



## OVERVIEW OF CHANGES TO PESTICIDE APPLICATOR EXAMINATION PROCESS

The Texas Department of Agriculture (TDA) has contracted with PSI Services (PSI) to administer exams for agricultural pesticide applicator licensing. This is the same vendor that administers exams for structural pest control licensing. PSI has been providing credentialing and testing services to state and federal agencies, private sector businesses and professional associations for over 65 years.

PSI will provide both excellent quality exam opportunities and a convenient schedule for pesticide applicators to test in 22 locations across the state. The schedule will provide more testing opportunities than previously offered. By outsourcing testing to a third-party vendor, the Department's resources may be used in a more consistent and efficient manner.

To successfully launch this new process, TDA and Texas A&M AgriLife Extension Service will need to be consistent in the information provided to our stakeholders. General exam information:

The target date to begin testing with PSI is June 1, 2014.

- TDA staff will continue to offer conventional testing through May in our regional offices and in locations where exams were previously scheduled.
- May 15 is the target date for pesticide applicator licensing forms to be available on the TDA website. Application forms may also be requested by phone or e-mail.
- Applicants shall continue to contact AgriLife for study materials and pesticide training.
- PSI has been instructed NOT to provide any advice or guidance on licensing, categories, training, etc. PSI will refer such calls to TDA.
- TDA will have instructions on how to become licensed on the TDA web site. This will be a step-by-step guide that will include the entire licensing process.
- The testing centers are located in the following cities: Abilene, Amarillo, Arlington, Austin (2 sites), Corpus Christi, Dallas, Richardson, El Paso, Fort Worth, Harlingen, Houston (4 sites), Lubbock, McAllen, Midland, San Antonio (2 sites), Tyler and Waco.
- PSI requires 48 hour notification to cancel or reschedule exams or fees will be forfeited.
- PSI requires applicants to **BE ON TIME**. Fees will be forfeited if applicant is late for an appointment.

## TDA LICENSING & EXAMINATION PROCESS FOR PRIVATE PESTICIDE APPLICATORS

- **Step 1:** Attend a Private Pesticide Applicator training session **FIRST**.
  - Contact Texas A&M AgriLife Extension to locate a training session and obtain study materials at: [www.aes.tamu.edu](http://www.aes.tamu.edu) or (979) 845-1099.
  - Training is valid for up to 5 years or until license is issued- whichever comes first.
- **Step 2:** Upon completion of the training, AgriLife will give both the white copy (original) and the yellow copy of the Training Verification form (D-1411) to the trainee.
  - Trainee keeps the yellow copy for their records
  - The white copy (original) goes to TDA with the Private Pesticide Applicator license application form.
- **Step 3:** Obtain a hard copy of the Private Pesticide Applicator license application form (PA-400P) from TDA (website, phone, or fax). AgriLife may consider providing hard copies of this form at their training sessions as a service to our customers.
- **Step 4:** Submit the completed Private Pesticide Applicator application form, license fee of \$60, and the white (original) copy of the Training Verification form to TDA for processing.
  - If the license information, fees, or the Training Verification form is not provided or is insufficient, TDA will send a pending letter to the applicant to obtain the missing information. The application is in a PENDING status until information is provided.
- **Step 5:** When the license application is accepted, TDA will send the applicant a letter in the mail with their Account Number. This Account Number is the number the applicator will use to register and schedule the Private applicator exam with PSI.
  - **PSI will send an email IF an email address is provided in TDA application**
- **Step 6:** The applicant will contact PSI (website or phone) to schedule their exam(s).
  - Private applicator exam is free for the first attempt.
  - If the applicant fails the first attempt, the second (or subsequent) attempts will require a payment of \$52.00 each to PSI. There is a 24 hour waiting period to take a repeat exam.
    - **PSI will provide a confirmation number and testing information**
- **Step 7:** Upon completion of the exam, the testing center will provide:
  - Exam results (if 70% or over=pass. If <70%, the score will be provided
    - If exam is failed, a summary of the exam to identify the person's performance in specific topic areas. The printout will show how many questions the person answered correctly out of the total possible in that topic area. EXAMPLE: 5 of 8 questions correct in Pest Identification.).
- **Step 8:** PSI will send exam scores to TDA within 24 hours. If all licensing criteria are met, TDA will issue the Private Pesticide Applicator license.

