THE CERTIFICATION, RECERTIFICATION AND LICENSING PROCESS

FOR TN EXTENSION AGENTS

http://psep.utk.edu
Department of Entomology & Plant Pathology

PSEP Website
http://psep.utk.edu

PESTICIDE SAFETY EDUCATION PROGRAM (PSEP)

IMPORTANT
IT IS VERY IMPORTANT THAT EXTENSION AGENTS READ AND BECOME FAMILIAR WITH THE CERTIFICATION AND LICENSING PROCESS IN TENNESSEE. YOUR OFFICE WILL RECEIVE MANY CALLS WITH REGARD TO THE PSEP PROGRAM.
EXTENSION AGENTS MUST BE CERTIFIED

In order for Extension Agents to make chemical recommendations and conduct pesticide control demonstrations, they must be certified in Category 10, Demonstration, Research and Regulatory. In order for Extension Agents to become Worker Protection Standards (WPS) Trainers, they must be certified in Category 10. As of July 1, 2014, persons currently certified as private applicators of restricted-use pesticides or as commercial applicators in categories C01, C03, or C10 are exempt from the pesticide safety trainer requirements and may provide WPS training required in 40 C.F.R.

In order to take the certification exams, Extension Agents will complete the Tennessee Department of Agriculture’s (TDA) Commercial Certification Exam Application (pre-pay form), indicating the date and location preferred for the exam. Write on the bottom of the form that you are an Extension Agent or UT employee and you will not have to pay the $25 fee. Send the application to the TDA, Certification and Licensing Section, Regulatory Services Division, P.O. Box 40627, Nashville, TN 37204 or fax it to (615)837-5012. The address is also on the form. The form is available from the PSEP Office.

Study materials for the exam may be ordered from the PSEP office at no charge to Extension Agents. Call (865)974-1286 to order manuals.

Training for C10 “Research and Demonstration” must be arranged with our office; however, we do offer the Core, C03, C06, C07, and LHA training sessions, usually the first Wednesday of each month in Knoxville and by ITV at ETSU, UT Chattanooga, UT Extension District office in Nashville, Murfreesboro, and West TN Research and Education Center in Jackson.

County personnel are welcome to call the following phone numbers any time there are questions about the certification, recertification, or licensing processes: the PSEP office at (865)974-1286 or Darrell Hensley at (865)974-7958.

INTRODUCTION

The Pesticide Safety Education Program (PSEP) is an educational program for the state’s pesticide certification and licensing process. The certification program is designed to help private and commercial pesticide applicators qualify to buy, sell and use restricted-use pesticides. The licensing program primarily deals with helping commercial companies who charge a fee for their services qualify to apply pesticides safely for the public. Some institutions and companies who do not charge a fee are also required to have a certified and licensed individual applying the chemicals or supervising a certified applicator who applies them.

The County Extension Service is responsible for conducting educational programs to assist Private Applicators (PA’s) in becoming certified or recertified and they may provide training on the Worker Protection Standards (WPS). UT Extension Specialists are involved in conducting educational seminars for Commercial Applicators (CA’s) to help them prepare to take the certification and licensing exams. They also conduct recertification educational meetings for CA’s to become recertified and better serve their customers.

The UT PSEP and TDA’s Certification and Licensing Section contact information follows:

Pesticide Safety Education Program (PSEP)                             Tennessee Department of Agriculture
University of Tennessee                                                Certification and Licensing Section
Department of Entomology and Plant Pathology                           P.O. Box 40627
2505 E. J. Chapman Drive                                              Nashville, TN 37204
Room 370 Plant Biotech. Building                                      (615)837-5148
Knoxville, TN 37996-4560                                               http://tennessee.gov/agriculture
(865)974-1286                                                          phil.hurst@tn.gov
dhensley@utk.edu
DEFINITIONS:

A. CERTIFIED APPLICATOR: Any individual who is certified by TDA to buy, sell, use or supervise the use of restricted-use pesticides.

