

2018 PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN

Dear Pesticide Exam and Licensing Candidate:

The Pesticide Examination and License Information Bulletin is your guide to taking the state pesticide examination for the purpose of obtaining a Massachusetts pesticide applicator license or certification.

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



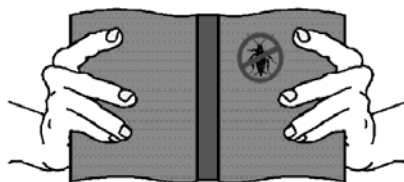
The Massachusetts Department of Agricultural Resources (MDAR) conducts written, closed-book examinations as appropriate performance testing to measure competency for the use and application and sale of pesticides in Massachusetts.

Please take the time needed to read this bulletin and acquaint yourself with the prescribed deadlines and online processes so that you can successfully obtain either a pesticide applicator license or certification in the Commonwealth of Massachusetts.

Please note that all exam registration, scheduling, and payment must now be submitted online via the ePLACE Portal! Please closely review the information contained in the bulletin and visit the EEA ePLACE Portal webpage to start your online application.

Sincerely,

Steven Antunes-Kenyon
Pesticide Operations Coordinator



Visit the MDAR Pesticide Program website at:
www.mass.gov/pesticide-examination-and-licensing

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AT-A-GLANCE

	#1 Applicator License (Core)	#2 Private Certification	#3 Commercial Certification	#4 Dealer License	#5 Catch Basin Permit
Who Needs One?	<p>If you intend to do pesticide work using <i>general use pesticides for hire</i> and have never had a pesticide license before, you must obtain a the Applicator License.</p> <p>This document is usually obtained by individuals working in Exterminating, Lawn Care, Landscape and Tree Care Industries.</p> <p>This also includes individuals working <i>not for hire</i> such as office building groundskeeper, apartment building landlord, custodian, condominium maintenance personnel, golf course superintendent.</p>	<p>If you intend to do pesticide work using <i>restricted use pesticides</i> on property owned or rented by you or your employer for the purpose of raising agricultural commodities, you must obtain a Private Certification. This document is usually obtained by individuals working as farmers and growers.</p>	<p>You must take and pass the appropriate Commercial Certification category exam and have two years of relevant experience (see enclosed Resume Form on page 13).</p> <p>If you intend to do pesticide work using <i>restricted use pesticides for hire or not for hire</i> you must obtain a Commercial Certification.</p> <p>Similar to the Applicator (Core) License, this document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree Care Industries.</p>	<p>If you intend to do pesticide work <i>selling restricted use pesticides</i>, you must obtain a Dealer License.</p> <p>This document is obtained by individuals who are employed by distributors and dealers of pesticides.</p>	<p>If you are a Municipal, State, or Federal Government Employee and intend to apply dry formulations of mosquito larvicides to catch Basins or storm drains you must obtain a Catch Basin Permit.</p> <p>For Government Employees Only</p>
Exam Fees	\$75	\$125	\$125	\$125	Not Applicable
Exam Time and Duration	12:30 PM 125 questions (1 hour 45 minutes)	9 AM 125 questions (2 1/2 Hours)	9 AM 125 questions (2 1/2 Hours)	12:30 PM 125 questions (1 hour 45 minutes)	9 AM 50 questions (1 Hour)
Passing Score	70% (87 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)	70% (35 or > out of 50)
Exam Workshops	An Applicator License Training Workshop is available through the UMass Extension Pesticide Education Program. See Pages 14	Not Available	Not Available	Not Available	Not Available
Study Materials (See order form pages 9 - 10)	Core Manual w/ supplement, Massachusetts Pesticide Control Act and Pesticide Regulations	All Core Study Materials Listed and the Corresponding Private Certification Manual	All Core Materials Listed and the Corresponding Commercial Certification Manual	All Core Study Materials Listed and Dealer's Study Package	Catch Basin Applicator Exam Preparation Manual (free download)
Insurance	Required	Not required	Required	Not Required	Not Required
License Fees	\$100	\$100	\$150	\$300	
Expiration Dates	December 31 st	December 31 st	December 31 st	February 28 th or 29 th	December 31 st
Continuing Education	6 Contact hours	12 Contact hours	12 Contact hours per category	3 Contact hours	Not Applicable
Annual Renewal Fees	\$100	\$100	\$150	\$300	Not Applicable

