

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

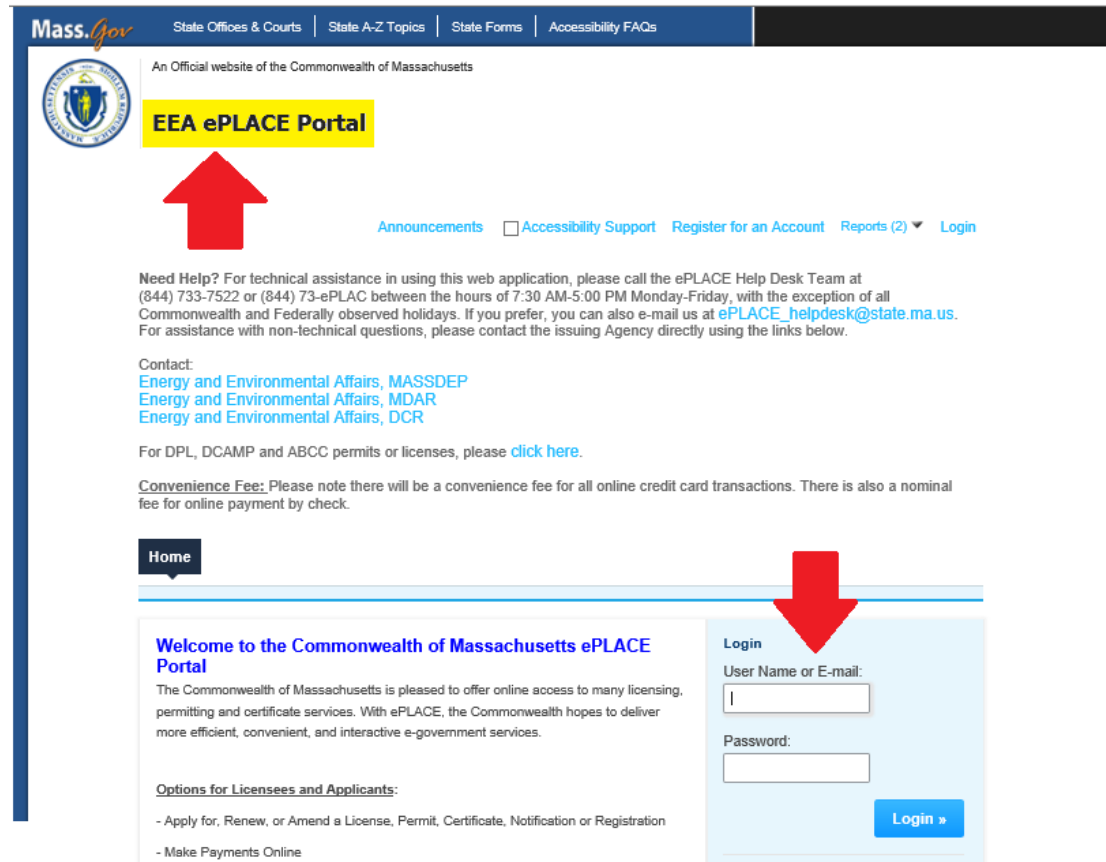
Pesticide Program

Division of Crop & Pest Services

Mass. Department of Agricultural Resources

# Welcome to the EEA ePLACE Portal

## <https://eplace.eea.mass.gov/citizenaccess/>



The screenshot shows the homepage of the EEA ePLACE Portal. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the 'Mass.gov' logo is on the left, and the text 'An Official website of the Commonwealth of Massachusetts' is on the right. The main heading 'EEA ePLACE Portal' is highlighted in yellow, with a red arrow pointing to it. Below the heading, there are links for 'Announcements', 'Accessibility Support', 'Register for an Account', 'Reports (2)', and 'Login'. A paragraph of text provides contact information for the ePLACE Help Desk Team, including phone numbers and an email address. Below this, there is a 'Contact:' section with links for 'Energy and Environmental Affairs, MASSDEP', 'Energy and Environmental Affairs, MDAR', and 'Energy and Environmental Affairs, DCR'. A link for 'click here' is also present. A 'Convenience Fee' section explains that there is a fee for online credit card transactions. A 'Home' button is located below the 'Convenience Fee' section. The main content area is divided into two columns. The left column contains a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section with a brief description of the portal's purpose. Below this is a section titled 'Options for Licensees and Applicants' with two bullet points: '- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration' and '- Make Payments Online'. The right column contains a 'Login' section with input fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. A red arrow points to the 'Login »' button.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

### EEA ePLACE Portal

[Announcements](#) ☐ [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

#### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

**Login**

User Name or E-mail:

Password:

[Login »](#)

# Create an Account – Go to:

## <https://eplace.eea.mass.gov/citizenaccess/>



### First Time Users:

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.

### 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.**



Each person must have their own unique account.

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

The screenshot shows the EEA ePLACE Portal interface. At the top, a dark blue 'Home' button is on the left, and a red text instruction 'After you are logged-in Click File an Online Application' is on the right. Below this is a light blue navigation bar with three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area is divided into two columns. The left column, with a white background, contains a welcome message for 'STEVEN ANTUNES-KENYON', a list of actions (New License, Renew License, Amend License) with a 'Click Here' link, a 'Please note' section, and links to FAQs, public access portal, and Mass.gov. The right column, with a light blue background, features a prominent blue button labeled 'File an Online Application' with a large red arrow pointing upwards towards it.

Home After you are logged-in Click File an Online Application

Dashboard My Records My Account

**Welcome STEVEN ANTUNES-KENYON**  
You are now logged in to the Commonwealth's EEA ePlace Portal.

**What would you like to do?**

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

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 License, Permit, Certificate, Notification or Registration 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.

**File an Online Application**

# 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:

1. 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

☒ I have read and accepted the above terms.



**Continue »**



# Click Apply for a MDAR Authorization and then Choose Pesticide Exam 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.



Search

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)

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

MDAR is the Massachusetts Department of Agricultural Resources.

- ▼ Apply for a MDAR Authorization
  - ☒ MDAR - Massachusetts Pesticide Exam Application
  - ☐ MDAR - Massachusetts Pesticide License Application
  - ☐ MDAR - Massachusetts Pesticide Product Registration Application

Select Pesticide Exam Application

- ▶ Apply for an EEA General Request
- ▶ Link Your Account

Continue »

Click Continue

# Enter Personal Information

Step 1: Application Information > Page 1 of 1

\* 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



\* 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



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

# Complete Personal Information

## Select Exam Type:

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\* 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

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\* 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



# Add Your Employer Information

**Step 3: Employer / Supervisor Info > Page 1 of 1**

\* indicates a required field.

