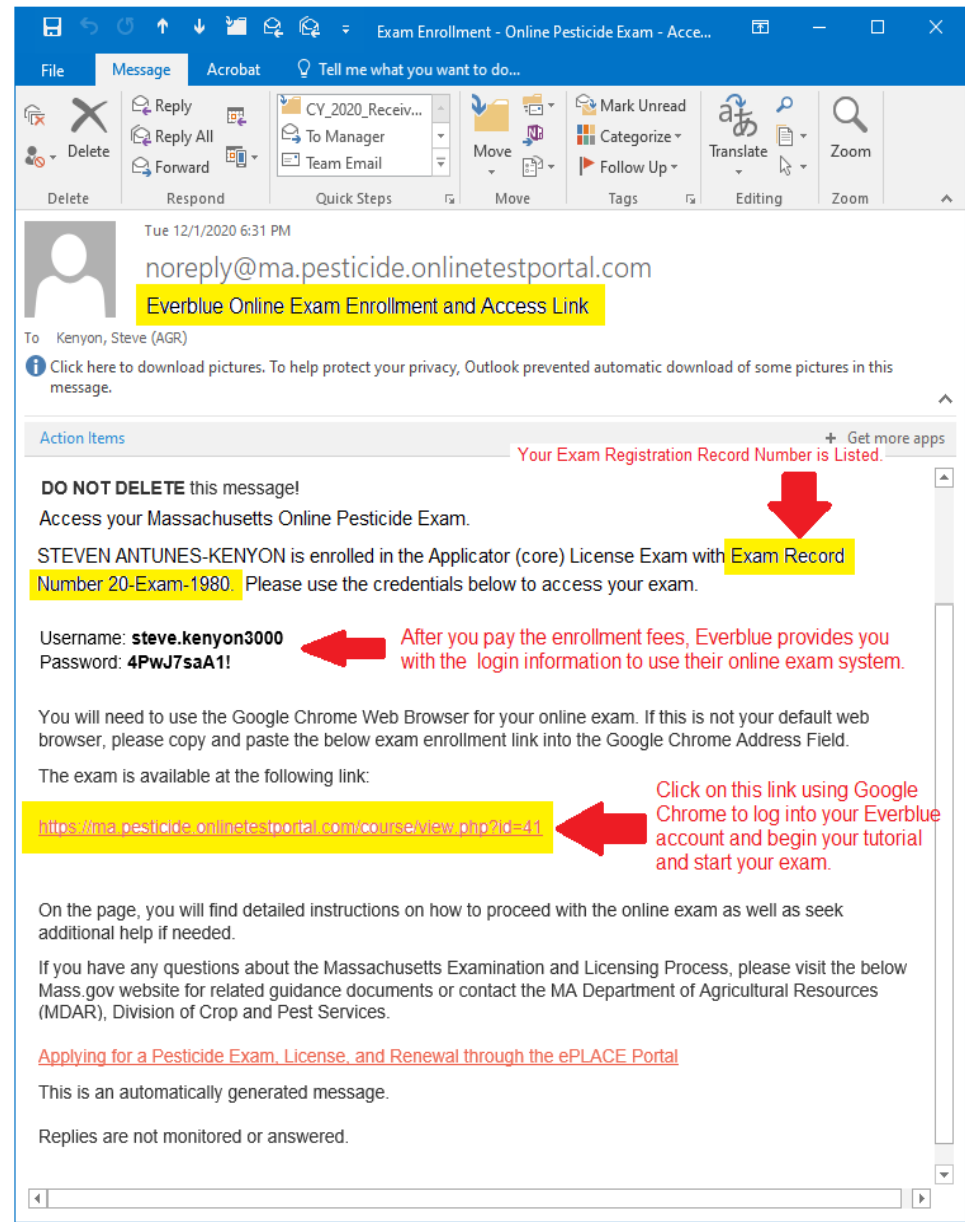
MDAR Maintains Strict Rules for Pesticide Exams – Failure to Follow the Rules and Requirements Documented will Result in Disqualification!