Visit the MDAR Pesticide Program website at www.mass.gov/pesticide-examination-and-licensing

GENERAL INFORMATION

DETERMINE YOUR PESTICIDE CREDENTIAL NEEDS

The first step is to determine which kind of pesticide license or certification you need. As outlined on page 2, in Massachusetts there are four different kinds of pesticide licenses and one permit. These correspond to five distinct exam registration types:

- #1) Applicator License (core)
- #2) Private Certification License
- #3) Commercial Certification License
- #4) Dealer License
- #5) Catch Basin Permit

► **Choose #1 Applicator License (core) if you have never had a pesticide license in Massachusetts**, or if you did and it lapsed 5 or more years ago, and you plan to use pesticides on the property of another **for hire** or as part of your current job duties on the property of your employer or leased by your employer.

► **Choose #2 Private Certification** if you are a grower or farmer or work in agriculture and plan to use restricted use pesticides (RUP's) on land that is owned or rented by you or your employer **for the purpose of raising agricultural commodities**. Agricultural commodities can include, but are not limited to, products like cranberries, potatoes, tomatoes, greenhouse plants, sod, nursery stock, blueberries, apples, corn and other field crops, etc.

► **Choose #3 Commercial Certification** if you have held an Applicator License (core) in Massachusetts or certification for two (2) or more years during the past five (5) years, and you plan to use restricted use pesticides (RUP's) on the property of another **for hire**.

► **Choose #4 Dealer License** if you plan to **SELL** restricted use pesticides (RUP's).

► **Choose #5 Catch Basin Permit** if you are a government employee and want to treat catch basins or storm drains containing mosquito larvae.

ORDER YOUR STUDY MATERIALS

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

understand that it will take a few weeks to receive the manuals.

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



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

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

Using the new ePLACE Portal, the following actions can now be performed online:

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

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

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

To determine when and where exams are held, please review the exam schedule on PAGE 11.

It is advisable to select available dates early in the year especially if you desire to obtain a pesticide license or certification for the spring and summer months. *For those individuals eligible for Commercial Certification (meaning you have held a certification or license for at least 2 years), you will also need to upload an electronic copy of your Resume Form--describing your two years of pesticide applicator experience. (GO TO PAGE, 13 to see a model form).*

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

Exam Fees

#1 Applicator License Exam (core)	\$75
#2 Private Certification Exam	\$125
#3 Commercial Certification Exam	\$125
#4 Dealer License Exam	\$125
#5 Catch Basin Permit Exam	Free
A nominal convenience fee applies to all online payment transactions.	

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

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

An Exam Roster is posted online some 3 to 4-days prior to the exam.

<http://www.mass.gov/eea/agencies/agr/pesticides/>

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

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

TAKE YOUR PESTICIDE EXAM

Always assume there will be traffic delays and allow yourself adequate time to travel to the exam site in order to arrive early and prior to the start of the exam. Exam administrators begin the registration of exam candidates and assign seating prior to the start of the exam. Traffic delays and mechanical problems are not acceptable excuses for arriving late and you will not be allowed into the exam.

#1 Applicator License (Core) Exams and #4 Dealer License Exams:

On-site exam “check-in” begins at 12:00 PM.
The exam begins promptly at 12:30 PM.

#2 Private Certification Exams

#3 Commercial Certification Exams and

#5 Catch Basin Permit Exams:

On-site exam “check-in” begins at 8:30 AM.
The exam begins promptly at 9:00 AM.

Candidates who are late or do not appear for the scheduled exams are considered “no shows” and will forfeit their exam fees. In such cases, exam candidates will be required to register, schedule, and pay for another examination date. Refunds cannot be given.