**Employer / Supervisor Info**

Please enter your Employer or Supervisor Information by clicking the "Add New" button below.

If you own/operate your own business, please enter your business contact information.

Required Contact Type

Employer Information

Minimum

1

**Add New**

**Add your employer / company information - required**

Showing 0-0 of 0

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
No records found.					

**Applicant Information**

To View your contact, click the View link.

**Applicant Information:**

Steven Kenyon  
251 Causeway ST  
Boston, MA, 02114  
Telephone #: 617-626-1784 Email: steve.kenyon2@state.ma.us

View or Edit

**Continue Application »**

**After you have added your employer / company information, click Continue**

Save and resume later

# 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

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[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

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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

## 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?: No

## Employer / Supervisor Info

Showing 0-0 of 0

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
No records found.					

Be sure that your address, telephone number and email address are correct.

## Applicant Information

Individual  
STEVEN ANTUNES-KENYON  
251 Causeway ST  
Boston, MA, 02114

Telephone #:617-626-1784  
E-mail:steve.kenyon2@mass.gov

Legal  
attestation

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ I have read and agree with the above attestation.

Date:

Continue Application »

Click Continue

Save and resume later

# 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

Payment

Payment

Payment nCourt is the third-party payment vendor. You will receive a receipt.

You have elected to pay for the following item(s).

Description	ID	Amount
MDAR/Pesticide/Exam/Application	20TMP-020462	\$75.00
		\$75.00

Total Amount Due: \$76.76

### Billing Information

☐ Same As Previous Information

First Name  
|

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State/Territory  
Select State

Zip  
Enter Zip

Phone Number  
( ) - -

Email  
Enter Email Address

Confirm Email  
Enter Email Address

### Payment Information

☐ Credit/Debit Card ☒ Electronic Check/ACH

Card Type  
Select Card Type

Card Number  
Enter Card Number

CVV Code  
Enter CVV Code

Expiration  
01 2018


Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
☐ I Accept

### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

# Receive Your Email Receipt from customerservice@nCourt.com



Your Receipt >>

Paid To

Name: Commonwealth of Massachusetts Department of Environmental Protection  
Address 1: 1 Winter Street  
City: Boston  
State: Massachusetts  
Zip: 02108

Description	Reference ID	Convenience Fee	Amount
MDAR/Pesticide/Exam/Application	20TMP-012701	\$1.76	\$75.00

Receipt Date: 11/19/2020 6:33:05 PM EST    Invoice Number: 5832750a    Total Amount Paid: **\$76.76**

Billing Information	Credit / Debit Card / ACH Information
Last Name kenyon First Name steve Email <a href="mailto:steve.kenyon2@mass.gov">steve.kenyon2@mass.gov</a> Street 251 City Boston State/Territory MA Zip 02114	Card Type American Express Card Number *****MODE

Important Information >>

Please verify the information shown above. Your payment has been submitted to the location listed above.

# 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
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### Step 6: Record Issuance



Successfully Completed.

Thank you for using our online services for your submission.

Your Record Number is 20-EXAM-1980

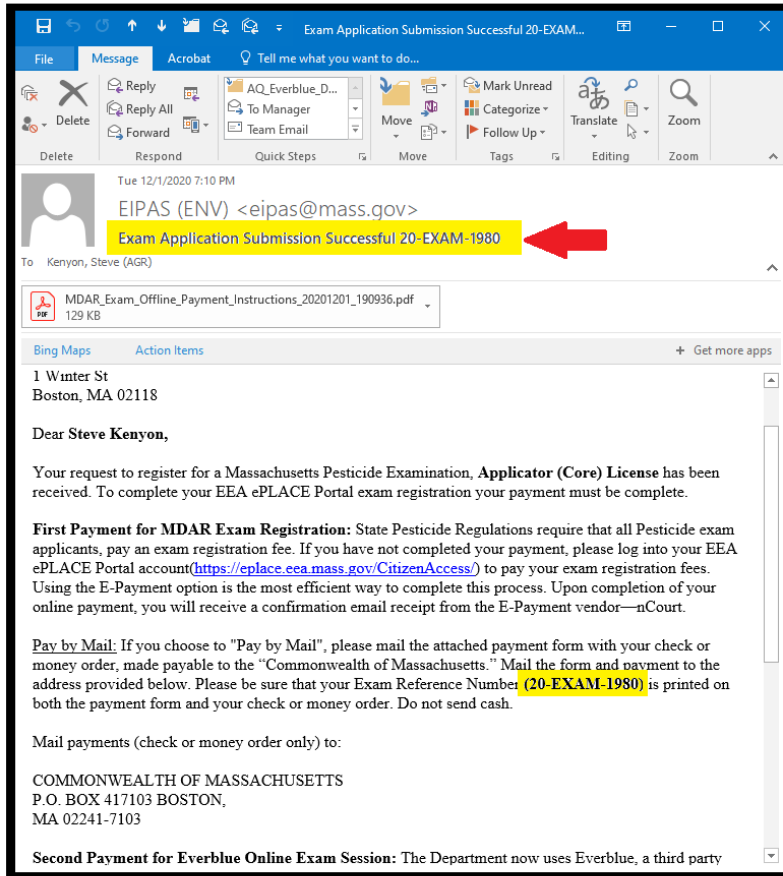
Your Exam Record Number will also be listed when you Click "Home" and then "My Records"

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.

