

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF PESTICIDE SERVICES**

P. O. Box 1163 • Richmond, VA 23218
Phone: (804) 786-3798 • Fax: (804) 786-9149 • www.vdacs.virginia.gov

Instructions for Completing the Application for Registered Technician Certification

Requirements:

In order to qualify to take the Registered Technician certification exam, you must meet the following requirements:

- A. At least 40 hours of on-the-job training in safe pesticide use under the direct on-site supervision of a certified Commercial Applicator, including:
 1. 20 hours of study based on the Virginia Core Manual (Applying Pesticides Correctly) *AND*
 2. 20 hours of supervised pesticide handling in the job duties you will be expected to perform.
- B. If you are applying pesticides for hire, you must work for a firm that holds a valid Virginia Pesticide Business License, issued by the Virginia Department of Agriculture & Consumer Services.

Persons who have been convicted of a violation of any federal, state or local pesticide law may not apply for certification. In addition, persons who have had a Virginia applicator certificate or a pesticide business license revoked may not apply for certification within a two-year period following that action.

Study Manual:

You may order the Virginia Core Manual by visiting the Virginia Tech Pesticide Programs website at <http://www.vtpp.org>. Information on study manuals and how to order is enclosed.

Application A:

You should apply for examination as soon as your required training is completed.

Fill out your application as completely as possible, being sure to include the following:

1. Complete name
2. Social Security Number (**Required**)
3. Date of Birth
4. Your mailing address (where you want the Office of Pesticide Services to send your mail)
5. Hire or Transfer Date (**Required**)
6. Your employer information
7. Name and certificate number of the Commercial Applicator who trained you
8. Signature of the Commercial Applicator who trained you and date
9. Your signature and date of application
10. Your fee of **\$50.00** (Government employees are exempt from fees.)

Application B:

Please complete Application B if you have previously applied to become a certified Registered Technician.

This is the application you should use if you wish to:

1. Retake exam you did not pass or take on a previous attempt.
2. Retake exam in order to reinstate and expired certificate.
3. Retake exam in order to recertify instead of attending a recertification course.

Fill out your application **completely**, being sure to include the following:

1. Reason for taking the exam
2. Certification Number
3. Complete Name
4. Social Security Number **(Required)**
5. Date of Birth
6. Your mailing address (where you want the Office of Pesticide to send your mail)
7. Your employer information
8. Hire or Transfer Date **(Required)**
9. Your signature and date of application
10. Your fee of **\$50.00** (Government employees are exempt from fees)

Notice of Authorization:

Once your complete application is received, the Office of Pesticide Services will review your application. If you are qualified, you will be authorized to be examined. You will receive a Notice of Authorization that must be presented at the testing center, along with photo identification. Qualified applicants have 90 days from the date of the letter to sit **one time** for the examination. If your Notice of Authorization expires before you have taken the exam, you must reapply.

Testing:

The Registered Technician examination is a written examination. It is administered in writing at VDACS testing centers and on touch-screen computers at Department of Motor Vehicles Customer Service Centers. Examinations are given during business hours at more than 70 local Department of Motor Vehicles (DMV) Customer Service Centers, or by appointment at 11 VDACS testing centers. Exams on the DMV computerized equipment are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored. A score of 76% is required to earn a Registered Technician certificate.

Receiving your certificate:

If you pass the exam, OPS will notify you, and send you your certificate. If you take and pass your exam at one of the DMV Customer Service Centers, your completed Notice of Authorization will serve as a temporary certificate good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.

If you are applying pesticides for hire, you must work for a firm that holds a valid Virginia Pesticide Business License, issued by the Virginia Department of Agriculture & Consumer Services. You will not receive a certificate without a valid license.

If you fail the exam, OPS will notify you, and will send you a new application. Another application and fee is required to take an exam again.

Conditions of your Certificate:

Once you are certified as a Registered Technician you may use general use pesticides unsupervised. You may use restricted-use products **only** when under the direct supervision of a certified Commercial Applicator.

Maintaining your certificate:

To maintain a certificate, you must:

Renew:

Registered Technician Certificates expire June 30 and must be renewed every two years. OPS will send you a renewal notice every other year. It is your responsibility to keep your mailing address current in our files. A renewal form and a \$50.00 renewal fee must be returned to OPS on or before June 30 of your renewal year to avoid a penalty fee. (This fee is waived for federal, state and local

government employees.) No late renewals will be accepted after August 29. Applications for renewal will not be processed unless you have at least two years of recertification credit.