As part of the onsite examination process, the exam administrator will ask you to produce positive government issued **photo identification** e.g. driver’s license, passport, or military identification. If you cannot produce such positive government issued photo identification, you will not be allowed into the exam.

In addition, if your name does not appear on the Exam Roster you will not be allowed to take the exam. Walk-in candidates will NOT be seated for the exam. Candidates who disrupt the registration process will be disqualified from taking the exam and the examination fee will not be refunded. Once checked-in, candidates will be assigned a seat and must follow the instructions provided by the exam administrators.

Be sure to bring a sufficient number of sharpened #2 lead pencils with erasers. **Pencils will not be provided and sharpeners are not available at the exam sites.**

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

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.

RECEIVE NOTIFICATION OF YOUR EXAM RESULTS

After the exams are corrected and the result are entered into the data system, a *notification* of your exam results will be automatically sent to the email address you maintain as part of your ePLACE Portal Account. This notification will indicate either PASS or FAIL with the raw score for the exam! Please contact the Department if you do not receive your test results within 1-week of the exam date.

The Department does provide a publicly accessible online list of the names of those applicants having passed their exams. To find this information please visit this the Pesticide Program at the below website:

www.mass.gov/pesticide-examination-and-licensing

To ensure confidentiality, test results will not be given over the telephone.

REPEATING AN EXAM

Candidates who are unsuccessful in passing the exam may re-take the exam as permitted under the regulations. To re-take the exam, you must register, schedule and pay for a new examination date via your ePLACE Portal account.

State Pesticide Regulations require that candidates failing the exam twice must wait (3) three months before re-applying to take an exam. After failing an exam three times, you must wait (1) one year before re-applying.

OBTAIN YOUR LICENSE OR CERTIFICATION

In addition to registering, scheduling, and paying for your examination via the ePLACE Portal, you will also use this online system to apply for the license or permit!



Apply Online >
ePLACE Portal

Your online **application for a pesticide license or catch basin permit** is valid for one year from the date of the examination.

Be Advised, that passing the exam does not equate to being licensed or permitted to use pesticides!

To receive your license or permit; log-in to your ePLACE Portal Account and “Apply for an MDAR Authorization” using the exam reference identification number provided to you via all related exam registration, scheduling and results notifications. This number is also indicated online and found under “My Records” within your ePLACE Portal Account.

Dashboard

My Records

My Account

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

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

MAINTAIN YOUR LICENSE OR CERTIFICATION

RENEWAL AND EXPIRATION DATES

- After you submit the application to obtain your license or permit, please allow a 2 -3 days for processing. After review and approval, the online system will send your pesticide license or permit via attachment to an email notification.
- State law requires you to carry the official license or permit credential document on your person **at all times while using pesticides.**
- Pesticide Applicator Licenses, both Commercial and Private, as well as Catch Basin Permits are valid for a period beginning with the actual date of issuance and ending on December 31st of the year issued unless it has been modified, revoked or otherwise suspended before that date. And the Dealer Licenses expire every February 28 or 29th.

CONTINUING EDUCATION REQUIREMENTS

- In addition to renewing your license or certification annually, there are also re-training requirements. As a holder of the license or certification, you must, at the end of each three-year period, be **re-trained or re-certified** either through re-examination or by participation in approved continuing education programs or workshops within the three-year period.
- The Cooperative Extension Service, UMASS Pesticide Education Program, as well as various trade groups and professional organizations provide training programs on an annual basis. You may check the below Pesticide Program web site for the dates and locations of continuing education classes for your license type. Select the link for **Pesticide Applicator Continuing Education (PACE) Approved Programs**: <http://www.mass.gov/eea/agencies/agr/pesticides/pace-credits-and-contact-hours.html>
- You **MUST** obtain the required number continuing education contact hours to maintain your license or certification, or you will be required to retake the examination to maintain your license.
- You are required to retain all training certificates as proof of your continuing education. The Department audits individuals at the end of their three year recertification cycle in order to ensure compliance with the continuing education requirements.
- The Department accepts training credits approved by other New England State Pesticide Programs within their borders as well as other training programs outside of New England—with **PRIOR** approval from the **MDAR PACE Training Coordinator**.