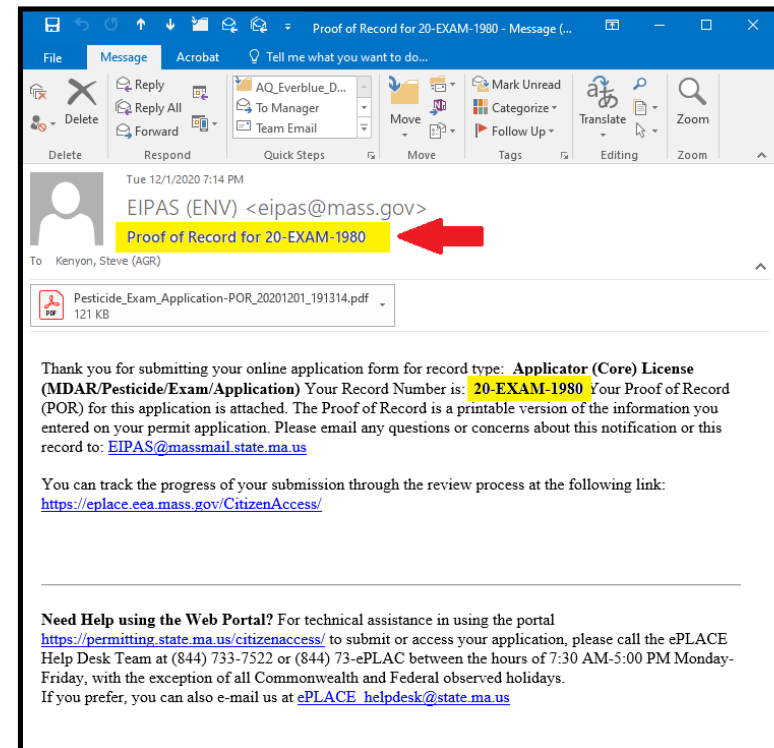
If you need to start a new application, please click Home Button.

# 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



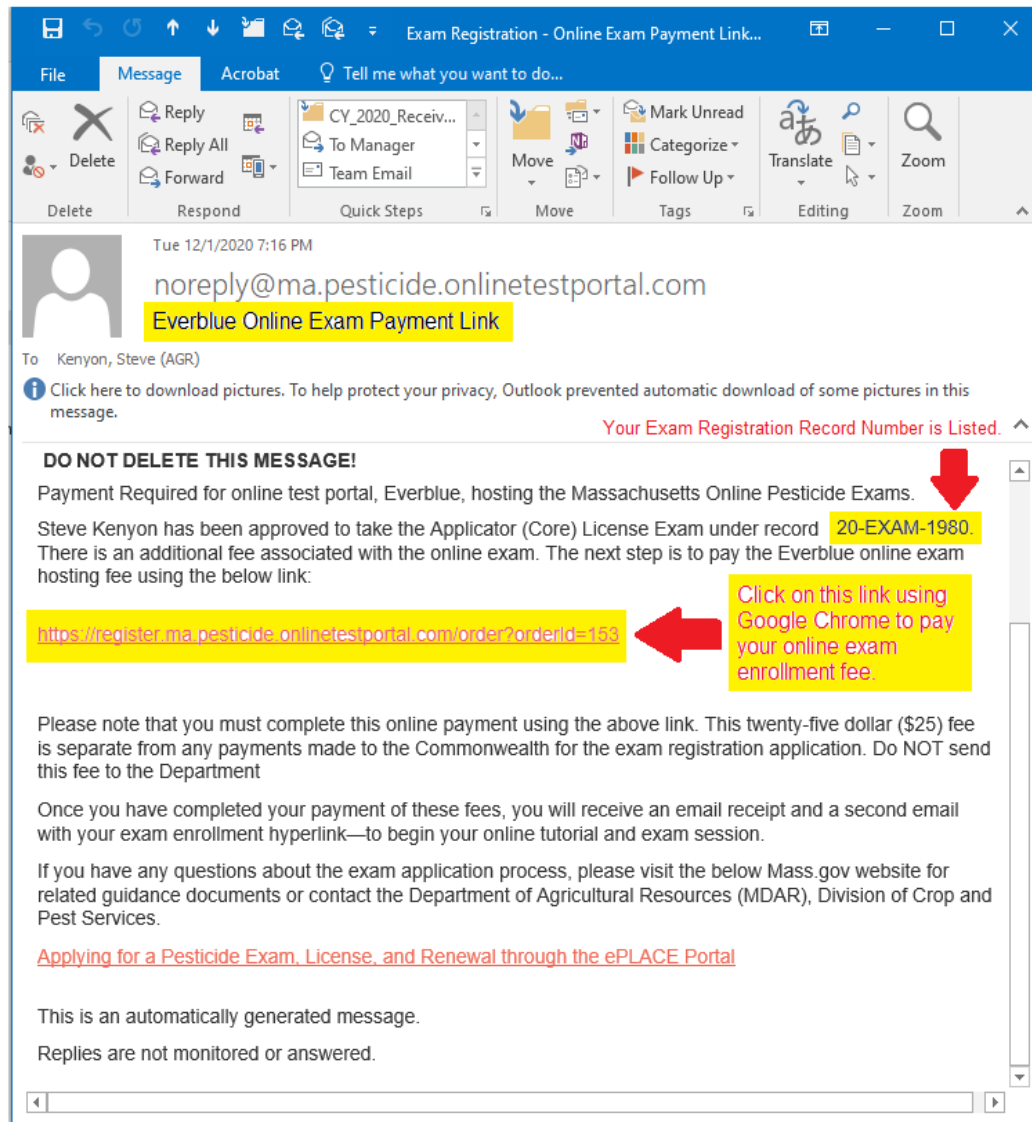
**Pay Online »**

**Pay by Mail»**

**Choosing to Pay by Mail will significantly delay your registration.**

# 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](mailto: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.



# Use the Payment Link to Complete Your Payment to Everblue

Online Test Portal

register.ma.pesticide.onlinetestportal.com/order?orderId=153

Apps Google Apple Bing Google Yahoo Outlook Web App Mass.gov

everblue

Everblue is the provider for the Department's Online Exam System.

INFO@EVERBLUETRAINING.COM  
+1 (877) 753-8941

### Order Total

ID	Name	Description	Price	Quantity	SubTotal
1	CORE	Applicator (Core) License Exam	25	1	25.00
					Total : 25