## TDA LICENSING & EXAMINATION PROCESS FOR COMMERCIAL, NON-COMMERCIAL, and NON-COMMERCIAL POLITICAL SUBDIVISION PESTICIDE APPLICATORS

- **Step 1:** Applicant contacts Texas A&M AgriLife Extension Service for the appropriate pesticide examination study manuals at [www.aes.tamu.edu](http://www.aes.tamu.edu) or (979) 845-1099
- **Step 2:** Applicant completes a Commercial/Non-Commercial Pesticide Applicator application and submits the license fee to TDA.
  - Commercial Pesticide Applicator License Fee = \$180/year
  - Non-Commercial Pesticide Applicator License Fee = \$120/year
  - Non-Commercial Political Subdivision Pesticide Applicator License Fee = \$12/year
- **Step 3:** Submit the completed applicator license application form and license fee to TDA.
  - If the license information or fee is insufficient, TDA will send a pending letter to the applicant to obtain the missing information. The application is in a PENDING status until information is provided.
- **Step 4:** When the license application is processed, TDA will send the applicant a letter in the mail with their Account Number. This Account Number will be the number the applicator will use to register and schedule their exam(s) with PSI.
- **Step 5:** Applicant contacts PSI (website or phone) to register and schedule their exam(s).
  - The General Standards applicator exam is free for the first attempt.
  - The commercial/non-commercial applicant will pay \$24.00 category fee for the initial attempt of each category exam.
  - The non-commercial political-subdivision applicant is not charged a category fee.
  - If the applicant fails the first attempt of the General Standards or a category exam, the additional attempts will require a payment of \$52.00 each to PSI.
    - There is a 24 hour waiting period to take a repeat exam.
- **Step 6:** Upon completion of the exam, the testing center will provide immediate exam results:
  - If 70% or over=pass. Only the score will be provided.
  - Fail = <70%. A summary of the exam will be provided to identify the person's performance in specific topic areas.

Topic	# Questions	# Correct
Chemical characteristics	10	6
Calibrations & Calculations	8	7

- **Step 7:** PSI will send exam scores to TDA within 24 hours. If all licensing criteria are met, TDA will issue the pesticide applicator license.

- If the commercial/non-commercial/non-commercial political applicator is adding a category to an already existing license, they will not receive a revised license, unless they contact TDA to reissue their license. The category will be printed on the license once it is renewed.

### **GENERAL INFORMATION FOR COMMERCIAL/NON-COMMERCIAL and NON-COMMERCIAL POLITICAL SUBDIVISION APPLICANTS**

- No pre-license training is required.
- The Laws & Regulations and General exams are consolidated into one exam called the **GENERAL STANDARDS** exam (100 questions total).
- Most category exams are 50 questions.
- If a commercial, non-commercial, or non-commercial political applicant passes the general and fails the category exam or vice versa, the passing exam score is valid for 1 year. A license will not be issued unless BOTH the general standards and at least 1 category exam are passed.
- There is no category exam fee for non-commercial political applicants as long as they provide written documentation, along with the application, that shows proof the applicant is associated with a political entity and all applications will be made for that political entity.
  
- Category names will be changed and slight differences
  - RIGHT OF WAY is now VEGETATION MANAGEMENT
  - NO more CHEMIGATION or ANTI-FOULING PAINT
  - 3A is now for LANDSCAPE MAINTENANCE ONLY
  - 3B is for PRODUCTION NURSERIES
  - Weed & Brush Control in Range and Pastures is now PASTURE AND RANGELAND
  
- Applicant completes a Commercial/Non-Commercial Pesticide Applicator application and submits the license fee to TDA.
  - Commercial Pesticide Applicator License Fee = \$180/year
  - Non-Commercial Pesticide Applicator License Fee = \$120/year
  - Non-Commercial Political Subdivision Pesticide Applicator License Fee = \$12/year
  
- TDA is working with PSI on a bulletin that will be on the PSI website. This bulletin outlines a step-by-step process for a testing candidate to follow to schedule an exam. (This document is not complete yet).
- **If the applicant has any questions about licensing or categories, they should contact TDA. PSI STAFF CANNOT PROVIDE LICENSING ADVICE OR INFORMATION.**

**Agriculture Pesticide Exam Fee Schedule:**

<b>Fees to TDA Applicants</b>	
<b>1st Attempt</b>	<b>Subsequent Attempts</b>
<b>Commercial/ Noncommercial Agricultural</b>	
\$24.00 Category Fee	No Category Fee
No exam sitting fee	\$52.00 sitting fee
Total=\$24.00	Total=\$52.00
<b>Noncommercial (Political) Pesticide Applicator</b>	
No category fee	No category fee
No exam sitting fee	\$52.00 sitting fee
Total=\$0	Total=\$52.00
<b>Private Applicator</b>	
No category fee	No category fee
No exam sitting fee	\$52.00 sitting fee
Total=\$0	Total=\$52.00
<b>Private Recertification</b>	
No category fee	No category fee
\$50.00 sitting fee	\$52.00 sitting fee
Total=\$50.00	Total=\$52.00