PSEP
INFORMATION PACKET
COMMERCIAL APPLICATORS
Pesticide Certification, Recertification & Licensing
http://psep.utk.edu

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Pesticide Safety Education Program (PSEP)
PSEP ADDRESS, PHONE NO. & WEB PAGE

Address:
UT Pesticide Safety Education Program (PSEP)
Department of Entomology & Plant Pathology
2505 E. J. Chapman Drive, 370 PBB
Knoxville, TN 37996-4560

Phone Number:
PSEP Office 865-974-1286, Department of Entomology & Plant Pathology 865-974-7138

Web Pages:
UT PSEP (Certification & Licensing) Website: http://psep.utk.edu
TDA Website (Pesticide, Certification & Licensing): http://tn.gov/agriculture/
UTIA e-Market Place Website https://secure.touchnet.com/C21610_ustores/web/

DEFINITIONS:
# PESTICIDE CERTIFICATION & LICENSING STUDY MATERIAL ORDER FORM

**F818**  Rev. 10/1/15

**Date Ordered:**

**MAIL FORM & PAYMENT TO:**

UT Pesticide Safety Education Program
2505 E. J. Chapman Dr, 370 PBB
Knoxville, TN 37996-4560
Phone (865) 974-1286 No Fax Orders Please

**NAME:**

**ADDRESS:**

**CITY/STATE:**

**Zip:**

**E-Mail:**

**PH ( )**  **Cell ( )**

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Make Check or Money Order Payable To: THE UNIVERSITY OF TENNESSEE and mail form and payment. When using Visa, MasterCard or Discover, order online at [https://secure.touchnet.com/C21610_ustores/web/store_cat.jsp?STOREID=5&CATID=3](https://secure.touchnet.com/C21610_ustores/web/store_cat.jsp?STOREID=5&CATID=3) (remember to select UTIA publications) or visit the PSEP website at [http://psep.utk.edu](http://psep.utk.edu).

*TAX EXEMPT AGENCY MUST SEND COPY OF TAX EXEMPT CERTIFICATE or NUMBER for a tax exempt purchase.  NOTE: the fee for study materials is non-refundable.

---

**QTY.**  **Publication number**  **CERTIFICATION CATEGORY - Description**  **TAX exempt or eCommerce**  **Non-Tax Exempt**  **Total**

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<th>Non-Tax Exempt</th>
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<tr>
<td>PB 1109**</td>
<td>National Pesticide Applicator Certification “Core” Manual (used in all category testing)</td>
<td>A Spanish version is available @ The University of Michigan’s website. <a href="http://www.msue.msu.edu/workspaces/one.cfm?workspace_id=213590&amp;object_id=610643&amp;tab=object_view">http://www.msue.msu.edu/workspaces/one.cfm?workspace_id=213590&amp;object_id=610643&amp;tab=object_view</a></td>
<td>22.88</td>
<td>25.00</td>
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<td>PB 1773</td>
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<td>EPP 91</td>
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<td>Aerial -- Aerial Applicators</td>
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<tr>
<td>PB 1702</td>
<td>AQW -- Aquatic Weed Control</td>
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<td>PB 1665</td>
<td>BDC -- Bird Control</td>
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<td>15.00</td>
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<td>FUM -- Structural (Order from Texas A&amp;M @ <a href="http://www-aes.tamu.edu">http://www-aes.tamu.edu</a>)</td>
<td>Purchase from Texas A&amp;M</td>
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<td>PB 1695</td>
<td>FUS -- Fumigation Soil (Agri.)</td>
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<td>41.19</td>
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**PB1109** is used for LHA certification (LHA is also known as Limited Herbicide Applicator)

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For Departmental Use: Check #  Receipt #  AG  E-Comm. Order No.  Recorder

“Walk-In” Mailed
Preregistration with payment should be made in the Pesticide Safety Education Program (PSEP) office by eMarketplace (https://web.dii.utk.edu/agstore/), mail, or phone, approximately two weeks prior to training. Training is normally offered the first Wednesday of each month by Interactive Television, ITV, in Knoxville & at other locations listed in Part III, pending preregistrations. Registration at 7:45 am, ET (6:45 am, CT, see facilitator upon arrival), for C7 & CORE and 9:30 am, ET (8:30 am CT), for CORE & C3. The certification programs for C7, CORE & C3 will be held from 8:15 am - 4:15 pm, ET (7:15 am - 3:15 CT, varies in Nashville.). For more information call 865-974-1286 or visit our Website at http://psep.utk.edu. THIS INITIAL CERTIFICATION REGISTRATION FEE DOES NOT INCLUDE TDA’S $15 FEE FOR THE EXAM. A certified applicator may earn 2 points in C7, 4 points in CORE & 2 points in C3 once per year at the monthly UT Commercial Applicator Initial Certification Meeting and four points in any category at the UT Annual Recertification Meeting. Registration for the recertification program is at 8:30 am, ET (7:30 am CT) & the program runs from 9 am - 1 pm (8 am - 12:00 noon CT). Contact Tennessee Department of Agriculture at 615-837-5310 or 615-837-5148 to pay for exam fees.