Complete your online credit card payment on the Everblue onlinetestportal.com

Payment Info \* Required

Name on Card \*

Card Number \*

Card number

Expiration Date \*

MM/YY

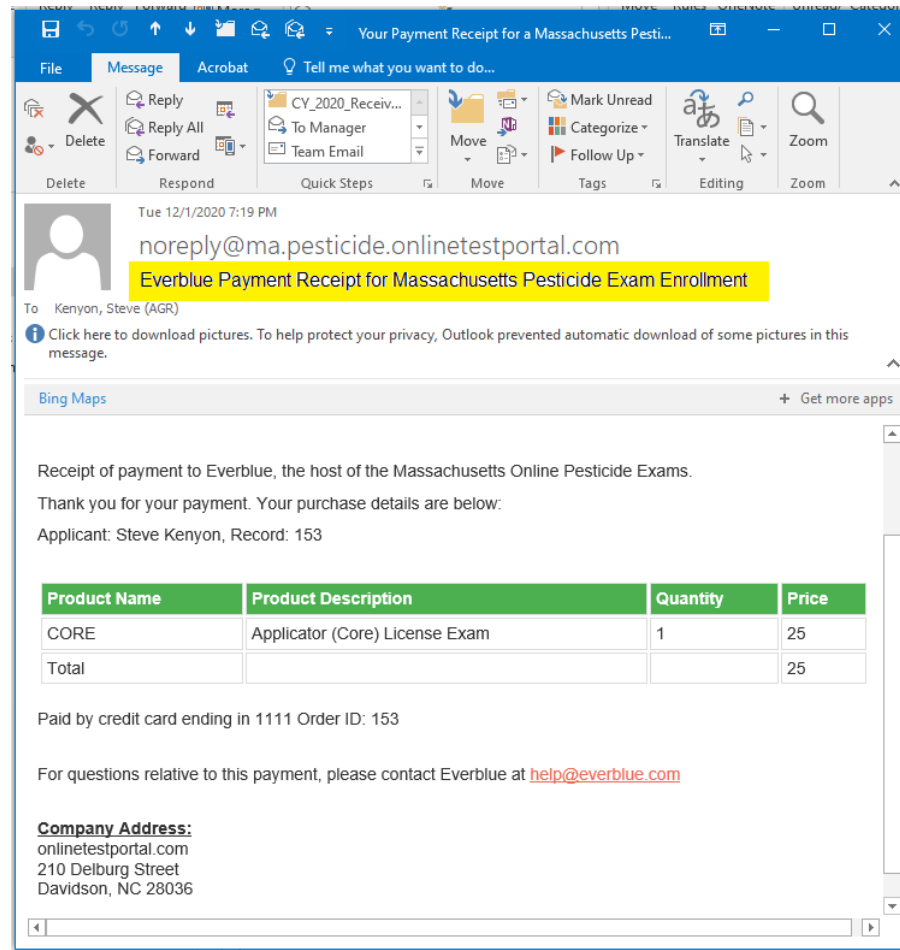
Security Code \*

CVC

Zip/Postal Code \*

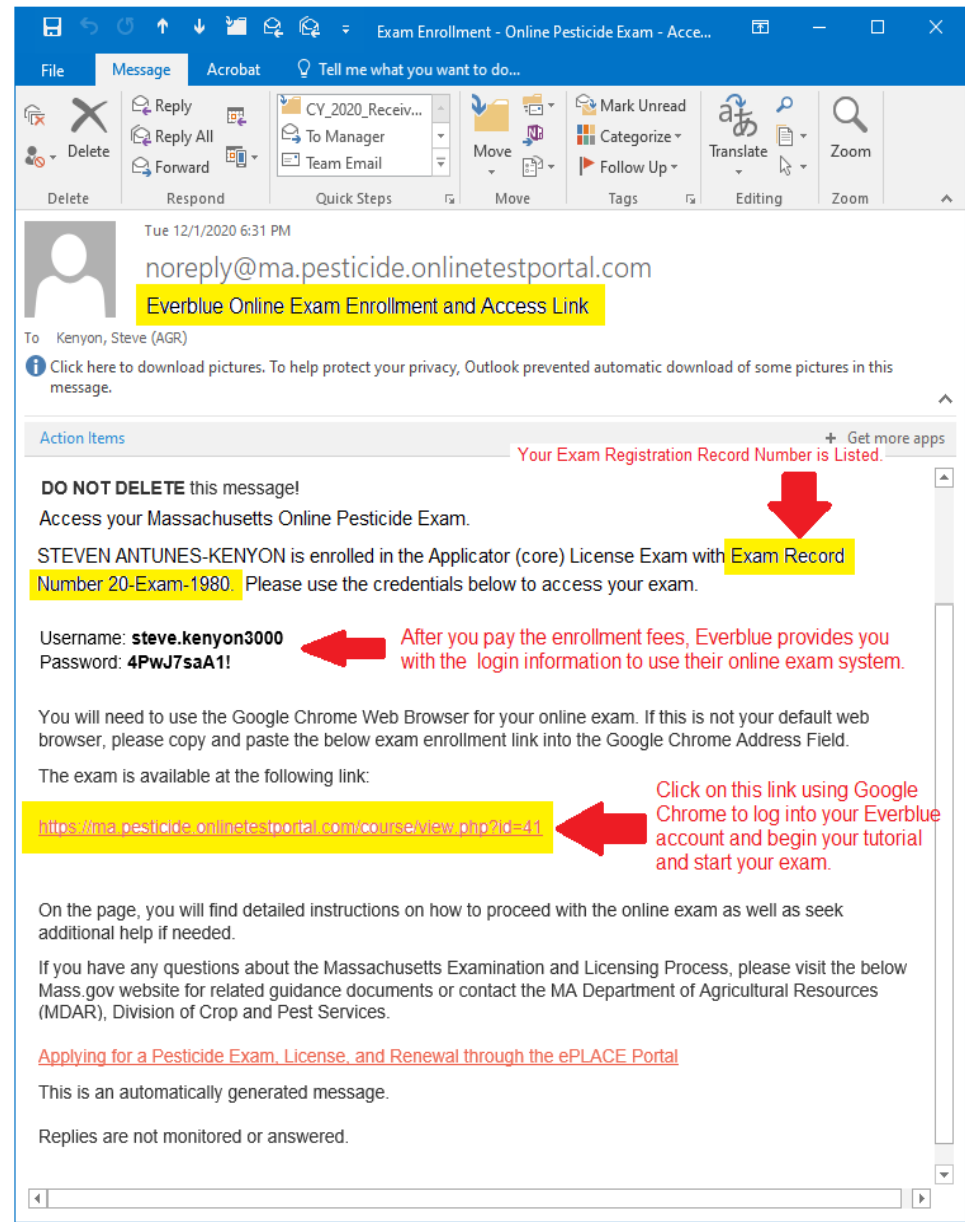
Submit

# 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](mailto: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.

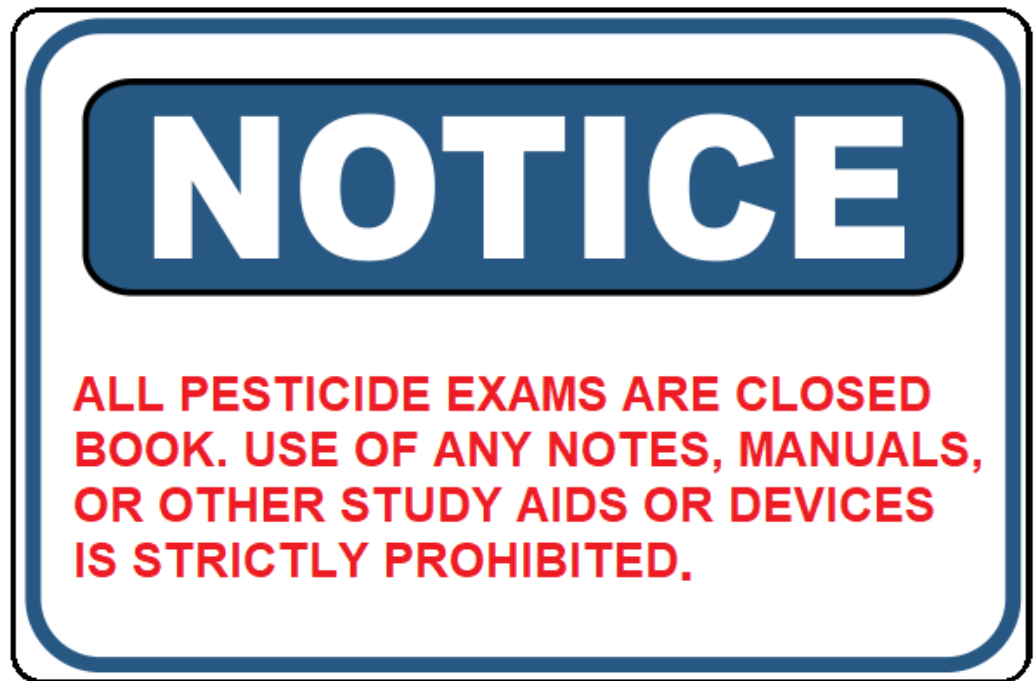


# MDAR Maintains Strict Rules for Pesticide Exams – Failure to Follow the Rules and Requirements Documented will Result in Disqualification!

- 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.



# 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.**



# 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.

The screenshot shows the Mass.gov website with a search bar containing the text 'applying for a pesticide exam'. A red arrow points to the search bar. Below the search bar, the text '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"' is displayed in red. The search results section is titled 'Search Results' and contains a link to 'How do I get ready for the pesticide licensing exams?'. A red arrow points to this link. Below this link, there is a list of frequently asked questions and a link to 'Everblue Online Exam Demo Video'. A red arrow points to this link. At the bottom, there is a link to 'Rules and Requirements for Online Exams'. A red arrow points to this link.

Mass.gov

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

Search Results

All Organizations ▼ applying for a pesticide exam SEARCH

How do I get ready for the pesticide licensing exams?

The [Pesticide Examination and License Information Bulletin](#) will answer all these questions and more!

[Pesticide Exam Frequently Asked Questions](#)

1. Find out what type of licenses there are for pesticide applications.
2. Where to order the study materials.
3. How to register for an online exam - please see below "Applying for Pesticide Exam" step-by-step guide.

