

**Virginia Department of Agriculture & Consumer Services  
Office of Pesticide Services  
P. O. Box 1163  
Richmond, VA 23218**

**Designation of VCE Proctor(s) for Virginia Private Pesticide Applicator Exams**

VCE Unit: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Designated Proctor:** \_\_\_\_\_

Pesticide Applicator Certificate Number (if applicable) \_\_\_\_\_

**Alternate Proctor:** \_\_\_\_\_

Pesticide Applicator Certificate Number (if applicable) \_\_\_\_\_

Number of Private Applicator Exam Booklets on hand: \_\_\_\_\_

Location of exam booklets, answer sheets, and proctor materials (where stored in office):

\_\_\_\_\_

**Certification Statement**

I have received, read and agree to follow the “**Guidelines for the Private Applicator Exam Proctor.**”

\_\_\_\_\_ (Designated Proctor signature)

\_\_\_\_\_ (Alternate Proctor signature)

**This form should be faxed to the Office of Pesticide Services at (804) 786-9149  
OR mailed to: Office of Pesticide Services, VDACS, P. O. Box 1163, Richmond, VA 23218  
any time there is a change in the designated proctor.**

If you have any questions concerning the guidelines or this form, please contact **Joan Hammond** at **804-371-0209**. Thank you for your prompt attention to this matter.