Applicator License (core)	6 Contact hours
Private Certification	12 Contact hours
Commercial Certification	12 Contact hours per category
Dealer License	3 Contact hours

(1 contact hour = 50 consecutive minutes of learning)

INSURANCE REQUIREMENTS

(For Applicator License (Core) and Commercial Certification)
 In order to satisfy the insurance requirements, you or your employer (on your behalf) must secure comprehensive general liability coverage relating to bodily injury and property damage.

In addition, you must be sure your insurance policy has **“an endorsement that modifies any pollution exclusion provisions”** to cover you for “sudden and accidental” mishaps as it relates to the purposeful use of pesticides on the property of another. This **“Proof of Insurance”** must be uploaded into the ePLACE Portal.

Municipal, state, and federal employees (government employees) are exempt from insurance requirements. In lieu of insurance, you must provide and upload your **“Proof of Government Employee”** -- a letter on letterhead attesting that your pesticide activities are part of your duties when you are working in your governmental capacity.

333 CMR (CODE OF MASSACHUSETTS REGULATIONS)

10.13: Financial Responsibility or Insurance

As a condition to obtaining or renewing a commercial applicator license or commercial certification, “an applicant shall be required by the Department to submit with his or her application an attestation by an insurance broker certifying that the insurance policy coverage in force and issued on behalf of said applicator meets or exceeds the standards set forth below, except as provided in 333 CMR 10.13(10). This attestation shall be on a form provided by the Department.”

A comprehensive listing of the insurance requirements is included in the Department Regulations (333 CMR 10.13) on our web site or you may call the Department to receive a copy of the insurance requirements.

PROVISIONS FOR CANDIDATES WITH DISABILITIES

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

Please call the Pesticide Operations Coordinator to discuss the disability requirements before you submit your exam application. Anyone claiming a disability will need to provide both a clear description of the disability and supporting documentation. This information will help determine your eligibility for accommodations in accord with State and Federal Disability Laws.

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

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CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

TO: Candidates Seeking a Massachusetts Pesticide License or Catch Basin Permit
FROM: Massachusetts Department of Agricultural Resources, Pesticide Program
REGARDING: Online Exam Registration, Scheduling, and License Application / Renewal Processes
DATE: December 22, 2017

In August of 2017 the Massachusetts Department of Agricultural Resources, Pesticide Program (Department) announced the introduction of “e-Licensing” through the Commonwealth’s ePlace Portal. All new exam registration, scheduling, and license application and renewal will use this online system.

The following actions will now be performed online:

- Register, schedule, and pay for pesticide exams
- Apply for a new license or category or catch basin permit
- Submit “Proof of Insurance” (as may be required) or “Proof of Government Employee”
- Receive your license or permit via email
- Renew your license or catch basin permit
- Update your contact information, employer information, and insurance information
- Submit all fees via checking account or credit card

It’s important to note that this new online system, ePLACE Portal, is not currently optimized for smart phones or tablets. It’s strongly recommended that applicants use a laptop or desktop PC with a MS Windows operating system for optimal performance. Use of other equipment or operating systems may be problematic.

The Department has created a number of step by step guides to help with all aspects of using this new system, from account creation and exam registration to license application and renewal. Simply contact the Pesticide Operations Coordinator listed below for copies of these guides or additional assistance.

All new exam and license applications must be processed via the ePLACE Portal and those individuals applying for an Applicator (core) License or Commercial Certification are required to upload “**Proof of Insurance**” or “**Proof of Government Employee**” when applying for their credentials. If an individual attempts to submit an old exam registration or license application form, currently in their possession, please note that this will significantly slow down the processing of the application.

While the Department continues to make the transition to this new ePlace Portal, please be aware that we expect an increase in phone calls and emails and ask for your patience and understanding during this time. Should you have questions please use the contact information below in order to ensure that your issues/concerns are addressed as quickly as possible.