This is a closed book exam. The use of manuals, notes, or other study guides during the online exam session is strictly prohibited and will result in your disqualification.

[Disability Accommodations for Pesticide Exam](#)

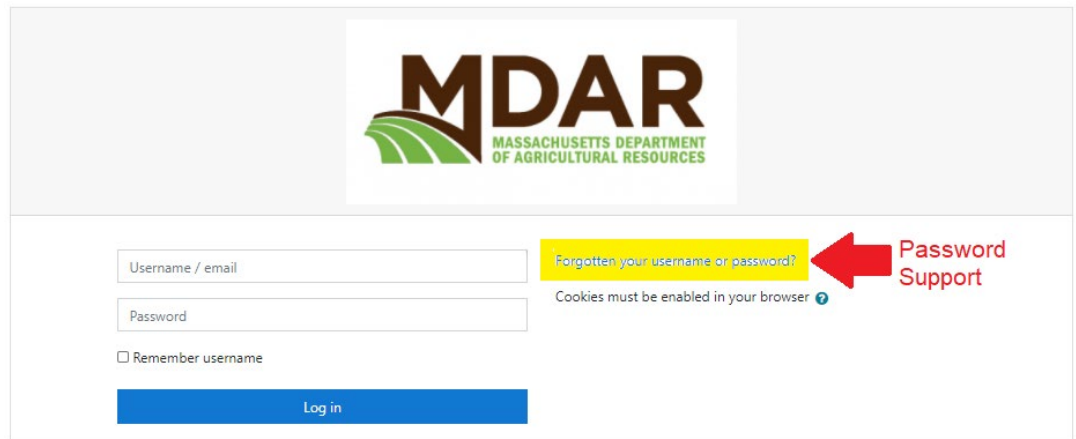
[Everblue Online Exam Demo Video](#)

[Rules and Requirements for Online Exams](#)



# 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.



The screenshot shows the login interface for the Massachusetts Department of Agricultural Resources (MDAR). At the top center is the MDAR logo, which includes a green stylized field icon and the text "MDAR MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES". Below the logo are two input fields: "Username / email" and "Password". Under the password field is a checkbox labeled "Remember username". A blue "Log in" button is positioned below the checkbox. To the right of the input fields, there is a yellow button labeled "Forgotten your username or password?". A red arrow points from this button to the text "Password Support". Below the yellow button, a message states "Cookies must be enabled in your browser" with a small blue circular icon containing a question mark.

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

The screenshot displays the MDAR ePLACE Portal interface. On the left, a sidebar contains navigation links: 'Home', 'My exams', and 'Applicator (Core) License'. The main content area features the MDAR logo and a welcome message. Below the welcome message, there are several paragraphs of text regarding the online examination system, including rules and exam details. A 'Questions' section provides information on frequently asked questions and a contact email. At the bottom, there are two links for 'Important: MDAR Online Exam Rules and Computer/Network Requirements' and 'Massachusetts Guide for Online Exams'. The 'My exams' section at the bottom of the main content area contains a link to 'Applicator (Core) License', which is highlighted by a red arrow and the text 'Click on Exam Link'.