B. PRIVATE APPLICATOR (PA): PAs are farmers and greenhouse or nursery operators who buy, use or supervise the use of any pesticide which is classified for restricted-use. This is for purposes of producing an agricultural commodity on property owned or rented by the individual or the individual’s employer or if applied without compensation other than trading of personal services between producers of agricultural commodities on the property of another person. If a PA applies a pesticide on another person’s property and charges a fee, he or she must become commercially certified and must obtain a license.

C. COMMERCIAL APPLICATORS (CA): CAs are all certified pesticide applicators who buy, use or supervise the use of restricted-use pesticides for any use, or for use on any property other than as defined under PA. Technicians who work for chartered companies that apply pesticides for a fee (Terminix, Orkin, etc.) must become certified as commercial applicators.

D. CHARTER: An instrument issued by TDA authorizing a person, firm or corporation to engage in the business of commercial pest control operations.

E. COMMERCIAL PEST CONTROL OPERATOR: A person or business entity who engages in the custom application of pesticides or inspection of real property and who has demonstrated to the satisfaction of the pest control licensing and advisory board their qualifications to design and direct pest control and inspection operations. Each chartered person or entity must have a commercial pest control operator, usually the owner or operator, for the main or supervisory office.

F. LICENSED PEST CONTROL OPERATORS: Individuals who qualify by passing a licensing exam to supervise the pest control operations at an office or branch office of chartered business and supervise the application of pesticides in buildings used for food preparation and service, lodging, educational purposes or commercial food processing. A licensee conducts custom pesticide applications (custom applicator).
   1. Chartered companies (Chartered Licensee): Every business that applies a pesticide for a fee must have a business charter and a Licensed Pest Control Operator at each outlet supervising the commercially certified technicians who apply the pesticide.
   2. Non-chartered institutions, businesses, etc. (Non-Chartered Licensee): An institution or business that does their own pest control must have at least one employee certified and licensed in that category. The Licensed Pest Control Operator supervises whoever performs the pest control, who must be at least commercially certified. This includes buildings used:
      a. For the preparation or serving of food;
      b. For temporary or permanent lodging of others, excluding an individual’s dwelling or a multi-unit dwelling in which the owner resides and which contains not more than three additional units;
      c. Primarily for educational purposes, except buildings used primarily for religious instruction or for providing education to not more than ten persons; or
      d. For any commercial food processing facility.

INITIAL CERTIFICATION PROCESS FOR PRIVATE APPLICATORS:

A. Only Certified Extension Agents may train farmers and greenhouse or nursery operators to become Private Applicators. The UT Extension Pesticide Coordinator (PSEP Coordinator) may assist upon request.

B. Applicants for initial Private Applicator certification should view the Initial Private Applicator Certification presentation.
C. It is suggested that the Extension Agent **update** his or her **county data** on the crop acreage and livestock (avg. annual head count) each producer maintains when conducting certification meetings.

D. Administer the **Pre-test / Post-test**: give both at each meeting. Send the average pre-test and post-test grades to the PSEP office in Knoxville and retain copies for your records and reporting purposes.