- **ePlace Technical assistance:** (844) 733-7522 between 7:30am-5:00pm Monday-Friday
- **Pesticide Operations Coordinator:** Steven Antunes-Kenyon (617) 626-1784



An Official website of the Commonwealth of Massachusetts

EEA ePLACE Portal

Go the below website:
<https://permitting.state.ma.us/CitizenAccess/>

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [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. 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 or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

- Apply for a License, Permit, Certificate or Notification
- Renew a License, Permit or Certificate
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

First Time Users:

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.

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.

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

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

#1 Applicator License

- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)

#2 Private Certification

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

#3 Commercial Certification

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

#4 Dealer License

- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- Dealer's Package

Basic Study Materials	Inventory #	Price	Quantity
NEW Core Manual (3 rd Ed.) w/ MA Core Supplement (2014)	A1	\$55.00	_____
Massachusetts Pesticide Control Act (1978, amended 2015) (Chapter 132B M.G.L.)	A2	\$6.00	_____
For free download of the Pesticide Control Act: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132b			
Massachusetts Pesticide Regulations (1979, amended 2016) (333 CMR 1.00-14.00)	A3	\$10.00	_____
For free download of regulations: http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/cmr/300-399cmr/333cmr.html			

Private Certification Manuals	Inventory #	Price	Quantity
*EPA Worker Protection Manual (2015) needed for all private certification exams or free at https://www.epa.gov/sites/production/files/2016-10/documents/htcmanual-oct16.pdf	A4	\$9.00	_____
Cranberries (cat. 30) 1999	PS-CRAN	\$6.00	_____
Dairy/Livestock (cat. 24) 1982	PS-LVST	\$5.00	_____
Greenhouse (cat. 26) 2002	PS-GRNH	\$42.00	_____
Nursery (cat. 29) 1982	PS-NRSR	\$6.00	_____
Poultry (cat. 28) North Carolina Extension	PS-PLTR	\$5.00	_____
Small Fruit (cat. 27) 1982	PS-SFRT	\$5.00	_____
Tree Fruit (cat. 25) 1984	PS-TRFT	\$6.00	_____
Vegetable (cat. 31) 1992	PS-VEGI	\$14.00	_____

Dealer License Materials	Inventory #	Price	Quantity
Dealer's Package (2004)	PS-DEAL	\$2.00	_____

Commercial Certification Manuals	Inventory #	Price	Quantity
Aerial Application (cat. 34) 2001	PS-ARIL	\$39.00	_____
Custom Agriculture Plant 2006 & Animal 1999 (cat. 33)	PS-CAGR	\$70.00	_____
Aquatic Weed Control (cat. 39) 2004	PS-AQUA	\$46.00	_____
Demonstration & Research (cat. 49) 1978	PS-DMRS	\$24.00	_____
Food Processing (cat. 50) 2005	PS-FOOD	\$47.00	_____
Forest Pest Control (cat. 35) 2006	PS-FRST	\$47.00	_____
Fumigation (cat. 42) 1993	PS-FUMI	\$30.00	_____
General Pest Control (cat. 41) <i>Truman's Scientific Guide to Pest Control 7th Edition, Purdue University</i>	PS-TRMN	\$131.00	_____
General Public Health (cat. 46) 2002	PS-GNPH	\$44.00	_____
Mosquito & Biting Fly Control (cat. 47) – order cat. 46 manual above and Mosquito Supplement below			
Mosquito Supplement (cat. 47) 1990	PS-MOSQ	\$5.00	_____
Rights-of-Way (cat. 40) 2005	PS-ROWY	\$48.00	_____
Sewer Root Control (cat. 55) 1996	PS-SWRL	\$38.00	_____
Shade Trees & Ornamentals (cat. 36) 1990	PS-ST&O	\$14.00	_____
Turf (cat. 37) order cat. 36 manual above			
Termite & Structural Pest Control (cat. 43) 1998	PS-TERM	\$32.00	_____
Tributyltin (TBT) (cat. 54) 1991	PS-TRIB	\$9.00	_____
Vertebrate Pest Control (cat. 44) order cat. 41 manual above			
Wood Preservative (cat. 52) 1986	PS-WDPR	\$9.00	_____
SHIPPING & HANDLING (PLEASE CHECK ONE)			
<input type="checkbox"/> US Postal Service media rate (7-10 business days) Shipping & Handling for 1 st item \$6.00, S & H for each add'l item _____ @ \$1.00 each Total _____			
<input type="checkbox"/> UPS Ground (3-5 business days) Shipping & Handling for 1 st item \$10.00, S & H for each add'l item _____ @ \$1.00 each Total _____			