PART I. Please Print Legibly

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone number</th>
<th>Fax number</th>
<th>E-Mail</th>
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PART II. Initial Certification Meetings (held on 1st Wed. of Each Month) & Recertification Meetings in 2016

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<th>Date</th>
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<td>Circle One</td>
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<td>2016</td>
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<td>Jan 6</td>
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<td>Feb 3</td>
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<td>Mar 23</td>
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<td>Apr 6</td>
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<td>Oct 5</td>
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<td>52</td>
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<td>Nov 2</td>
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<td>44</td>
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<td>Dec 7, 2016</td>
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<td>66</td>
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PART III. Mark Location you plan to attend

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>ITV – Knoxville</td>
<td>UT Ag Campus, Plant Biotech Building Rm 156-157. For March 2 and Aug. 3, Ellington Hall / PSB, Hollingsworth Auditorium; call 865-974-1286 for directions</td>
</tr>
<tr>
<td>ITV – Murfreesboro</td>
<td>315 John R. Rice Blvd, Suite 101, Murfreesboro, TN 37129; call 615-898-7710 for directions</td>
</tr>
<tr>
<td>ITV – Nashvilles</td>
<td>5201 Marchant Drive, Nashville, TN 37212; call 615-832-6802 for directions</td>
</tr>
<tr>
<td>ITV – Chattanooga</td>
<td>UT – Subject to room availability; call 423-625-2149 for directions</td>
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*Outlying ITV sites will be cancelled, if enough people preregister for the educational seminar or class conflicts at ETSU exists.

Call 865-974-1286 to confirm meeting site.

PART IV. Initial Certification educational seminars prepare You for a commercial pesticide certification exam.

<table>
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<th>UT Annual Recertification Meeting:</th>
<th>Earn recertification points</th>
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<tbody>
<tr>
<td>Category 7, Household and Structural Pests (in preparation for C7 exam)</td>
<td>8:15am ET (7:15CT) $20</td>
</tr>
<tr>
<td>2 points in C7, C10, &amp; C12 for those who are already certified</td>
<td>(Nashville time may vary for C7)</td>
</tr>
<tr>
<td>Core, General Standards (in preparation for all commercial certification category exams)</td>
<td>10:00am E (9:00CT) $45</td>
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<tr>
<td>4 points in all categories for those who are already certified</td>
<td>Refunds</td>
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<tr>
<td>Category 3, Ornamental and Turf Pests (in preparation of C3 exam)</td>
<td>2:30 pm ET (1:30CT) $20</td>
</tr>
<tr>
<td>2 points in C3, C10, &amp; C12; 1 point in C6 for those already certified</td>
<td>(Nashville time may vary on C3)</td>
</tr>
<tr>
<td>Initial CA Certification Training for Points, one time per year</td>
<td>$45 CORE &amp; $20/CATEGORY</td>
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<td>Fee is reduced for points, if initial training was previously received in same calendar year</td>
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<tr>
<td>UT Annual Recertification Meeting</td>
<td>9:00am ET (8:00CT) $50</td>
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<tr>
<td>(4 points in all categories. Offered in Knoxville in March &amp; October and will be scheduled in county Extension offices &amp; with Ms. Marsh Camp in Jackson, TN)</td>
<td>Shows</td>
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<tr>
<td>Other Training</td>
<td>$</td>
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<tr>
<td>Parking (Knoxville Campus Only)</td>
<td>$5</td>
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- Prepay □ Pay on Site □ No Show □ Within 1 year Repeat
- Total □ Present □ No Show □ Within 1 year Repeat
- Recorder □ 440 9-1-1286

Notes: ITV participants may take one or both categories, C7 and/or C3. All ITV trainees should preregister online at UT eMarketplace or by mail or phone (Call 865-974-1286 or 865-974-1138). No refunds will be given to those who do not show up for the ITV certification or recertification training.

Payment with □ Cash □ Check □ Money Order □ MasterCard or □ Visa
(Made payable to The University of Tennessee) (5% surcharge for eMarketplace orders. Card information must be provided in Part IV.)

