

**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](http://www.vdacs.virginia.gov)

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## **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 <https://vtpp.ento.vt.edu>. 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 required information (and fee):

1. Complete name
2. Social Security Number
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
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

### **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

There is a **\$25 application fee** that must be submitted with the Registered Technician Application (A and B forms). Fees are **non-refundable and non-transferable**. Remote testing (online) is now available for an additional fee. Additionally, the Registered Technician exam is available in English or Spanish. Indicate the desired language on the application.

### **Notice of Authorization:**

The Office of Pesticide Services will issue an authorization after the application is processed. The Notice of Authorization must be presented at the testing center, along with photo identification. Applicants have 90 days from the date of the letter to sit **one time** for the examination. If a Notice of Authorization expires before the applicant has taken the exam, they must reapply. If the same authorization is used multiple times, only the results from the first test session will be accepted.

### **Testing:**

The Registered Technician examination is a 50-question multiple-choice examination. A score of 76% is required to earn a Registered Technician certificate. Applicants have three options for taking the exams:

- 1) Testers can visit one of the 70 local Department of Motor Vehicle (DMV) Customer Service Centers where the exam is administered on touch-screen computers during business hours. Exams on the DMV computerized equipment are scored as the exam is taken and testers will be notified of their results upon completion of the exam.
- 2) Testers can schedule an appointment to take a written, paper exam at 11 VDACS testing centers. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored.
- 3) Testers can take their test remotely (online) for an additional fee. Exams taken remotely are graded after the exam session ends and the exam is submitted to the exam provider.

### **Receiving your certificate:**

Registered Technicians who take and pass the exam at one of the DMV Customer Service Centers or using the online testing option will be issued a temporary certificate, which is good for forty-five days. A permanent certificate will be mailed to them by OPS after verification of their exam score and final review and approval of their application is complete. For Registered Technicians who take the written exam in person, exams are forwarded to OPS to be graded. Those passing the written exam will have certificates mailed after the exam is graded and entered into the database and final review and approval of their application is complete. This may take 15 business days or more.

If you fail the Registered Technician examination, you will need to submit a new application and the appropriate fee requesting a retest.

### **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.

*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.*

## **Maintaining your certificate - Recertification and Renewal Process**

Registered Technician certificates are renewed biennially (every two years) and would expire June 30 of either an even or odd year. It is the applicator's responsibility to keep their mailing address current in our files. To qualify for renewal, technicians must attend a recertification training approved by OPS prior to the expiration date listed on their applicator certificate.

All recertification courses approved for Commercial Applicators are also approved for Registered Technicians, but technicians should locate a course appropriate for the kind of work they do. If a technician has questions, they should ask the Commercial Applicator who supervises them for the category in which he or she is certified. When applicators attend recertification courses they must sign an attendance roster and complete an Application for Recertification form. Applicators will earn up to two years of recertification credit for the approved program they attend. Applicators can accumulate up to four years of recertification credit.

**Failure to earn recertification credit will result in certificate expiration. If you allow your certificate to expire for more than 60 days, for any reason, by law you must retest to reinstate your certificate.**

## **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

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

**Location:**

102 Governor Street, Lower Level  
Richmond, VA 23219

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

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

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