Total Amount Enclosed \$ _____

<i>Name/Company</i>			

<i>Mailing Address</i>			
_____		_____	
<i>Town</i>	<i>state</i>	<i>zip</i>	

<i>Daytime phone #</i>			

INSTRUCTIONS

For quickest order online:
www.umassextensionbookstore.com
or
Make check (or money order) payable to the
University of Massachusetts
Send payment and completed form to the:
UMass Extension Bookstore
101 University Drive, Suite A4
Amherst, MA 01002-2385
Phone Number (413)545-5227

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

CY 2018 MASSACHUSETTS PESTICIDE LICENSE AND CERTIFICATION EXAM SCHEDULE

<u>CAPE COD</u>		<u>SPRINGFIELD</u>	
Upper Cape Regional Technical School 220 Sandwich Road, Bourne, MA 02532		Springfield Technical Community College Building 2 – Scibelli Hall One Armory Square, Springfield, MA 01102	
EXAM DATE (SNOW DATE)*	PAYMENT PROCESSING DEADLINE†	EXAM DATE (SNOW DATE)*	PAYMENT PROCESSING DEADLINE†
February 21, 2018 (March 2, 2018 - Randolph)	February 14, 2018	March 13, 2018 (March 16, 2018 - Randolph)	March 6, 2018
April 17, 2018 (April 20, 2018 - Randolph)	April 10, 2018	April 25, 2018 (May 4, 2018 - Randolph)	April 18, 2018
*Snow dates <u>only</u> if the Pesticide Program reschedules exam due to inclement weather.		May 15, 2018 (No Snow Date)	May 8, 2018
		June 6, 2018 (No Snow Date)	May 30, 2017

<u>RANDOLPH</u>			
The Lantana 43 Scanlon DR Randolph, MA 02368			
EXAM DATE (SNOW DATE)*	PAYMENT PROCESSING DEADLINE†	EXAM DATE (SNOW DATE)*	PAYMENT PROCESSING DEADLINE†
January 5, 2018 (Jan. 19, 2018)	December 29, 2017	April 20, 2018 (April 27, 2018)	April 13, 2018
January 12, 2018 (Jan. 19, 2018)	January 5, 2018	May 4, 2018 (No Snow Date)	April 27, 2018
February 2, 2018 (Feb. 23, 2018)	January 26, 2018	May 11, 2018 (No Snow Date)	May 4, 2018
February 9, 2018 (Feb. 23, 2018)	February 2, 2018	May 25, 2018 (No Snow Date)	May 18, 2018
February 16, 2018 (Feb. 23, 2018)	February 9, 2018	June 22, 2018 (No Snow Date)	June 15, 2018
March 2, 2018 (March 30, 2018)	February 23, 2018	July 6, 2018 (No Snow Date)	June 29, 2018
March 9, 2018 (March 30, 2018)	March 2, 2018	July 13, 2018 (No Snow Date)	July 6, 2018
March 16, 2018 (March 30, 2018)	March 9, 2018	August 3, 2018 (No Snow Date)	July 27, 2018
March 23, 2018 (March 30, 2018)	March 16, 2018	August 17, 2018 (No Snow Date)	August 10, 2018
April 6, 2018 (April 27, 2018)	March 30, 2018	September 14, 2018 (No Snow Date)	September 7, 2018
April 13, 2018 (April 27, 2018)	April 6, 2018	October 5, 2018 (No Snow Date)	September 28, 2018
*Snow dates <u>only</u> if the Pesticide Program reschedules exam due to inclement weather		November 2, 2018 (November 16, 2018)	October 26, 2018
		December 7, 2018 (December 14, 2018)	November 30, 2018

PLEASE ARRIVE AT THE EXAM SITE AT LEAST 30 MINUTES BEFORE THE EXAM STARTS!!!!