- All Pesticide Exams are closed book and use of any notes, manuals, study aids or other assistance is strictly prohibited.

- Closely review and adhere to the Rules and Requirements outlined separately and found on the MDAR website.

- Find an appropriate well lighted and quiet room where you will NOT be disturbed.

- Be sure that you have strong-reliable internet connection. Wired is better than WiFi and have sufficient power for the computer or laptop.

- Once your exam session starts you must remain facing the webcam and cannot leave the exam room, or stop your exam session, or block your webcam or mic.

Accessing notes, manuals, etc. or cellphones or other devices during your exam is strictly prohibited.

NOTICE

ALL PESTICIDE EXAMS ARE CLOSED BOOK. USE OF ANY NOTES, MANUALS, OR OTHER STUDY AIDS OR DEVICES IS STRICTLY PROHIBITED.
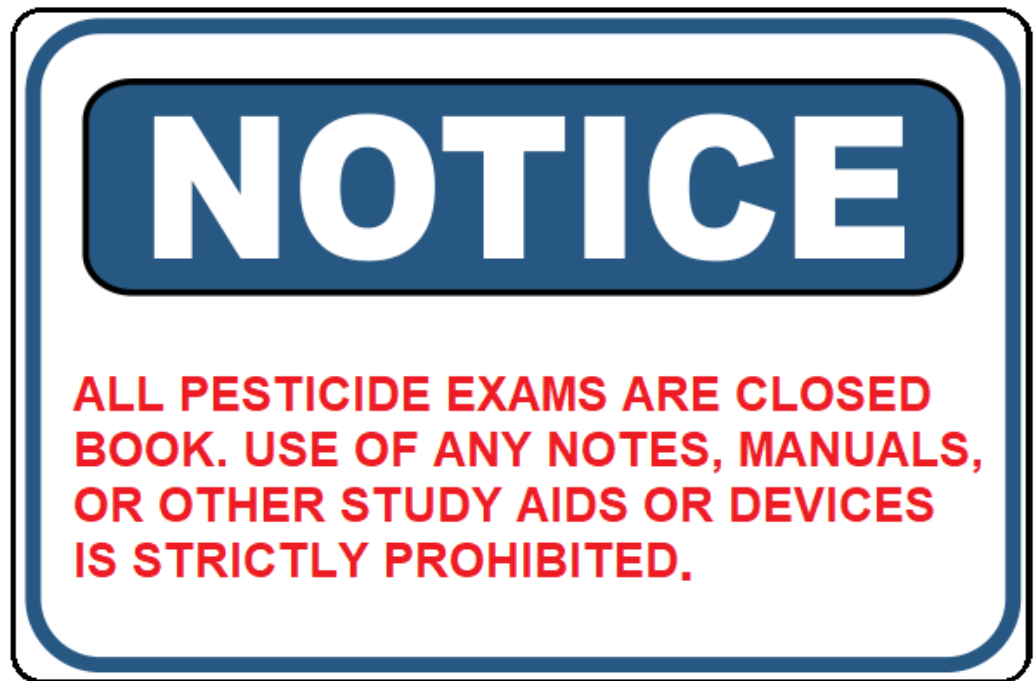
The Everblue Uses Your Webcam and Microphone to Record and Review the Exam Session for Compliance with MDAR Rules and Requirements

- Do not attempt to change computer networks once the exam starts—as the exam session will end abruptly.

- Manage your distance from the webcam to assure that your face and eyes are visible and be sure that your webcam and microphone are not covered or blocked.

- Do not look down or away from your computer screen—but focus on the exam and do not attend to any other matters or distractions.

- Once the exam session starts, applicants should only use their computer mouse to navigate the exam. Do NOT use the keyboard.

