

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

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## Instructions for Completing the Applications for Commercial Pesticide Applicator Certification

You must complete **Application A** if you wish to become certified as a Commercial Pesticide Applicator in Virginia, **and you have never applied to become a certified Commercial Pesticide Applicator**. If you have previously applied, or are already certified as a Commercial Pesticide Applicator, please use **Application B**. (See Page 2 for more information on Application B.)

### Requirements:

In order to qualify to take the Commercial Pesticide Applicator certification exams, you must meet **one** of the following requirements:

1. You must currently hold a valid Virginia Registered Technician certificate, and must have worked as a certified Registered Technician for at least one year; **OR**
2. You must have at least one year of education, training, or experience in a pesticide- related field which has provided at least the equivalent practical knowledge of proper pesticide use required of a Registered Technician. You will need to provide a description of this education, training, or experience with this application.

**If you are applying to take the aerial applicator exam**, you must submit documentation to show that you meet the requirements of the Federal Aviation Agency, the Virginia Department of Aviation, and any other applicable federal or state laws or regulations to operate aerial equipment. At a minimum, you should submit a copy of your FAA commercial pilot license or remote pilot certificate (14 CFR Part 107) and the Part 137 Aircraft Operations Certificate for your business.

*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 Manuals:

Before attempting to take any Commercial Applicator certification exams, you should first study the material contained in the most current edition of the Virginia Pesticide Applicator Training Core Manual, and other category-specific manuals related to the type of work you are going to be performing. You may order manuals by visiting the Virginia Tech Pesticide Programs website at <https://vtp.ento.vt.edu/>. Information on study manuals is enclosed.

### Application A:

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

1. Complete name
2. Certificate class desired
3. Social Security Number or ITIN (**Required**)
4. E-mail address
5. Your mailing address (where you want the Office of Pesticide Services to send your mail)

6. Your employer information
7. Your qualifications as they relate to pesticides (additional information may be requested if insufficient information is provided):
  - a. Registered Technician - If you are or have been a registered technician in Virginia for at least one year, please provide your Registered Technician Certificate Number.
  - b. Experience and training – If you have not been a Registered Technician in Virginia for at least one year and do not have one year or more of education in a pesticide related field, provide specific dates of employment in a pesticide field (not just years) as well as the types or specific names of pesticides you applied, equipment used, each employers' name. If trained by a certified commercial applicator include their name. Experience and training must be associated with job experience, not personal use of pesticides around your own home or property.
  - c. Formal education, provide information on the type of degree or career studies certificate you earned in a pesticide related field. Include the name of the educational institution.
8. Categories in which you wish to be examined (See insert for category descriptions)
9. Your signature and date of application
10. Your fee of **\$25.00** (Government employees are exempt from the fee.)

## Application B:

Please complete **Application B** and submit the appropriate fee **if you have previously applied to become a certified Commercial Pesticide Applicator**. This is the application you should use if you wish to:

1. Retake any exams you have not passed on a previous attempt (\$25.00 fee if not certified).
2. Take exams to become certified in additional categories. (\$25.00 fee per application)
3. Retake Core and category exams in order to recertify, instead of attending a recertification course (\$25.00 fee).
4. To retake exams in order to reinstate an expired certificate (\$25.00 fee).

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

1. Reason for taking the exams
2. Certificate class desired
3. Social Security Number or ITIN (**Required**)
4. Certification number
5. E-mail address
6. Your mailing address (where you want the Office of Pesticide Services to send your mail)
7. Your employer information
8. Categories in which you wish to be examined (See insert for category descriptions)
9. Your signature and date of application
10. Appropriate Fee (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 meet the requirements above, 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 examinations. If your Notice of Authorization expires before you have taken an exam, you must reapply.

## Testing:

To become a Commercial Applicator, you must first pass a Core Examination.\* This test deals with general principles of pesticide safety, and knowledge of appropriate federal and state laws and regulations. Then, you must further demonstrate competency in a particular type of pest control by passing the appropriate category examination(s). *\*Persons preparing for certification in Category 5B, Marine Antifoulant Paints, are required to take only the category examination.*

The Commercial Core and category examinations are all written examinations. There are three ways to take the Commercial Pesticide Applicator Examination:

1. Take the exam on a touch-screen computer at a local Virginia Department of Motor Vehicles (DMV) Customer Service Center.
2. Take a written exam by appointment with a VDACS Pesticide Investigator. Contact the Office of Pesticide Services information on scheduling an appointment with an investigator.
3. Take the exam remotely via an online portal. Remote testing is currently hosted by Everblue and requires an additional online testing fee that is paid directly to Everblue. This is in addition to the application fee paid to the Office of Pesticide Services.

Additional information about the above testing options is available on the main Pesticides page under the heading *Letters of Authorization and Certification Exams for Prospective Pesticide Applicators*. The VDACS Pesticides page can be viewed at <https://www.vdacs.virginia.gov/pesticides.shtml>.

## Receiving your certificate:

If you pass the Core and one or more category examinations, the Office of Pesticide Services (OPS) will notify you, and send you your certificate. If you take and pass your exams 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 an exam, OPS will notify you. Another application and fee is required to take an exam again.

## Maintaining your certificate:

Once issued, Commercial Applicator Certificates are **renewed on a biennial basis. Renewal is conditional upon the applicators obtaining recertification credits in the categories they hold prior to their certificate's expiration.** Applicators will either renew in an odd or even year. The expiration date\* and recertification dates for each category are listed on the applicator's certificate once issued. Effective March 17, 2022, the fee for commercial applicators and registered technicians to renew their certificates was eliminated. *\*Note: The complete expiration date, including the year, will appear on the certificate as the "Expire Date".*

Applicators who take the required recertification course(s) prior to their certificate's expiration will have their certificate automatically renewed and a new certificate will be sent to them. Applicators who are due for renewal but do not take the required recertification course(s) will have their certificate expire as indicated on their certification card. If a pesticide applicator applies any pesticide without a

current certification, they are in violation of Virginia's laws and regulations and subject to enforcement action.

Applicators are granted 60 days after their expiration to obtain recertification credit to renew their expired certificate, otherwise they will have to be reexamined. Until they have taken the required recertification course, they are not allowed by law to apply pesticides. After the 60-day grace period ends (August 29 of the expiration year), the only way to renew their certificate is by examination per 2VAC5-685-130. Applicators would use the Commercial Pesticide Applicator Request for Reexamination Application (CA-B) form when applying for reexamination.

### **Recertification courses:**

Commercial Applicator 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. When you attend recertification courses you must sign an attendance roster and complete an Application for Recertification form unless the course is taken online. Keep in touch with your local Extension Agent and/or professional organizations 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, applicator certification, approved commercial applicator recertification workshops, and the legal responsibilities of pesticide users:

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

Phone: (804) 786-3798 / Fax 804-786-9149

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

#### **Mailing Address**

P.O. Box 1163  
Richmond, VA 23218

#### **Physical Address**

102 Governor Street, Lower Level  
Richmond, VA 23219

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

<https://vtppe.ento.vt.edu>

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