- AND-

Recertify:

To qualify for renewal, you must attend recertification training approved by OPS. All recertification courses approved for Commercial Applicators are also approved for Registered Technicians, but you should locate a course appropriate for the kind of work you do. If you have questions, ask the Commercial Applicator who supervises you for the category in which he or she is certified. When you attend recertification courses you must sign an attendance roster and complete an Application for Recertification form. You will earn up to two years of recertification credit for each approved program you attend. You can accumulate up to four years of recertification credit. If you do not recertify, you will not be permitted to renew your certificate.

If you allow your certificate to expire for more than 60 days, for any reason, by law you must retest to reinstate your certificate. Failure to renew a certificate, either due to failure to respond to the renewal notice or failure to recertify, will result in certificate expiration.

Recertification courses:

Registered Technician recertification courses are offered by the Virginia Cooperative Extension, pesticide-related trade and professional organizations, and others. Program availability varies by category and by season. Most courses are offered between September and March. Keep in touch with your local Extension Agent and/or professional organization to avoid missing recertification opportunities. A current listing of all approved recertification courses may be obtained from the Office of Pesticide Services, Virginia Cooperative Extension offices, Virginia Tech Pesticide Programs, or from the Internet, using the WWW pages listed below.

Sources of Information:

Questions regarding federal and state pesticide regulations, approved Registered Technician recertification workshops, and the legal responsibilities of pesticide users:

**Virginia Department of Agriculture and Consumer Services (VDACS)
Office of Pesticide Services (OPS)**

Mailing:

P.O. Box 1163
Richmond, VA 23218
Phone (804) 786-3798 / Fax (804) 786-9149

Location:

102 Governor Street, Lower Level
Richmond, VA 23219

<http://www.vdacs.virginia.gov/pesticides.shtml>

Questions regarding pesticide management techniques, sources of approved preparatory training sessions and recertification workshops for pesticide applicators:

(Consult local listings for telephone number)

**Virginia Cooperative Extension (VCE)
Virginia Tech Pesticide Programs (VTPP)**

302 Agnew Hall, Code 0409
Virginia Tech
Blacksburg, VA 24061-5814
(540) 231-6543

<http://www.vtpp.org>

“I Passed a Test at DMV. Why Didn’t I Get a Certificate? Why Didn’t My Exam Score Count?”



Our regulations state:

Applicants who do not pass the examination are eligible to be reexamined.

Applicants requesting reexamination must resubmit a completed application to the commissioner or his duly authorized agent and pay the nonrefundable applicator certification fee as determined by 2 VAC 5-675.

This information is included in the folders *Instructions for Completing the Applications for Commercial Pesticide Applicator Certification* and *Instructions for Completing the Application for Registered Technician Certification* supplied with the application packets.

This same information is also in the score letter you receive from the Office of Pesticide Services when an exam score is posted to your record.

If you do not follow the procedures laid out in the regulations, we cannot accept your test score, whether you have passed or failed the exam, even if the DMV has allowed you to take the exam.



Questions? Contact the Office of Pesticide Services at 804/786-3798, or fax 804/786-9149.

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF PESTICIDE SERVICES

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PESTICIDE REGISTERED TECHNICIAN APPLICATION
(Do not use this form for retesting or renewing certification)

RT-A

In accordance with of the Virginia Pesticide Control Act, and regulations adopted thereunder, application is hereby made for CERTIFICATION as a REGISTERED TECHNICIAN. (SEE PAGE 2 FOR REQUIREMENTS AND INSTRUCTIONS)

The **non-refundable** application fee is \$50.00. Please make check payable to: **Treasurer of Virginia**.
Mail application and check to the above address. **Federal, State, and Local Government employees are exempt from the fee. All certificates must be renewed by June 30th of the year provided on certificate.**

Please check the appropriate boxes: Government Employee Non-Government Employee
Please type or print the following information:

SOCIAL SECURITY NUMBER (REQUIRED): _____ - _____ - _____ DATE OF BIRTH: _____
MM / DD / YYYY

FULL LEGAL NAME OF APPLICANT: _____
(Last) (First) (M.I.)

MAILING ADDRESS: _____ COUNTY: _____
(Street or RFD)

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: () - _____ EMAIL: _____

EMPLOYED BY (Company or agency you work for): _____

DATE OF HIRE OR TRANSFER (REQUIRED): _____

PESTICIDE BUSINESS LICENSE NO.: _____ BUSINESS PHONE NO.: () - _____

BUSINESS ADDRESS: _____ COUNTY: _____
(Street or RFD)

CITY: _____ STATE: _____ ZIP CODE: _____

NAME OF SUPERVISING CERTIFIED COMMERCIAL APPLICATOR TRAINER: _____ CERT. NUMBER: _____

I certify by signing below that I am the person applying for certification and that I have received at least 40 hours of training in the skills necessary to properly apply pesticides in the performance of my job, and I agree to abide by all the laws and regulations governing pesticide usage. In addition, I certify that I am over the age of 18, and eligible for pesticide certification in the Commonwealth of Virginia.