E. **How to report** PA Initial Certification Training:

   - **E&PP Info #318A, Extension – Private Applicator Initial Certification and Recertification Training Report**: Send to UT PSEP office.
   - **AG-0562 – Registration Form and Roster for Private Applicators and Worker Protection Standards Trainers** (TA’s **triplicate form**): Send to TDA. Make sure the applicator enters his or her Social Security number (SSN). The farmer sends the first copy together with $25 to TDA (Certification and Licensing Section, TDA, Porter Building, P.O. Box 40627, Nashville, TN 37204). The farmer keeps the 2nd and 3rd copies. **Do not keep a copy of the TDA’s triplicate form in your Extension office and do not** send a copy to the PSEP office. Extension is not supposed to keep forms with full SSNs. Triplicate forms are obtained from Phil Hurst with the Consumer and Industry Services Division of TDA; his phone number is (615)837-5310.
   - **E&PP Info #318B, Extension – Roster for Private Applicator Initial Certification Program**: Have the applicator sign this roster for the agent’s files.
   - **Reporting on SUPER**: You may report your training by using these forms or on SUPER as follows:
     1. Enroll pesticide applicators in the SUPER Enrollment Module.
     2. Create a course/event in SUPER Training/Registration.
     3. Register participants for the course/event.
     4. Create a list of participants using the Run Report feature in SUPER.
     5. Add two columns on the Excel spreadsheet when reporting Pesticide Applicator Certification and Recertification meetings, one column for the pre-test scores and a second column for the post-test scores. For recertification, add one additional column for the individual’s certification number (in addition to the pre-test and post-test columns). If they have lost their certification card, they may use the last four digits of their SSN but a separate column, labeled for SSN, will be required. Certification numbers may also be looked up on TDA’s website.
     6. For PSEP certification and recertification meetings, send a copy of the Excel roster and ½ of the registration fee to the PSEP office. Send a copy of the PA recertification Excel roster (with no fee) to TDA. For **initial PA certification**, the PA still sends a copy of the triplicate form with $25 to TDA.

F. For more information visit **SUPER** at [https://extension.tennessee.edu/eess/Documents/SUPER/HelpFiles/PSEPTipSheet.pdf](https://extension.tennessee.edu/eess/Documents/SUPER/HelpFiles/PSEPTipSheet.pdf)

G. **Recordkeeping Violation Penalties**:

   **The civil penalties for Private Applicators**: The 1990 Farm Bill requires certified private pesticide applicators to keep records of all applications of federally restricted-use pesticides. The U.S. Department of Agriculture (USDA) Agricultural Marketing Service (AMS) carries out the provision of the Federal Pesticide Recordkeeping Program requirements. The AMS Administrator is responsible for the enforcement actions taken against violators of this standard.
The penalties for violation of the Federal pesticide recordkeeping requirements commonly change so keep up to date visit EPA’s website annually. Please make note of this to those who view older PSEP presentations may contain incorrect information.

**Penalties for Commercial Applicators and Pest Control Operators**: In the Tennessee rules for Pest Control Operators you find that all Commercial Applicators and pest control operators have to keep true and accurate records of both restricted and non-restricted pesticide use, these records must be retained for two years, and the original records and copies must be made available to TDA upon request. Upon violation of this rule, as per Statute 62-21-119, an individual’s license, certification or permit (charter) may be denied, revoked, suspended or modified, and or a civil penalty of up to $1,000 imposed for each violation. Licenses, certificates or permits are revoked, suspended or modified in accordance with the Uniform Administrative Procedures Act.

**RECERTIFICATION PROCESS FOR PRIVATE APPLICATORS:**

A. Only Extension Agents may train PAs for recertification. The current recertification deadline is June 30, 2020 and if PA became recertified (between January 1, 2020 till June 30, 2020), their certification would be valid until June 30, 2023.

B. The recertifying of Private Applicators takes place the last year of the three period.

C. Any of the PA recertification programs are available at “http://office365.utk.edu” or by request on DVDs/thumb drives or on the ANR/CED Team Site under the WorkGroup titled PSEP.

D. Give the Pre-test / Post-test or questionnaire. Send the results to the PSEP office.

E. How to report during the recertification year:
   - **E&PP Info #318A, Extension – Private Applicator Initial Certification and Recertification Training Report**: Send to UT PSEP office.
   - **E&PP Info #318B, Extension – Roster for Private Applicator Initial Certification Program**: Send to TDA, Certification and Licensing Section (instead of triplicate form).
     Since there is no fee for recertification of Private Applicators, #318C is substituted for the triplicate form. Keep a copy for your files. The trainee’s certification number is preferred; however, if the SSN is used, only the last 4 digits should be recorded.
   - For instructions on reporting in SUPER, refer to page 4 of this document.