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

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

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

GENERAL DIRECTIONS TO EXAM LOCATIONS

NOTE: *The exam candidate, by using these directions, should be aware that they are given for the sole purpose of guidance, and further, that the exam candidate does not in any way relinquish or waive their responsibility to arrive on time at any state pesticide licensure examination. Electronic directions are also found on the below Pesticide Exam Rosters and Results page.*

<http://www.mass.gov/eea/agencies/agr/pesticides/pesticide-exams-dates-and-rosters.html>

THE LANTANA

(43 Scanlon DR, Randolph, MA 02368)

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

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

(220 Sandwich Road, Bourne, MA 02532)

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

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE (STCC)

(One Armory Square, Springfield, MA 01102)

****Important: Exam Attendees Must Park Off Campus on Pearl Street in Lots 1 & 2****

From Route 91 going south follow Hartford Signs to Exit 7, Springfield Center and follow State Street sign to first light. Go Left under highway to State Street and take Federal Street. From Route 91 going North take exit 4 Broad Street and follow East Columbus Avenue to 3rd Light. Turn right on State Street. Proceed on State Street to Federal Street. From Mass Turnpike take Exit 6 and turn left onto Route 291. Take Armory Street exit. Go around Rotary and Take Armory Street going south. Stay on Armory Street until you come to Federal Street. Campus security is present and usually can direct you.

TELEPHONE ALERT!!!

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

EXAM POLICY NOTE

*In the event of a postponement and/or cancellation (including but not limited to snow dates) due to circumstances beyond its control, the Department reserves the right to reschedule all exam candidates to the next pre-scheduled examination. **IN THE EVENT OF BAD WEATHER CALL (617) 626-1841 AFTER 6:30 AM ON THE MORNING OF THE EXAM TO FIND OUT IF THE EXAM HAS BEEN CANCELED.***

MODEL RESUME FORM



Apply Online >
ePLACE Portal

Are you seeking a Commercial Certification Exam for the first time? Please note that must have a Commercial Applicator (core) License prior to seeking a Commercial Certification Exam! The license number issued to you and an electronic copy (pdf) of your resume will be required to complete the online application process. Please call Steven Antunes-Kenyon, Pesticide Operations Coordinator at (617) 626-1784 if you have any questions.

NAME: _____
LAST FIRST MI
STREET ADDRESS: _____
STREET APT #
CITY STATE ZIP
COMPANY/EMPLOYER: _____
(If Any)

License History

(Attach additional sheets if necessary)

List or write in the years and categories you have held a certification or license in Massachusetts or another state.

Years Certified/Licensed State(s) Categories of Certification

Years Certified/Licensed	State(s)	Categories of Certification

Education History

Name of College(s) or
Technical school(s) attended _____

one year four year certificate program Other _____

Year graduated _____ Degree _____ Major _____

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

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

Pesticide Related Work History Experience

(Attach additional sheets if necessary)

Company/Employer _____ Dates Employed _____

Address _____

Supervisor's Name and
Address _____

(if different from above)

Licensed in Category(ies) _____

This **optional** (not mandated) two-day workshop helps individuals prepare for the pesticide applicator license exam. Topics covered: Pest Identification, Pesticide Types and Formulations, Pesticides and Human Health, Pesticide Label, Pesticides and the Environment, Integrated Pest Management, Pesticide Laws and Regulations, and Practice Exam. If you have any questions about this workshop call: **(413) 545-1044** (M-F 9am-5pm)

Time

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

Registration Information & Fee

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

Study Manuals Needed & Other Information

Please purchase your study manuals separately using the order form enclosed. The 3rd edition of the Core Manual, 2014 MA Core Supplement, MA Pesticide Law and Regulations are required for the workshop. This workshop gives you to an opportunity to discuss questions regarding the study manuals. Therefore, you **should read** the study manuals prior to attending the workshop. This workshop will not cover information in the certification manuals. Individuals who participated in this workshop in 2017 had a higher exam-passing rate compared to individuals who did not take the workshop.