Home

My exams

Applicator (Core) License

MDAR  
everblue

MDAR  
MASSACHUSETTS DEPARTMENT  
OF AGRICULTURAL RESOURCES

Welcome to the online examination portal for the Massachusetts Department of Agricultural Resources, Pesticide Program. Together, the EEA ePLACE Portal and this online examination system provide near constant access to examinations and opportunities to submit pesticide license applications or renewals at a time that is convenient for you. It's the Department's hope that these systems will better meet the pesticide examination and licensure needs of today's pesticide applicators and their employers.

The Department now conducts all pesticide exams using this online data system. This system is designed to confirm your identification and conduct secure competency testing to determine your eligibility for pesticide licensure in Massachusetts.

All Pesticide Exams are closed book and use of manuals, notes, or other study aids during the online exam session is strictly prohibited and will result in your disqualification. Your exam sessions will be recorded and any abuse or misuse of this system, including but not limited to cheating on exams or the copying or recording of any exam content will be cause for disqualification and both civil and criminal penalties.

With the exception of the Catch Basin Permit Exam, all other exams have 125 multiple-choice questions. All exams are timed limited. You will be allowed one hour and 45 minutes for the commercial applicator (core) and dealer license exams, two hours and 30 minutes to take commercial and private certification exams and one hour for the Catch Basin Permit Exam.

Questions

Answers to most of the frequently asked questions are provided on the Department's [Examination, Licensing, and Renewal website](#); however, if you have a question to which you cannot find the answer, please send an email to [steve.kenyon2@mass.gov](mailto:steve.kenyon2@mass.gov).

Important: MDAR Online Exam Rules and Computer/Network Requirements Uploaded 03/28/22, 16:02

Massachusetts Guide for Online Exams Uploaded 03/28/22, 16:03

My exams

Applicator (Core) License **Click on Exam Link**

All exams

# 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

**Applicator (Core) License**

Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License

Welcome to the Massachusetts Online Pesticide Exam Portal

**All Pesticide Exams are closed book and use of manuals, notes, or other study aids during the online exam session is strictly prohibited and will result in your disqualification.** Your exam sessions will be recorded and any abuse or misuse of this system, including but not limited to cheating on exams or the copying or recording of any exam content will be cause for disqualification and both civil and criminal penalties.

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](mailto: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.

**Important Notice:** Before taking your exam below, please take the time to read and follow the below rules and technical requirements. Failure to follow the below rules and technical requirements may cause your exam session to fail and lead to your disqualification from all exams for at least 6-months.

**Proctoring Rules** 1. Review and Accept 1 Choice

**Technology Requirements** 2. Review and Accept 1 Choice

**Webcam Requirements** 3. Review and Accept 1 Choice

**Prior to being presented with your online, you must click on each of the sections to review the information and accept the rules and related requirements.**

# Click Acknowledge and Accept and Save you Choice

Applicator (Core) License

Proctoring Rules

Technology Requirements

Webcam Requirements

How the Proctoring Works

Download the Proctoring Tool

Navigating Product Labeling Exam Questions

What Happens After Your Exam

Start your exam below

Need a Quiz Password?

Home

My exams

Applicator (Core) License

## Applicator (Core) License

Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License / Proctoring Rules / [CLICK HERE for Proctoring Rules](#)

### CLICK HERE for Proctoring Rules

- This exam is **CLOSED BOOK** - **no outside reference materials are allowed**. Any use of calculators, notes, dictionaries, or other reference materials not provided to you within the exam session, is strictly prohibited.
- Mobile devices, such as a cell phone **CANNOT** be in the room.
- Candidates must use **ONLY** the on screen resources and calculator, available within the exam.
- **DON'T** shut off or block your camera or microphone during your entire exam. Failure to maintain a working webcam and mic or blocking such devices will terminate your exam session and /or disqualify you from the exam. Once the exam begins, you must remain facing towards the webcam for the duration of your exam session. You must monitor your webcam video feed using the Exam Quiz Tools. The Quiz Tools include a view magnifier, calculator, and your webcam video feed. This view of your webcam video feed is what the Exam Proctor also sees, and if for any reason, you cannot see yourself clearly or if your webcam video feed goes dark, then you must correct this issue immediately! Any scenario where the Quiz Tools webcam goes dark or where you are no longer in view is grounds for disqualification.
- **DON'T** record or copy exam questions or make notes relative or use any outside resources such as books, notes, phones - these are strictly prohibited.
- **DO** choose a quiet area for your exam that is free of distraction or other people
- **DO** only use the resources included within the online exam

Next Page

☒ I acknowledge that I have read, understood and accepted the Proctoring Rules.

Save my choice

**You must review and accept the rules and requirements for each section.**

# Step 4 Watch the Exam Demo Video

The screenshot displays the EEA ePLACE Portal Exam Registration and Enrollment interface. On the left is a sidebar with a list of navigation links: 'Applicator (Core) License', 'Proctoring Rules', 'Technology Requirements', 'Webcam Requirements', 'How the Proctoring Works' (highlighted in a dark brown box), 'Download the Proctoring Tool', 'Navigating Product Labeling Exam Questions', 'What Happens After Your Exam', 'Start your exam below', 'Need a Quiz Password?', 'Home', 'My exams', and 'Applicator (Core) License'. The main content area has a heading 'Applicator (Core) License' and a breadcrumb trail: 'Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License / How the Proctoring Works'. Below this is a section titled '4. How the Proctoring Works'. A red text box contains the message: 'If you previously loaded the Proctorio Plugin on this computer, we recommend you remove it and reinstall it as plugin updates may have occurred since the last exam was attempted. [Click this link for step by step guidance.](#)'. Below the text box is a link 'Proctorio Demonstration Video' with a red arrow pointing to it and the text 'Watch Exam Demo Video'. To the right of the main content area is a logo for the Massachusetts Department of Agricultural Resources (MDAR).

# Step 5 Install Proctorio Web Browser Extension

The screenshot shows a web interface for exam registration. On the left is a sidebar with a menu containing: 'Applicator (Core) License' (selected), 'Proctoring Rules', 'Technology Requirements', 'Webcam Requirements', 'How the Proctoring Works', 'Download the Proctoring Tool' (highlighted in a dark box), 'Navigating Product Labeling Exam Questions', 'What Happens After Your Exam', 'Start your exam below', 'Need a Quiz Password?', 'Home', 'My exams', and 'Applicator (Core) License'.

The main content area is titled 'Applicator (Core) License' and includes a breadcrumb trail: 'Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License / Download the Proctoring Tool'.