F. A list of Private Applicators for each county may be obtained from TDA upon request. Contact Phil Hurst at (615)837-5148 or you may conduct a search on TDA’s website and enter the zip codes for areas in your county to perform a search of TDA’s records.

**CERTIFICATION PROCESS FOR COMMERCIAL APPLICATORS:**

A. **Educational Seminars**: UT Department of Entomology and Plant Pathology offers educational seminars for CAs in preparation for the Certification Exams in Core (National Pesticide Applicator Certification CORE), C3 (Ornamental and Turf), C7 (General Household and Structural Pests) and Limited Herbicide Applicator (LHA). These are usually offered the first Wednesday of each month in person on the UT Knoxville Ag Campus, either in Plant Biotech Building Room 156/157 or in Hollingsworth Auditorium. The sessions are also broadcast via Internet TV (ITV) to the following locations:
   - East Tennessee State University
   - UT Chattanooga, Hamilton County Extension Office
   - UT Extension Central District Office in Nashville
   - UT West TN Research and Education Center (West TN Experiment Station) Jackson
   - Murfreesboro, TN Rutherford County Extension Office
B. **Pre-Pay for Certification Exams**: PSI has contracted with TDA to conduct testing. Commercial applicators must prepay a $25 exam fee to take the CA certification exam. Use PSI’s prepay form, “Commercial Certification Exam Application.” This is located on the PSEP or TDA’s websites. One indicates on the form which location they want to take the certification exam. TDA will reply indicating the closest day and time available for the exam. If the applicant would like to take the certification exam after training provided by the PSEP Office, the applicant may obtain an exam application from the PSEP office. The applicant should indicate if they intend on taking the C3, C6, LHA, or C7 training offered by PSEP so they may be assigned the exam the day of the training (testing only provided by PSEP at select locations). The applicant must pay training fees as well as the exam fees.

C. **Registration Fee for CA Training Seminars**: Registration fee for the CORE training is $50 and Categories 3 and 7 are $20 each. We also provide training for Category 6 and LHA for $50 each. Educational seminars for exams for other categories are generally not offered by UT, except by special request for groups. CAs may register several different ways:

- Form 817 – **Extension – Commercial Applicator Registration Program** may be used to pre-register. Send the form with fees to the PSEP office in Knoxville. The address is on the form.
- One may also pre-register by using credit card (all except American Express) by calling (865)974-1286.
- Credit card may also be used to register by e-commerce at https://secure.touchnet.com/C21610_ustores/web/classic/store_cat.jsp?STOREID=1&CATID=13. This link can also be found on the PSEP website at http://psep.utk.edu.

D. **Locations and Frequency of Certification Exams from TDA without Training**:

Every person taking a certification exam must complete an application indicating the choice of time and location of the exam. The application may be downloaded at the following URL: http://psep.utk.edu. For more information, call TDA at (615)837-5148. PSI testing centers have now been contracted to administer exams for TDA.

- **Chattanooga**: 6918 Shallowford Road, Chattanooga, TN.
- **Clarksville**: 601 College Street, Clarksville, TN.
- **Dyersburg**: 1510 Lake Road, Dyersburg, TN
- **Jackson**: 368 North Parkway #3, Jackson, TN
- **Johnson City**: 904 Sunset Drive, Johnson City, TN
- **Knoxville**: 301 South Gallaher View Road, Suite 14, Knoxville, TN
- **Memphis**: 6099 Mt. Moriah Road Ext. Suite 17, Memphis, TN
- **Nashville**: 1101 Kermit Drive, Suite 103, Nashville, TN

**RECIPROCITY WITH OTHER STATES:**

TDA will reciprocate certification with other adjacent states when possible. To determine reciprocal certification, obtain a **reciprocity form** from one of the TDA offices or the PSEP office or download it from the TDA or UT Extension PSEP websites and complete according to the instructions. Applicants will not receive reciprocal certification unless a current home address and Social Security number are provided. Reciprocal agreements with other states may be found in UT publication EPP Info No. 671, *Reciprocal Agreements*. See https://ag.tennessee.edu/PSEP/Documents/EPP671.pdf
POINTS REQUIREMENTS FOR COMMERCIAL APPLICATORS ONLY:

<table>
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<tr>
<th>Categories</th>
<th>Certified prior to Jan. 1, 2018 &amp; before June 30, 2018</th>
<th>Certified after July 1, 2018 &amp; before June 30, 2019</th>
<th>Certified on or after Jan 1, 2019 &amp; before June 30, 2020</th>
<th>Certified on or after July 1, 2020</th>
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<tr>
<td>C 1</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6 pts</td>
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<tr>
<td>C 2</td>
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<td>4 pts</td>
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</tr>
<tr>
<td>C 3 or LHA*</td>
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<td>12 pts</td>
<td>6 pts</td>
<td>0</td>
</tr>
<tr>
<td>C 4</td>
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<td>8 pts</td>
<td>4 pts</td>
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</tbody>
</table>

*LHA – Limited Herbicide Applicator

Points may not be accrued prior to obtaining certification. All certifications will expire on June 30, 2020 if the required number of points are not accrued. All points cannot be accrued in one certification year (beginning July 1, and ending June 30th).

Examples: If you become certified on April 18, 2020 in Category 7, you will need 10 points by June 30, 2020. If you become certified on July 1, 2020, you are certified through June 30, 2023 and would begin accruing points on July 1, 2020.

Note: Individuals who obtain certification after January 1, 2018 and prior to July 1, 2020 must accrue all points required as indicated within the above table by June 30, 2020.

You cannot earn more than 75% of your total point requirement at any one school. No more than 50% of the total required number of points can be “In-House” points.

ADDITIONAL REQUIREMENTS FOR COMMERCIAL RECERTIFICATION:

A. No points may be carried over from one recertification period to the next.
B. In-house points are limited to 50% of your total point requirement.
C. All requests for training points must be submitted to the TDA or UT office no later than 30 days prior to the date of the training session. Those approving the certification training reserve the right to reject assigning points for educational sessions submitted late.
D. Rosters must be submitted to TDA within 30 days after training or applicators are subject to a reduction in points or losing points for that meeting.
E. Approved topics for in-house and external recertification training are as follows: information about the pests; pest control; WPS; pesticides; pesticide safety; IPM; labeling; environmental issues (wildlife, endangered species and water quality); and pesticide laws and regulations.
F. The sponsor of a meeting must agree to permit representatives from TDA and/or UT to attend training sessions without registration fees or costs. After attending a training session, TDA or UT Extension Service may, upon consultation between these two agencies, re-evaluate the training and point assignment. The point assignment may be withdrawn or revised as deemed necessary.
G. All points cannot be accrued in one year, unless certified within the third year of the recertification period (runs from July 1 till June 30). If the minimum number of points are not accrued by the end of the third year, a recertification exam will be required that year.

**COMMERCIAL APPLICATOR RECERTIFICATION CLASSES AND PROCEDURES:**

A. For Commercial Applicators to earn recertification points, they may:
   1. Attend any meeting approved by UT or TDA in the respective certification category.
   2. Attend UT’s CA annual recertification meetings on ITV in October of each year for points in all categories. This meeting is held in Knoxville and down-linked by ITV to East TN State University, UT Extension Hamilton County Extension Office, Rutherford County Extension office, the Extension district office in Nashville and the UT West TN Research and Education Center in Jackson. Preregistration for the October meeting in the outlying ITV sites is important. If no one preregisters, the meeting will be cancelled; therefore, preregister at the UT PSEP office at (865)974-1286.

B. The Certification and Licensing Supervisor, Phil Hurst, TDA, Certification and Licensing Section, assigns points primarily for industry.