I certify by signing below that this applicant has successfully completed a training course, as outlined on the reverse of this application, specific to the pesticide application requirements of his/her job.

(Signature of Applicant-Required) Required Date- Required (Signature of Commercial Applicator Trainer-Required) Date- Required

FOR DEPARTMENT USE ONLY:

Certificate No.: _____

Date Issued: _____

Keyed By: _____

APPLICATION FEE: \$50.00
AMOUNT TO REMIT \$50.00
VDACS ACCT. 756-09-02437
VDACS-07212-A 05/19

GENERAL TRAINING REQUIREMENTS FOR REGISTERED TECHNICIANS

Prior to making application for Registered Technician certification, a prospective applicant must first receive **at least 40 hours of training in the safe and proper application of pesticides**. The training must include the following:

1. Must include 20 hours Board-approved training consisting of at the minimum, a study and review of all the material contained in the most current edition of the Virginia Core Manual "Applying Pesticides Correctly". (These manuals may be obtained for a nominal fee from the Virginia Tech Pesticide Programs website at <http://www.vtpp.org> or www.vapesticidemanuals.com.)
2. 20 hours on-the-job (practical) instruction in the safe and proper handling, mixing, and application of the pesticides normally associated with the technician's job duties under the direct, on-site supervision of a certified commercial applicator, and

INSTRUCTIONS FOR COMPLETING REGISTERED TECHNICIAN CERTIFICATION PROCESS

1. When the above training is completed, return the completed application with payment. (Government employees are fee-exempt). If you meet the above requirements, you will be sent a Notice of Authorization to take the certification exam.
2. Individuals must take the exam within 90 days of being hired or transferred into a position where duties and functions involve the commercial use of pesticides. *Individuals failing to take and pass the initial exam or subsequent exams within 90 days of the initial examination may not apply pesticides commercially, even under direct on site supervision, until they reapply, following the procedures outlined in 2VAC5-685-20 and pass the examination.*
3. After receiving a Notice of Authorization, report to an approved VDACS or DMV testing location to take the written examination, a 50 question multiple-choice test. Computerized exams at the DMV Customer Service Centers are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored.
4. If you pass the Registered Technician examination, the Office of Pesticide Services (OPS) will notify you, and send you your certificate, generally within 10 workdays. If you take and pass your exam at one of the DMV Customer Service Centers, you will be issued a temporary certificate, which is good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.

Upon certification, Registered Technicians may apply general-use pesticides unsupervised and restricted-use pesticides only under the direct supervision of a Certified Commercial Applicator.

If you have further questions or need additional help, you may call our office at (804) 786-3798 or email opsclrt.vdacs@vdacs.virginia.gov.

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**PESTICIDE REGISTERED TECHNICIAN REQUEST
FOR AUTHORIZATION TO TAKE
PESTICIDE APPLICATOR EXAMINATION**
(Do not use this form for initial certification or certificate renewal)

RT-B

In accordance with of the Virginia Pesticide Control Act, and regulations adopted thereunder, application is hereby made to take the written examination for Registered Technician. **(SEE PAGE 2 FOR REQUIREMENTS AND INSTRUCTIONS)**

Please check the reason for requesting examination:

Customer* or Certificate Number
(*On previous authorization letter)

- Retesting (previous exams not passed or taken): _____
- Reinstate an expired certificate: _____
- Recertify in lieu of attending a recertification course: _____

The **non-refundable** application fee is \$50.00. Please make the check payable to: **Treasurer of Virginia**. Mail the application and check to the above address. **Federal, State, and Local Government employees are exempt from the fee. All certificates must be renewed by June 30th of the year provided on the certificate.**

Please type or print the following information:

SOCIAL SECURITY NUMBER (REQUIRED): _____ - _____ - _____ **DATE OF BIRTH:** _____
MM / DD / YYYY

NAME OF APPLICANT: _____
(Last) (First) (M.I.)