- Note that all exam sessions are recorded for both audio and video and will be reviewed for signs of cheating.

- There are no refunds or additional exam sessions offered for failure to follow the Rules and Requirements and you may be banned from all exams for up to 6-months.

If at any point you are not visible via the webcam or are repeatedly looking down or away from the computer screen, you may be found to be cheating and disqualified.

NOTICE

ALL ACTIVITIES MONITORED BY WEBCAM AND MICROPHONE

How Do You Get Ready to Take Your Exam?

Closely review this Guide and the Rules and Requirements for Online Exams posted on the Examination and Licensing Website before you begin:

• You must use a regular desktop or laptop computer; such as, a PC running Windows OS 10 or higher or an Apple Macintosh computer running Mac OS 10.11 or higher.

• You **cannot** use a Chromebook nor mobile devices like phones or tablets (e.g. iPhone, iPad, and Android, etc.).

• Be sure that that the computer operating system and chrome web browser are up to date.

All of the Pesticide Guides to Examination and Licensing are found on www.mass.gov -- just search using the key words "applying for a pesticide exam"

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

- Reboot your computer immediately before you begin your online exam—this helps restore system resources.

- Use the credentials given to you in the **Everblue Online Exam Enrollment and Access Link** email message and log into your Everblue Online Training account.

- Everblue technical assistance and password support is available should you have trouble.

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

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

Follow the Everblue Guidance Steps Outlined Below

- 1. Review and Accept the Exam Rules
- 2. Review and Accept the Technology Requirements
- 3. Review and Accept the Webcam Requirements
- 4. Watch the Exam Demonstration Video
- 5. Download the Proctorio Extension for your web browser – a.k.a. Exam Proctoring Tool
- 6. Check your ability to view and navigate pesticide product labeling questions - found on most exams
- 7. Understand the 4-day timeline to receive scores
- 8. Start your exam

Steps 1 through 3
Review and Accept the Conditions

Click Acknowledge and Accept and Save you Choice

Step 4 Watch the Exam Demo Video

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

Step 5 Install Proctorio Web Brower Extension

Step 6 Test Your Computer's Ability to View Labeling

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

Step 7 Understand When You Receive Your Exam Score
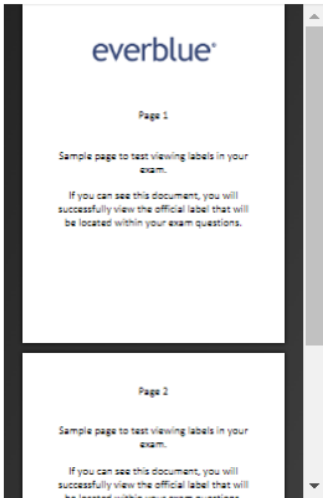
Applicator (Core) License

Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License / What Happens After Your Exam

7. What Happens After Your Exam

Results will be sent by EIPAS to the candidate via email within 4 business days. If you do not receive your exam result notification from EIPAS within 7-days, please call the EEA ePLACE Help Desk for technical assistance at (844) 733-7522 or send email to ePLACE_helpdesk@state.ma.us.

If you passed the exam, please follow the directions in the email from EIPAS carefully to apply for the license, category, or permit. If you failed the exam, you may sign up to take the exam again, depending on the number of times you have previously failed. A new exam registration and fee must be submitted for each attempt. Visit the EIPAS site to re-register: https://eplace.eea.mass.gov/citizenaccess/Default.aspx

Next Page

→Navigating Prod...   Start your exam...►

4-Business Days to Receive Exam Results

Step 8 Start your Online Exam Proctoring Session

Share Your Screen to Start System Diagnostic Test

You Must Share Your Screen

Share your entire screen

Proctorio wants to share the contents of your screen.

Click on the Image of your screen.