C. The PSEP Coordinator, UT/EPP, assigns points primarily for educational institutions.

D. Points are only assigned to certification/recertification-related topics.

E. For approved educational classes, publications and other information, check the following:
   1. Department of Entomology and Plant Pathology PSEP website: [http://psep.utk.edu](http://psep.utk.edu)
      a. Upcoming Meetings: Current Workshops/Seminars
      b. Annual meetings
      c. Publications, fact sheets and forms
   2. The Registration Review, for a fee, published by TDA.
   3. TDA website: [https://agriculture.tn.gov/default.asp](https://agriculture.tn.gov/default.asp)
      For recertification Point standings:
      Click on Pesticides and you will find the following links:
      a. Pesticide Products
      b. Online Pesticide System
      c. Commercial Applicator Points
      d. Charter Companies
      e. Aerial Applicators
      f. Private Applicators Status
      g. Workers/Handlers Status
      h. Registered Dealers Status
      i. Plant/Nursery Dealers
      Click on “Commercial Applicator Points.” Enter your certification number or last name.
   4. Professional associations for meetings in your category.
   5. Check with other Extension agents for county meetings in your category.

F. Applications for points should be sent to (using form **E&PP Info #317 CART A, Extension – Commercial Applicators (CA) Recertification Program** for production meetings, which may be obtained from UT, Department of EPP):

   **For Educational Institutions:**
   UT PSEP
   2505 E.J. Chapman Drive, 370 PBB
   Knoxville, TN 37996-4560
   Phone: (865)974-1286
   Email: psep@utk.edu

   **For Industry:**
   TN Department of Agriculture
   Certification and Licensing Section
   P.O. Box 40627
   Nashville, TN 37204
   Phone: (615)837-5179
   Email: Phil.Hurst@tn.gov
**Note:** Application for licensing exams and recertification rosters should also go to the Certification and Licensing Section at TDA.

G. When Commercial Applicators attend any county Extension meetings (certification-related topics) for points, if using PSEP tapes, CDs or DVDs, Extension agents should send E&PP Info #317 CART A and CART B to UT PSEP office for point assignment.

H. Each year, videos, CDs or DVDs made by UT/EPP PSEP program of the 2002, 2003, 2004, 2005, 2006, 2008, 2010, 2011, 2014, and 2017 UT Annual Commercial Applicator Recertification meetings, which were shown on ITV and sent out to all counties, may be available from the EPP/PSEP office. CA’s may be able to view these once per year for points (1-4 points each year) from Extension and EPP offices. **They are not to be sold to anyone or loaned to anyone outside Extension.** A $40 registration fee is charged to most CAs for the annual CA recertification programs. Some programs are only two hours long; therefore, the fee is reduced to $20. See EPP Info. No. 317 CART A for the fee for a given program. After applicators have viewed the video program(s), the agent should complete E&PP Info #317 CART A (Extension – Commercial Applicator Recertification Training). The trainee should sign the roster E&PP Info #317 CART B (Extension – Roster for Commercial Applicators). The fees are deposited into an extension county account. **Both forms, together with ½ the registration fees, should be sent to the UT/PSEP office in Knoxville. The PSEP portion of the fee is to defray the large cost of program development for Tennessee. The PSEP program is a soft funded program and is dependent on funding to continue the development of products for county use.**

I. **Each year, CAs may earn points by watching the PA recertification tapes in county offices.** For PAs, there is a $50 training fee for the Initial Private Applicator Certification Program and a $25 fee for the Private Applicator Recertification Program. Complete the same forms E&PP Info No. 317 CART A and B and send with fees to the PSEP office as described in the previous paragraph. **These tapes are not to be sold, duplicated or loaned to anyone outside of Extension.**

**LICENSING PROCESS:**

Licensing categories:

- Aerial – Aerial Applicators
- AGE – Ag Ground Equipment
- AQW – Aquatic Weed Control
- BDC – Bird Control
- FUM – Structural Fumigation
- FUS – Fumigation Soil (Agric.)
- GRC – General Pest and Rodent Control
- HLT – Horticulture – Lawn and Turf
- HRI – Horticulture – Interior
- MRC – Mold Remediation
- MPC - Microbial Pest Control
- PCC – Pest Control Consultant
- PHMC – Public Health Pest Control
- SPC – Specialty
- WDO – Wood Destroying Organisms
- WEC – Weed Right-of-Way

Licensing exams are offered in January, April, July, and October at the Ed Jones Auditorium, Ellington Agriculture Center, Nashville. HLT Licensing exams may be offered at PSI testing sites which also offer the certification exams. Contact TDA to verify exam locations for HLT testing. Certification testing sites include eight locations across the state, see: [https://ag.tennessee.edu/PSEP/Pages/Commercial-Applicator-Locations.aspx](https://ag.tennessee.edu/PSEP/Pages/Commercial-Applicator-Locations.aspx) for more information. Contact TDA for more specific information concerning testing sites.
A. **To be eligible to take the licensing exams, one must be** certified in a related category, at least 18 years of age, a U.S. citizen, and must meet one of the three following requirements (education alone, education and experience, or experience alone):

1. **Education** (in all categories except for WDO) as follows OR No. 2 below (Education and Experience):
   a. **BS degree** with major or minor in Agriculture, Biology, Chemistry, Forestry, Horticulture, Entomology, Plant Pathology, Plant Sciences or similar degree
   b. Pest Control Consultant – BS in field of pest control consultation offered

2. Have a combination of **Education and Experience** as follows OR No. 3 below:
   **WDO**:
   a. Education **BS degree** in a field in 1.a. above AND
      Experience 1 year full-time work experience in WDO
   b. Education **BS or PhD** in Entomology AND
      Experience Termite Technician School

**AGE, HLT, HRI, or WEC Licensee – Can take exam in another one of these 4 categories provided:**

c. Certified Certified in that category of license desired AND
   Experience 2 or more years’ work in that category (must be documented)
   Education 12 college semester hours OR
   24 CEUs

3. **Experience** – Registered as a pest control technician or salesperson for 24 months of full-time work experience.
   a. **AGE and HLT**:
      Certified CCA certificate AND
      Experience 1 year full-time work experience related to the licensing category AND
      Certified Certified in the same category
   b. **PHMC**:
      Certified Hold a C07 certification OR
      Certified Category C08 certification

Note: Adapted from pages 1 and 2 of the Rules of the Pest Control Operators in the Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Use Pesticides (Revised April, 2016).

B. **Prerequisite to take the PHMC licensing exam**: one must have one of the following in order to apply mosquito control on public lands and public waters:

1. A **BS degree** or its equivalent with a major or minor in a related field and certified in C08 (Public Health) OR
2. Hold a valid C08 certification or a C07 certification OR
3. **Two years** of verifiable work experience under a licensee in GRC or PHMC OR
4. A license (GRC, Public Health, or PHMC) from another state and C08 certification

Note: There are no reciprocal agreements with any other states for the PHMC Licensing. Tennessee has reciprocal agreements with Arkansas, Kentucky, Mississippi, South Carolina, and Alabama for C08, Public Health certification. Georgia reciprocates with governmental employees only.

C. **Procedure for taking the licensing exams**:

1. An application must be completed and arrive in TDA’s office or postmarked by the 10th of the month preceding the month of the exam.
2. A $150 fee must accompany the application with a college transcript, as well as proof of two years’ work experience in that category under a licensed applicator or other requirements in a respective category.  
3. TDA will inform the applicant if they are accepted to take the exam and where it will be administered.  