To prepay by Discover, MC, VISA go to visit: http://agriculture.tennessee.edu/eMarketplace or call (865)-974-1286 for assistance.

Mail Payment to: UT Pesticide Safety Education Program (PSEP), 2505 E.J. Chapman Drive, 370 PBB Knoxville, TN 37996-4560

Departmental Use Only!

- E-Com. Conf. no.
- Check No.
- Receipt no. AG
- Confirmation form Mailed or faxed (DATE)

Credit card number □ Card verification # □ Expiration date
(Only Discover, MasterCard, or Visa are accepted for credit card payment) (See http://agriculture.tennessee.edu/eMarketplace for credit card purchases)

PART V. ITV Location Addresses:

- UT, West TN Center, 605 Airways Blvd., Jackson / UT, Central Dist. Off., Ellington Ag. Center, 5201 Marchant Dr., Nashville / UT Chart., Chattanooga / ETSU, Rm. 138 Lamb Hall or 133 Brown Hall (Sherrod Dr.), parking pass at Visitor Info & Public Safety Bldg. (University Parkway), Johnson City / UT, Ag. Campus, Rm 156-157, Plant Biotechnology Bldg., 2505 E.J. Chapman Dr., Knoxville. or Hollingsworth Auditorium, 2431 Joe Johnson Dr., Knoxville
We plan to hold additional certification trainings on:

February 24th, for cat. 3, 7, and LHA @ Knoxville, TN only test given after training.

February 26th, @ Jackson, TN, Madison County Extension Office, for cat. 7 only, test given after training.

Recertification Training to be held on December 9th in room 156/157 Plant Biotech Building, @ Knoxville, TN location

Training offered at listed locations is contingent on the number of individuals who pre-register for training. Please call in advance (865-974-1286) for registration.
Commercial Certification Exam Application

Exams are $15.00 per exam per person, payable by check, money order, or credit cards listed below. Complete one form per person, including applicant’s Social Security Number and Home Address and submit with payment to the Tennessee Department of Agriculture, Attn: Pesticides, P O Box 40627, Nashville TN 37204 or by fax (615) 837-5012 – we do NOT accept email applications. This form is available as a .pdf file on our website at http://tn.gov/agriculture/ Select “Downloadable Forms.” Submit your application and payment at least two weeks prior to your requested exam session.

Payment is not accepted at the testing sites. You will be assigned the requested date and time if space is available. If not, you will be scheduled for the next available testing session. To change your scheduled test session, call (615) 837-5232 or (615) 837-5148, e-mail pesticide.exam@tn.gov or fax (615) 837-5012.

Name (PRINT LEGIBLY!)       Your Email Address       Social Security Number

Home Address (REQUIRED)     City/State/Zip/County     Daytime area code & Phone

Company Name & Address     Area code & Phone #     Area code & Fax #

If paying by Master Card, Visa, Discover or AM Express, indicate which one & enter your complete credit card number & the expiration date plus the cardholder’s name exactly as it appears on the card.

***If Receipt Is Needed, Check Here _____***

Using the table below, select your testing location and time of day by marking “X” as shown and list the requested date and category. “n/a” means testing is not available at this time, but may be offered in the near future. To test for additional categories, list them to the side. MAKE SURE WE CAN READ YOUR WRITING

<table>
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<th>Tue PM</th>
<th>Wed AM</th>
<th>Wed PM</th>
<th>Thu AM</th>
<th>Thu PM</th>
<th>Fri AM</th>
<th>Fri PM</th>
<th>Requested date</th>
<th>Exam</th>
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<td>3 pm</td>
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<td>n/a</td>
<td>n/a</td>
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<tr>
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<td>1:00</td>
<td>n/a</td>
<td>n/a</td>
<td>9:00</td>
<td>1:00</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Memphis</td>
<td>8:30</td>
<td>1:30</td>
<td>8:30</td>
<td>1:30</td>
<td>8:30</td>
<td>1:30</td>
<td>n/a</td>
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<tr>
<td>Murfreesboro</td>
<td>8:30</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>8:30</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Nashville</td>
<td>8:30</td>
<td>1:00</td>
<td>8:30</td>
<td>1:00</td>
<td>8:30</td>
<td>1:00</td>
<td>n/a</td>
<td>n/a</td>
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<td></td>
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<tr>
<td>UT - Knoxville</td>
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</tbody>
</table>