The section is titled '5. Download the Proctoring Tool'. It contains the text: 'Once you have viewed the video and are ready to take the exam, click on the "Secure Exam Proctor" link below. You will be asked to download the Proctorio Google Chrome Plugin.' Below this text is a 'Next Page' button with a large red arrow pointing to it from the right.

On the right side of the main content area is the MDAR logo (Massachusetts Department of Agricultural Resources) and the state seal of Massachusetts.

At the bottom of the main content area, there are two links: 'How the Proctor...' and 'Navigating Prod...'.

Below the main content area, there is a red text box with the following text: 'If you are using a computer that was previously used for the Everblue Online Exams, then this step is likely already done! If this is the first Everblue Online Exam for your computer then, you will need to install the Procotorio Web Extension.'

# Step 6 Test Your Computer's Ability to View Labeling

Applicator (Core) License

Proctoring Rules

Technology Requirements

Webcam Requirements

How the Proctoring Works

Download the Proctoring Tool

**Navigating Product Labeling Exam Questions**

What Happens After Your Exam

Start your exam below

Need a Quiz Password?

Home

My exams

Applicator (Core) License

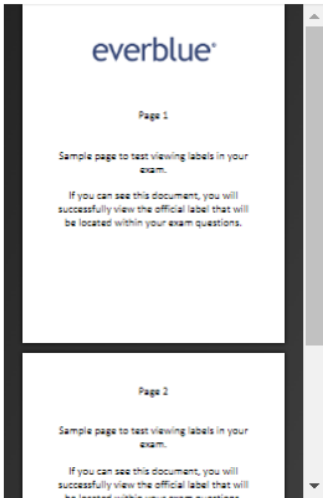
Applicator (Core) License

Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License / Navigating Product Labeling Exam Questions


## 6. Navigating Product Labeling Exam Questions

Be sure you can view the sample document below, this will ensure that you can view the label during your exam attempt. If you are unable to view the document, be sure your computer and browser are up to date and that you are not on a company network, VPN that could be blocking the document from being viewed.

Sample Label Document.pdf



**It's necessary to complete this step to be sure that you are able to view and navigate any online exam labeling questions.**





# Step 7 Understand When You Receive Your Exam Score

Applicator (Core) License

Proctoring Rules

Technology Requirements

Webcam Requirements

How the Proctoring Works

Download the Proctoring Tool

Navigating Product Labeling Exam Questions

**What Happens After Your Exam**

Start your exam below

Need a Quiz Password?

Home

My exams

Applicator (Core) License

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](mailto: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

  
**MDAR**  
MASSACHUSETTS DEPARTMENT  
OF AGRICULTURAL RESOURCES

# Step 8 Start your Online Exam Proctoring Session

🎓 Applicator (Core) License

📁 Proctoring Rules

📁 Technology Requirements

📁 Webcam Requirements

📁 How the Proctoring Works

📁 Download the Proctoring Tool

📁 Navigating Product Labeling Exam Questions

📁 What Happens After Your Exam

**📁 Start your exam below**

📁 Need a Quiz Password?

🏠 Home

My exams

🎓 Applicator (Core) License

## Applicator (Core) License

Home / My exams / Massachusetts Pesticide Exams 2021-2022 / Applicator (Core) License / Start your exam below

### 8. Start your exam below

- This exam is **CLOSED BOOK** - **no outside reference materials are allowed.**
- Mobile devices, such as a cell phone, **CANNOT** be in the room.
- Candidates must use **ONLY** the on-screen resources and calculator, available within the exam.
- This examination contains **125 questions.**
- You must **answer 87 out of the 125 questions** correctly to receive a passing score.
- You have **2 Hours** to complete this test.


📁 Applicator (Core) License (Remotely Proctored)

**Click on Hyperlink**

**DO NOT click 'Stop Screen Sharing'** at all during your exam attempt or your attempt will be terminated.

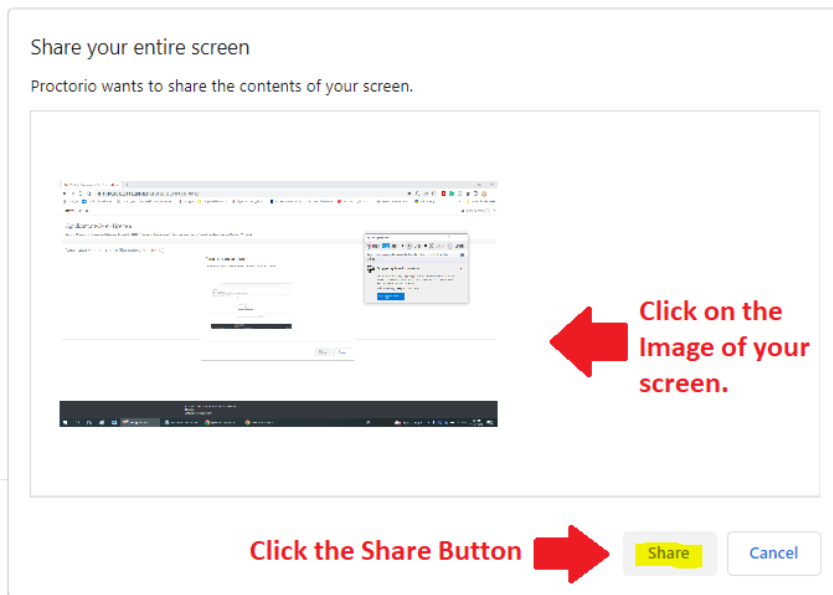
During the Room Scan, you will see a note that 'If you are using notes, calculators or textbooks, please clearly show these items.' **The use of resources, of any kind, during your exam attempt is prohibited and will result in disqualification of your score.**

←What Happens Af...Need a Quiz Pas...