Click the Share Button → Share | Cancel
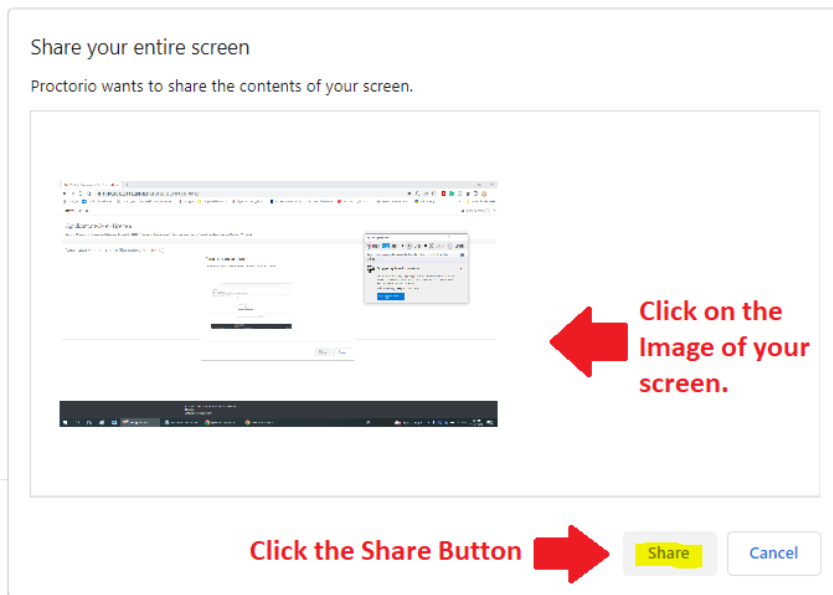
Everblue will Test Your Computer

Applicator (Core) License (Remotely Proctored)

System Diagnostics Test

Oh no! Something went wrong.

Webcam ✓ Microphone ✓ Connection ✓ Desktop ✗

Please select the image of your screen and click the share button to move on. Learn more about System Diagnostics Test.

If you did not see the message box, it might be hidden behind this window. Click Re-Test to try again.

Re-test
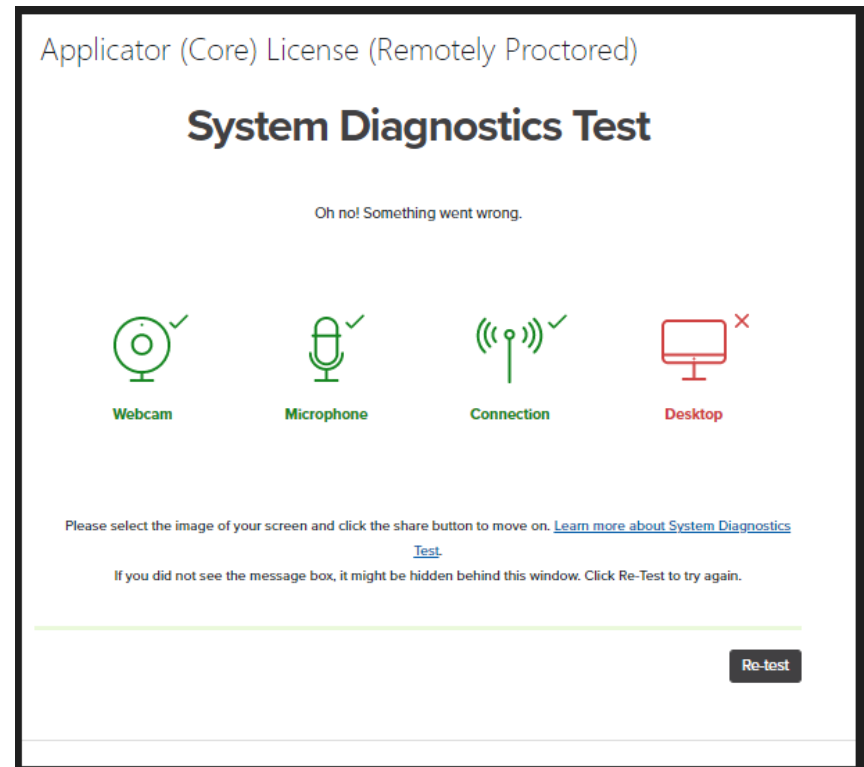
Summary of Basic Computer Requirements

- You must use only one reliable internet (network) connection. You cannot change networks once the exam starts.