Your Name: _____
Company Name: _____
Address: _____
No. Street

Town State Zip code

Daytime/work phone number

Email address (optional)

Special Accommodations

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

Refunds

There will be no refunds in the event that an individual cannot attend a workshop. Instead, another individual may take his/her place, or he/she can attend another workshop. Please notify the Pesticide Education two days prior to the workshop to make a change.

Cancellations

To determine whether a workshop is cancelled due to bad weather, call the Pesticide Education office. We reserve the right to cancel a workshop if there are less than 12 people pre-registered. If the meeting is cancelled, registration fees will be refunded.

Confirmations

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

✉ Mail Form to:

Pesticide Education
230 Stockbridge Road
French Hall, UMass
Amherst, MA 01003-9316

Check, money order (or government purchase order) payable to **University of Massachusetts.**

Registration Fee is \$145.00 per person.

Governmental purchase orders can be faxed to (413)545-3075. Fed ID Code 043167352

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

Select a workshop that is approximately 1 week before your scheduled exam. There are 5 different workshop locations

Best Western Royal Plaza, Marlborough, MA

- January 24 & 25 April 3 & 4 Sept. 5 & 7
- February 8 & 9 May 1 & 2 Sept. 26 & 28
- March 1 & 2 June 13 & 14 October 24 & 26
- March 15 & 16 July 25 & 26 November 28 & 30

Doubletree by Hilton, Milford, MA

- February 1 & 2 March 29 & 30 June 27 & 28
- February 21/22 April 26 & 27 August 8 & 9

UMass Cranberry Experiment Station, East Wareham, MA

- Feb. 15 & 16 April 12 & 13

STCC, Springfield

- March 6 & 7

Western Mass, TBA

- April 19 & 20
- May TBA

Please list your exam date: ___/___/18
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FREQUENTLY ASKED QUESTIONS (Q & A)

Q1 Are all exam registration and license applications now completed online?

A Yes. The Department has now transitioned to an online examination and licensing data system that uses the ePLACE Portal. <https://permitting.state.ma.us/CitizenAccess/>

Q2 What do I need to get started?

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

Q3 Can I pay for examination and my license online?

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

Q4 Are examination or license fees refundable or can someone else go in my place if am unable to take the test on the date I requested?

A No. There are no refunds, cancellations, or substitutions! You may use the new online system to reschedule your exam up to 7-days prior to the exam date. The system provides immediate confirmation of all exam date changes. Each registration and payment is unique and applies to only one date! The system will NOT allow you to reschedule after a week before the exam date. If you cannot reschedule, you must register again and make another payment.

Q5 What will happen if I am late arriving to the exam site?

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

Q6 Are there any deadlines for submitting exam registration applications?

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

Q7 Are there a maximum number of exam candidates that may register for an exam date?

A Yes. The testing sites have a limited amount of space; therefore, for your comfort and security purposes, the Pesticide Program and the new online system will close the examination date after reaching maximum capacity.

Q8 How long do I have to wait before my examination and license applications are completed?

A. **The application process begins as soon as the application is submitted and the fee has been paid.** The Pesticide Program will notify you within ten (10) business days of your pesticide exam results. Note: If you do not receive your exam results within (10) business days, please email or fax a request to the Pesticide Operations Coordinator, Steven Antunes-Kenyon, so that we can send you a duplicate notification. You may also check on our web site (<https://www.mass.gov/pesticide-examination-and-licensing>) for the names of candidates that have passed pesticide exams. This information is organized by the date of the examination.

Q9 Will my license look different?

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

Q10 What is the examination weather emergency and cancellation policy?

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

IMPORTANT INFORMATION

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

Please visit the below website to begin your online application.
<http://www.mass.gov/eea/agencies/agr/pesticides/pesticide-examination-and-licensing.html>



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

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

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

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

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

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

To:

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PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN
(2018 Edition) Previous Editions Are Obsolete