D. Educational Seminars for the Licensing Exams:  
1. UT PSEP offers educational seminars in HLT, PHMC, GRC, and WDO the day prior to the exams in Nashville.  
2. There is an $80 pre-registration fee ($95 on-site) for PHMC, a $90 pre-registration fee for GRC and WDO ($105 on-site) and a $135 pre-registration fee for HLT ($150 on-site). **Form 819, Training for Pest Control Operator’s Licensing Exam**, should be completed and sent with the registration fee to UT PSEP, Dept. of Entomology and Plant Pathology, 2505 E.J. Chapman Drive, Room 370 Plant Biotech Building, Knoxville, TN 37996-4560, or one may pre-register with MasterCard, Discover, or Visa by phone at (865)974-1286 or by e-commerce at [http://psep.utk.edu](http://psep.utk.edu) select licensing and scroll down the page to training.  

**CHARTER REQUIREMENTS:**  
Each applicant for a charter must:  
A. Complete an application.  
B. Show proof or $10,000 corporate surety bond ($50,000 bond for C07 the first three years).  
C. Show proof of $250,000/$500,000 liability insurance.  
D. For WDO only, show proof of $100,000/$300,000 errors and omissions insurance.  
E. Have for each office or branch office a licensed commercial Pest Control Operator for each category of service offered.  
F. List with TDA all salespersons and persons handling, transporting, or applying pesticides, and pay a $50 or prorated fee for each.  
G. Pay the $400 or prorated charter fee.  

**WORKER PROTECTION STANDARDS (WPS):**  

A. Definitions:  
1. **Trainer** – One who has been trained in WPS and attended the Train-the-Trainer program, or passed the WPS C15 certification and another certification exam category, or has Private or Commercial Applicator Certification in Categories 1, 3, or 10.  
2. **Worker** – One who does hand labor on a farm, forest, greenhouse or nursery and does not apply pesticides, however may enter the treated area within 30 days of the REI.  
3. **Handler** – One who transports, mixes, loads and applies pesticides (general use pesticides only, in Tennessee, certification is required if someone handles restricted-use pesticides).  

B. **How to train:**  
1. **Trainer** – One should attend an EPA approved Train-the-Trainer training session, or take Private Applicator Initial Certification and become certified as a PA, or take and pass commercial certification exams in Categories 1, 3, or 10, or take and pass any other category exam and take and pass the WPS exam to become certified in Category 15 (WPS).  
2. **Worker and Handler** – Should watch EPA approved WPS video and/or presentations. Several are available for download on the PSEP website or pointers are provided at the site.  

C. **Reporting:**  
Send the front of E&PP Info #342 (#342A, Extension – WPS Training Information) to the UT PSEP office and the back of #342 (#342B, Roster for WPS Trainer, Worker and Handler Training), to TDA, Certification and Licensing Section’s office. Keep a copy for your files. Social Security numbers are no longer necessary on these forms. Extension personnel may also report their training on SUPER as previously described in this document.
TRAINING PRIVATE APPLICATORS AND TRAINING IN THE WORKER PROTECTION STANDARDS:

UT Extension is the sole agency responsible for training PAs to become certified. Extension may provide training in the Worker Protection Standards; however, other non-extension workers may qualify to become WPS trainers. Agents need to keep farmers up to date on their WPS requirements, which means they need to be knowledgeable about the standards. Extension Agents should keep on file and review the WPS How to Comply Manual and be familiar with the standards. WPS manuals are available free of charge to county offices only. However, they are available for a nominal fee to the public from the PSEP web site or the National Pesticide Safety Education Center (NPSEC) website. The PSEP site has a pointer to an electronic version which may be downloaded by county personnel or the public.

NOTES:

A. County Extension offices have one set of forms and everyone else (non-extension) uses another set of forms to make their PSEP and WPS reports.
B. All forms, annual meetings and current workshops may be found at the PSEP website: http://psep.utk.edu. County personnel may want to visit the ANR/CED team site (login via office365.utk.edu) to find more in-house PSEP related information.

REFERENCES:

- Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Pesticides
- EPP Info 650, PSEP Training Materials and Forms
- Tennessee Pesticide Safety Education Program: http://psep.utk.edu
- Tennessee Department of Agriculture, Consumer and Industry Services: https://www.tn.gov/agriculture/department/cis-thedepth_rd.html