- You must use a laptop or desktop with webcam and microphone. The laptop or webcam will need to be mobile to show your surroundings via the "room scan."

- The computer may be a PC running Windows OS 10 or higher or an Apple Inc. Mac Computer that is running Mac OS 10.11 or higher. It may be a desktop or a laptop computer—but it CANNOT be a Chromebook or smart phone or tablet.

- You must follow the prompts and instructions provided by the system as it makes system checks of your computer, webcam, and network connection.

No Chromebooks, smartphones or tablets!

Applicator (Core) License Exam (Remotely Proctored)

System Diagnostics Test

The system diagnostics test will only take a moment

Webcam   Microphone   Connection   Desktop

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

You May Use Either Google Chrome or MS Edge Web Browser

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

Pictures of You and Your ID will be Taken

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 online exam session.

You cannot block or cover your picture or identifying information found on your government issued photo ID.

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.

Having trouble?

Re-take   Next »

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment

Manage Your Webcam: Your Face and Eyes Must Always be Visible

- 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 2-hour 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 approximately 4-days for your exam session to be reviewed.
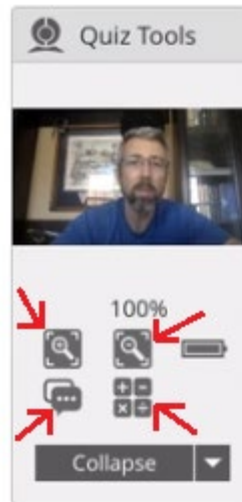
As outlined in the Online Exam Demo Video, the Quiz Tools are included in your exam session and provide the following:
* Calculator for making any needed calculations
* View of your webcam
* Zoom-in and Zoom-out for better viewing
* Chat for proctoring service if you have any issues

Quiz Tools

Keep your eyes focused on your computer screen. You will only need your mouse to navigate the exam. Do NOT use your keyboard or any other electronic devices, cell phones or calculators.