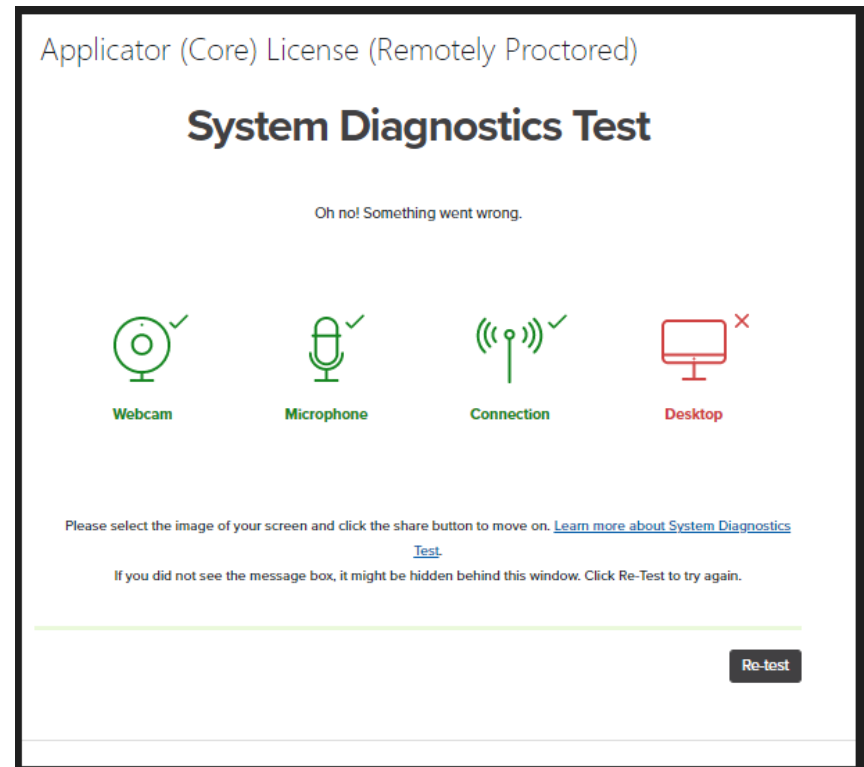


# Share Your Screen to Start System Diagnostic Test

## You Must Share Your Screen



## Everblue will Test Your Computer



# 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



# You May Use Either Google Chrome or MS Edge Web Browser

## 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.



Decisions are made by your exam admin, not us.

Proctorio Inc. complies with [GDPR, FERPA, and other regulations](#). Read our [Privacy Policy](#). 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 extensions • no clipboard • no printing • no downloads • no right-clicking • cache cleared



### 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](#)

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

Applicator (Core) License Exam (Remotely Proctored)

## Identification Card

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.

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



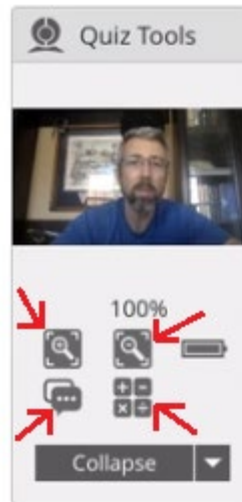
[Having trouble?](#)

Re-take

Next »

# 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.



Quiz Tools

As outlined in the Online Exam Demo Video, the Quiz Tools are included in your exam session and provide the following:

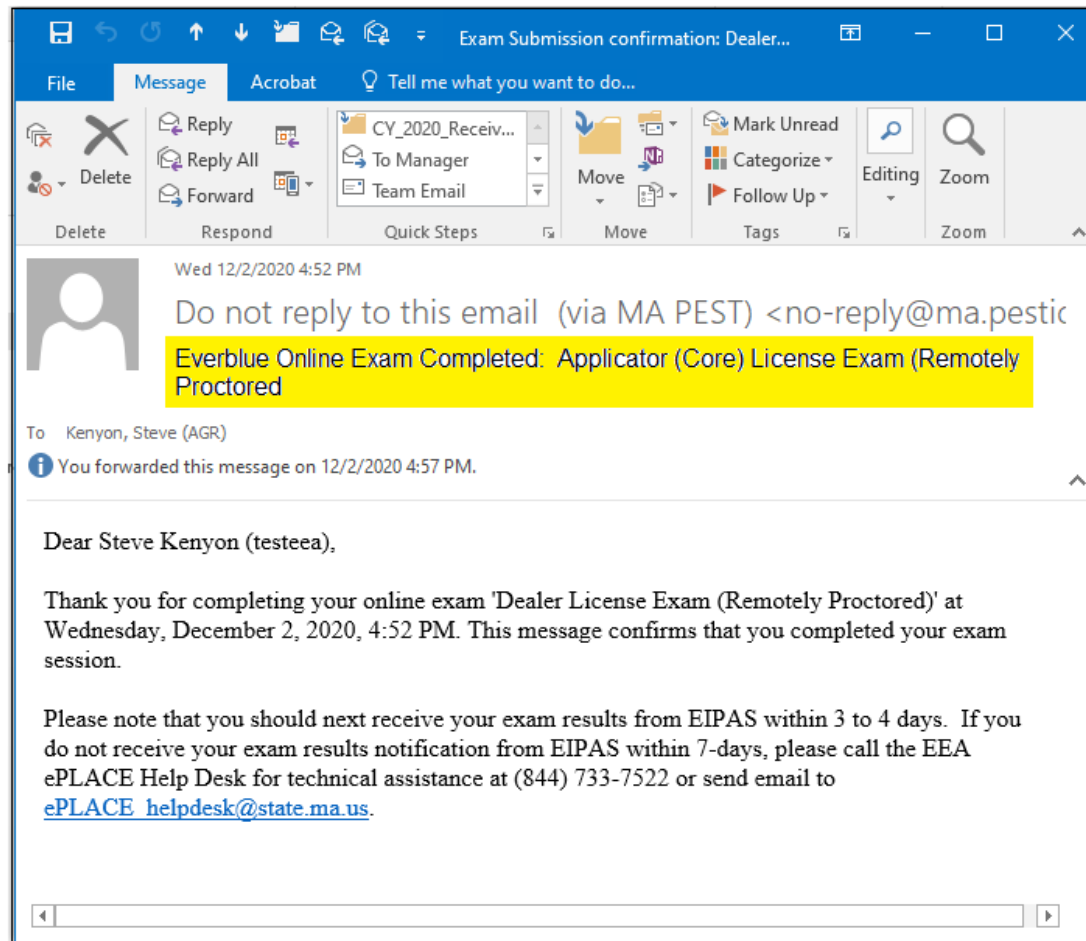
- \* Calculator for making any needed calculations
- \* View of your webcam
- \* Zoom-in and Zoom-out for better viewing
- \* Chat for proctoring service if you have any issues

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





# 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.

# What if You Fail the Exam?

Visit [www.Mass.gov](http://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>

- 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 Bulletin for more details.

## 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](http://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](#)



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



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



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



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



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



[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](mailto: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](mailto: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](mailto:PestExamLicense@mass.gov)