

## INSTRUCTIONS FOR COMPLETING THE PRIVATE APPLICATOR EXAM ANSWER SHEET

### BEFORE STARTING THE EXAM

- Completely fill out a **PRIVATE PESTICIDE APPLICATOR APPLICATION & REQUEST FOR AUTHORIZATION TO TAKE THE PESTICIDE APPLICATOR EXAMINATION** form. Your exam proctor will provide this to you.
- Completely fill out the following REQUIRED fields on your exam sheet:
  - **TEST DATE:** Fill in the date the examination is being taken.
  - **TEST LOCATION CODE:** This is the three digit county code where you are taking the test. Your exam proctor will give you this number.
  - **FIPS CODE:** This is the three digit county code where you live. Your exam proctor has a list of all county and city FIPS codes.
  - **CATEGORY:** Fill in the bubble for "Private".
  - **NAME:** Use all capital letters to print your full name. Begin with your last name. Start writing your first name under the "F" in "First Name". Include your middle initial under "M". Print your suffix if applicable (ex. Jr., Sr., III) .
  - **ADDRESS:** Print your complete mailing address. This includes your street address or PO Box #, city, state, and 4-digit zip code.
  - **TELEPHONE:** Fill in your complete home telephone number.
  - **SOCIAL SECURITY NUMBER (SSN) or CERTIFICATE NUMBER:**
    - **New Applicators:** Fill out your entire SSN. You may use your Individual Taxpayer Identification Number (ITIN) if you have not yet received a SSN. These numbers are required by state law and your exam cannot be processed if left blank.
    - **Retesting, Reinstatement, or Recertifying Applicators:** Fill in your Certificate number. Your proctor can help you find this number.

### DURING THE EXAM

- Only use a Number 2 pencil. Your exam proctor can provide this.
- You may use a calculator and blank scratch paper provided by your exam proctor. DO NOT use your phone or any paper aside from what the proctor gives you.
- DO NOT WRITE IN THE TEST BOOKLET.
- **BE SURE THE BUBBLE YOU'VE FILLED IN IS THE SAME NUMBER AS THE QUESTION NUMBER IN THE BOOKLET. The exam is only 50 questions long.**
- IF YOU NEED TO ERASE ANYTHING, BE ABSOLUTELY SURE IT IS A CLEAN ERASURE. IF ANY MARKS ARE IN THE ANSWER AREA OTHER THAN THE ANSWERS YOU INTEND TO GIVE, THE SCANNER WILL GRADE IT AS A WRONG ANSWER. IF YOU NEED A NEW ANSWER SHEET, PLEASE ASK!
- DO NOT MARK IN THE "ANSWER KEY INFO," "SCORING," OR "NUMBER CORRECT" SECTIONS.

### AFTER THE EXAM

- Turn in the test booklet, answer sheet, and any scratch paper to your exam proctor.
- Your proctor will mail the answer sheet to Virginia Tech Pesticide Programs for grading.