Receive Confirmation After Completing Your Exam

EEA ePLACE Portal Exam Registration and Everblue Online Exam Enrollment
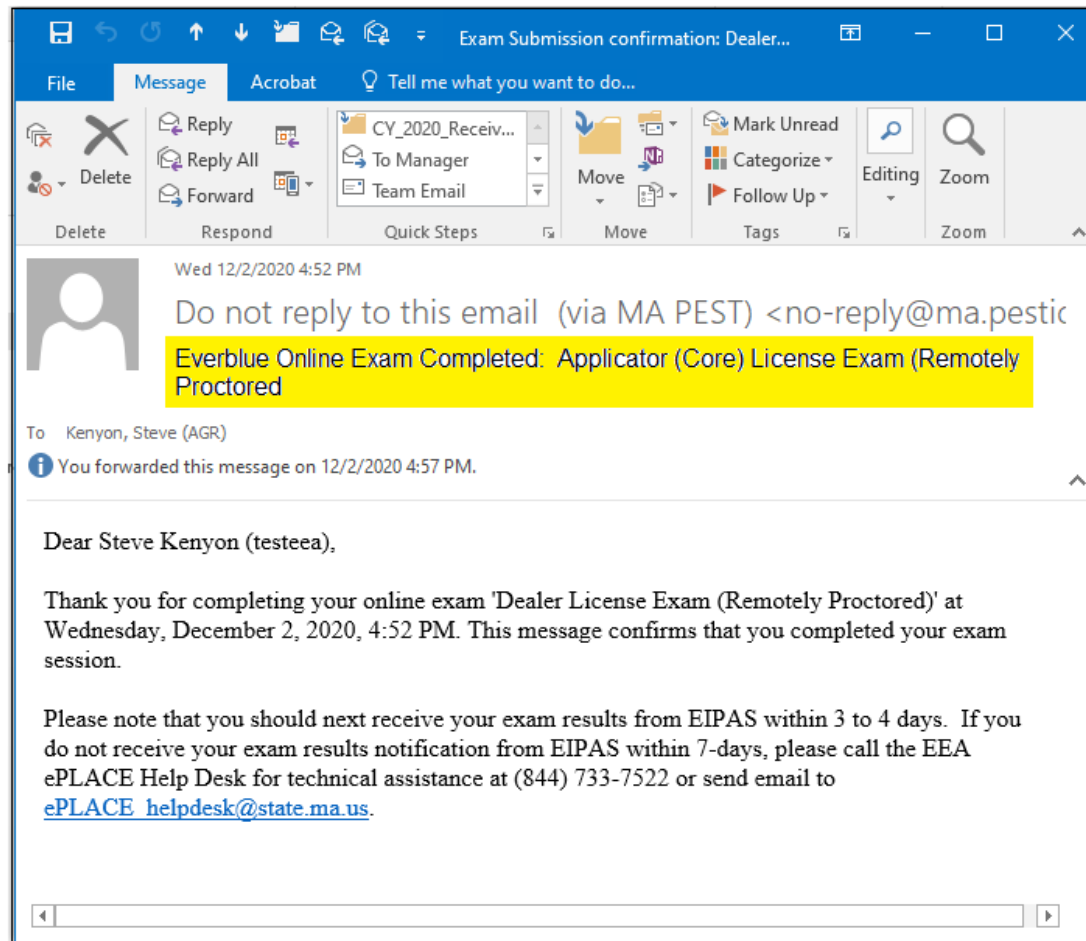
Wait to Receive Your Exam Results

- 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.

EEA ePLACE Portal Exam Registration and
Everblue Online Exam Enrollment

What if You Fail the Exam?

- Those individuals with failing scores must repeat the process and pay all related fees 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. See the MDAR Pesticide Examination and Licensing Information Bulleting for more details.

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.

GUIDE: Applying for a Pesticide Exam, License, and Renewal through the ePLACE Portal →

Guides to all Pesticide Examination and Licensure Activities

What 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 Certification Applications.

- Be sure to review the Guide to Applying for License After Passing the Exam which outlines this process.

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

Additional Resources

Guide to Submitting Additional Application Information

Pesticide Exam Frequently Asked Questions

Guide to Accessing Your Pesticide License

[PDF] Applying for a Pesticide Exam or Catch Basin Permit (PDF 2.37 MB)

[PDF] Reviewing Your License Status and Approved Training Credits (PDF 324.28 KB)

[PDF] Applying for License After Passing - Applicator (Core) and Dealer License Exams (PDF 1.71 MB)

[PDF] Applying for Certification After Passing - Commercial or Private Certification Category Exams (PDF 1.74 MB)

[PDF] Updating Your EEA ePLACE Portal Account (PDF 701.5 KB)

[PDF] Pesticide Exam Frequently Asked Questions (PDF 149.82 KB)

Seek Support for EEA ePLACE Portal Exam Registration

- **Need Help?** For technical assistance with the your exam registration in the EEA ePLACE Portal, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)

- You can also email ePLACE_helpdesk@state.ma.us

- For assistance with non-technical questions, please contact the MDAR, Operations Coordinator

Seek Support for 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 via Web Form:

- https://everblue.atlassian.net/servicedesk/customer/portal/4

Or Email:

- ma.pesticide@everbluetraining.com

Thank You

- If you have additional questions, please contact the MDAR Pesticide Program

  - Phone: (508) 281-6787

  - Email: PestExamLicense@mass.gov