MAILING ADDRESS: _____ **COUNTY:** _____
(Street or RFD)

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

HOME PHONE: () - _____ **EMAIL:** _____

EMPLOYED BY (Company or agency you work for): _____

DATE OF HIRE OR TRANSFER (REQUIRED): _____

PESTICIDE BUSINESS LICENSE NO.: _____ **BUSINESS PHONE NO.:** () - _____

BUSINESS ADDRESS: _____ **COUNTY:** _____
(Street or RFD)

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

I certify by signing below that I am the person applying for certification and that I have received at least 40 hours of training in the skills necessary to properly apply pesticides in the performance of my job, and I agree to abide by all the laws and regulations governing pesticide usage. In addition, I certify that I am over the age of 18, and eligible for pesticide certification in the Commonwealth of Virginia.

Signature of Applicant: _____

Date: _____

FOR DEPARTMENT USE ONLY:

Certificate No.:

Date Issued:

Keyed By:

APPLICATION FEE: \$50.00

VDACS ACCT. 756-09-02437

VDACS-07212-B 05/19

(SEE PAGE 2 FOR TESTING INSTRUCTIONS)

INSTRUCTIONS FOR COMPLETING REGISTERED TECHNICIAN CERTIFICATION PROCESS

1. Return the completed application with payment. (Government employees are fee-exempt). Upon agency review and approval, you will be sent a Notice of Authorization to take the certification exam.
2. Individuals must take the exam within 90 days of being hired or transferred into a position where duties and functions involve the commercial use of pesticides. *Individuals failing to take and pass the exam within 90 days of the initial examination may not apply pesticides commercially, even under the direct on site supervision, until they reapply, following the procedures outlined in 2VAC5-685-20 and pass the examination.*
3. After receiving a Notice of Authorization, report to an approved VDACS or DMV testing location to take the written examination, a 50 question multiple-choice test. Computerized exams at the DMV Customer Service Centers are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored.
4. If you pass the Registered Technician examination, the Office of Pesticide Services (OPS) will notify you, and send you your certificate, generally within 10 workdays. If you take and pass your exam at one of the DMV Customer Service Centers, you will be issued a temporary certificate, which is good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.

Upon certification, Registered Technicians may apply general-use pesticides unsupervised and restricted-use pesticides only under the direct supervision of a Certified Commercial Applicator.

If you have further questions or need additional help, you may call our office at (804) 786-3798 or email opsclrt.vdacs@vdacs.virginia.gov.

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Responsibilities of Commercial Pesticide Applicators and Registered Technicians in Virginia

I. Adherence to the Pesticide Label

The pesticide label is a legal agreement between the Environmental Protection Agency (EPA), the product manufacturer and the user. Pesticide product labels provide instructions for all stages/phases of use. Applicators must read, understand and follow label directions carefully. Pesticides may not be applied to any site not listed on the product label. Materials may not be applied at rates higher than the label directs. Pesticide applicators are bound to follow label directions for transport, mixing, loading, application, storage and disposal of pesticide products and containers. **The use of any pesticide inconsistent with its label is prohibited by law, and there are state and federal penalties for violations.**

II. Supervision of Registered Technicians by Commercial Applicators

Certified Commercial Applicators must provide on-the-job training, instruction and supervision of Registered Technicians employed by them or assigned to them by their employer. Registered Technicians may use restricted-use pesticides only under the supervision of a Commercial Applicator. The supervising Commercial Applicator must either be physically present or be where the Registered Technician may contact the applicator by telephone or radio. Certified commercial applicators are responsible for the work of Registered Technicians under their supervision, and must provide the Registered Technicians with clear, specific instructions on all aspects of pesticide use. A Registered Technician may apply general use pesticides unsupervised.

Uncertified persons may apply pesticides commercially while in training status to become Registered Technicians only when under the *direct on-site* supervision of a certified Commercial Applicator.

III. Reporting of Pesticide Accidents

Pesticide accidents or incidents that constitute a threat to any person, to public health or safety, and/or to the environment must be reported to the Office of Pesticide Services. Initial notification must be made by telephone within 48 hours of the occurrence; a written report describing the accident or incident must be filed within 10 days of the initial notification.

Initial telephone contact and written reports should be directed to:

**Virginia Department of Agriculture and Consumer Services
Office of Pesticide Services / Enforcement and Field Operations
P. O. Box 1163, Richmond, VA 23218 (804) 371-6560**

If the accident or incident involves a spill, the applicator should contact VDACS/OPS for help in determining whether the release is governed under SARA Title III (the Community Right-to-Know Law). Reporting under SARA Title III is determined by the chemical hazard and the volume of the released chemical. If so, the applicator must also notify the:

National Response Center at 1-800-424-8802.

In the event of an emergency release which would impact others or other property, notify the:

Virginia Department of Emergency Services (DES) at 1-800-468-8892.

IV. Record-Keeping for Commercial Applicators

Commercial applicators are required to keep records of **all** pesticide applications. These records must be maintained for a period of two years following the pesticide use, and must contain the following information:

Name, address and telephone number (if applicable) of the treatment site property owner, and address/location of the application site, if different;

Name and certification number of the person making or supervising the application;

Date of application (day, month, year);

Type of plants, crop, animals or sites treated;

Principal pests to be controlled;

Acreage, area, or number of plants or animals treated;

Identification of pesticide used:

Brand name or common name of pesticide used, and

EPA product registration number;

Amount of pesticide concentrate and amount of diluents (water, etc.) used, by weight or volume, on the area/sites treated;

Type of application equipment used.

V. Pesticide Business License

Certified Commercial Applicators working for hire must have a Virginia Pesticide Business License, or work for someone who does. *This license is separate from any locality business license requirements.* Certified Registered Technicians working for hire must work for a properly-licensed Pesticide Business.

The licensed Pesticide Business must provide VDACS with evidence of financial responsibility protecting persons who may suffer legal damages as a result of use of any pesticide by the applicator. The coverage must provide for liability that may result from the operation of a pesticide business, and for liability relating to completed operations (for businesses that apply pesticides). Minimum insurance is \$100,000 property damage, \$100,000 personal injury to or death of one person, and \$300,000 per occurrence.

Virginia's state employees are insured by the Commonwealth for activities performed as official job duties.

VI. Maintenance of Certification

A. Renewal of Certificates:

Commercial Applicator and Registered Technician certificates must be renewed every two years. VDACS will send each certified applicator a renewal application. The renewal form and a renewal fee must be received by VDACS on or before June 30 of the renewal year to avoid a penalty. The renewal fee for two years is \$100.00 for a Commercial Applicator and \$50.00 for a Registered Technician. The renewal fee is waived for Federal, State and local governmental employees requiring certification, and government certificates are renewed automatically for those who meet the recertification requirements below. Certificates expire June 30. No late renewals will be accepted after August 29.

Applicators who allow their certificate(s) to lapse after August 29 must retest in the appropriate category or categories to reinstate their certification. Commercial applicators must also retake the Core examination.

B. Recertification:

To qualify for biennial renewal, commercial applicators and registered technicians must participate in an ongoing pesticide safety education program. At a minimum, commercial applicators and registered technicians must attend at least one fully-approved recertification session per category every two years. Applicators may accumulate up to four years of recertification credit. Persons who fail to recertify will not be able to renew their certificates.

Recertification courses are offered by Virginia Cooperative Extension, by pesticide-related trade and professional organizations, and others. A listing of all approved courses may be found at <http://www.vdacs.virginia.gov/pesticide-applicator-training.shtml> or from Virginia Cooperative Extension offices, Virginia Tech Pesticide Programs Unit, and VDACS/OPS/Certification, Licensing, Registration and Training Unit.

Program availability varies by time of year and by category; applicators should keep in touch with Virginia Cooperative Extension and/or professional organizations to avoid missing recertification opportunities. Commercial applicators and Registered Technicians may choose to recertify by taking their certification examinations again.

Applicators must inform VDACS/OPS if their address or employment status changes.

Certificates may be suspended or revoked if the holder presents a substantial danger or threat of danger to public health and safety or to the environment. A suspension may be issued on an emergency basis, and a certificate may be revoked after a hearing has taken place. If an applicator's certificate is revoked, he may not re-apply for Virginia certification for two years.

Sources of Information:

Questions regarding federal and state pesticide regulations and the legal responsibilities of pesticide users:

Virginia Department of Agriculture and Consumer Services (VDACS)

Pesticide Investigators (*call VDACS regional offices*)

Office of Pesticide Services (OPS)

P.O. Box 1163

102 Governor Street, Lower Level

Richmond, VA 23218

(804) 786-3798

WWW Home Page: <http://www.vdacs.virginia.gov/pesticides.shtml>

Questions regarding federal and state pesticide regulations, legal responsibilities of pesticide users, pesticide management techniques, sources of approved preparatory training sessions and recertification workshops:

Virginia Cooperative Extension (VCE)

County Extension Office (*consult local listings for telephone number*)

WWW Home Page: <http://www.ext.vt.edu>

Virginia Tech Pesticide Programs (VTPP)

34 Agnew Hall Mail Code 0409

Virginia Tech

Blacksburg, VA 24061

(540) 231-6543

WWW Home Page: <http://www.vtpp.org>

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