For this location, you must attend UT’s training session, exam follows

**UT offers ITV training and proctors exams for C3, C7, and LHA which normally occurs on the 1st Wednesday of each month (time and date subject to change). CORE training is available for all categories. The exam application and $15 and must be submitted to TDA prior to UT’s training. Visit http://psep.utk.edu. List test location, category and date below:

<table>
<thead>
<tr>
<th>ITV Location</th>
<th>Date</th>
<th>Category</th>
</tr>
</thead>
</table>

**Category codes (CORE is included as a part of all exams):**

C01 – agricultural  C05 – aquatic  C10 – demonstration/research  C14 – microbial
C02 – forest        C06 – right-of-way    C11 – wood preservative  C15 – trainer, WPS
C03 – ornamental/turf  C07 – structural  C12 – dealer        C16 – sewer treatment
C04 – seed treatment C08 – public health  C13 – marine paint  AER – aerial applicator

LHA – Limited Herbicide Applicator
(Must provide proof of $300,000 insurance with application for LHA)  

5/22/12b
TRAINING FOR PEST CONTROL OPERATOR'S LICENSING EXAMS

Training Location
Ellington Agriculture Center, at the District Extension Office, 5201 Marchant Drive, Nashville, TN 37211 for training sessions. Please call (865) 974-1286 for assistance or (615) 837-5103 or (615) 832-5850 for directions.


TRAINING

HLT & PHMC AGENDA

8:15-8:45 (30 min) HLT Sign in & Registration Darrell Hensley
8:45-9:00 (15 min) Pretest Darrell Hensley
9:00-11:00 (2 hrs) HLT Weeds David Cook
11:00-11:15 (15 min) Break
11:15-1:15 (2 hrs) HLT Diseases Alan Windham
1:15-1:45 (30 min) Lunch & Study Specimens
1:45-3:45 (2 hrs) HLT Insects Frank Hale
3:45-4:00 (15 min) PHMC Sign-In & Registration Darrell Hensley

----------------------------------------------- Study Specimens -----------------------------------------------
4:00-6:00 (2 hrs) HLT Calibration, HLT & PHMC Laws & Regs Darrell Hensley
6:00-6:30 (30 min) HLT Posttest
6:30-8:30 (2 hrs) PHMC Karen Vail

Tuesday -- Jan. 12, Apr. 5, July 12 & Oct. 4, 2016
GRC & WDO AGENDA

8:30-9:00 (30min) GRC Sign-In & Registration Darrell Hensley
9:00-11:30 (2.5 hrs.) GRC Karen Vail
11:30 - 12:30 (1 hr) Lunch & Study Specimens Karen Vail
12:00 -12:30 (30min) WDO Sign-In & Registration Darrell Hensley

----------------------------------------------- Study Specimens -----------------------------------------------
12:30 - 1:30 (1 hr) GRC & WDO Laws and Regulations Darrell Hensley
1:30 - 5:00 (3.5 hrs) WDO Karen Vail

Pre-registration Fee: $135 (HLT), $90 (GRC & WDO), $80 (PHMC) per category
On-site registration Fee: $150 (HLT), $105 (GRC & WDO), $95 (PHMC) per category

Four recertification points will be awarded in Cat. 07 for GRC and four for WDO training; eight points in Cat. 03 and four points in Cat. 06 for HLT training and four points in Cat. 8 and Cat. 7 for PHMC training.

Training programs are subject to cancellation if not enough individuals pre-register. For those who desire to register on-site, they should call 865-974-1286 to see if the training will still be conducted.

The licensing exams are given the day following the training. An application with $150 payment must be sent to TDA and post marked no later than the 10th of the month preceding the month of the exam. Licensing study materials are available at the UT PSEP office for a fee or at the UT e-commerce site: https://secure.touchnet.com/C21610_ustores/web/

F819 Rev. 10-8-15

LICENSED APPLICATOR TRAINING

HLT-PHMC-GRC-WDO
(Horticulture-Lawn & Turf, Public Health Mosquito Control, General Pest & Rodent Control & Wood-Destroying Organisms)

REGISTRATION

Complete registration form together with check for the respective registration fee listed below. The fee is due two weeks prior to the meeting. To pre-pay by credit card call 865-974-1286 or register on-line at: https://secure.touchnet.com/C21610_ustores/web/store_cat.jsp?STOREID=1&CATID=14.

Training Date: __________________________________________________________

Name: ________________________________________________________________

Address: ______________________________________________________________

Phone: ___________________ Fax: ___________________

E-Mail: ________________________________________________________________

Company: ______________________________________________________________

I will attend the following training:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>No.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Horticulture, Lawn &amp; Turf, HLT</td>
<td>$135 ($150)</td>
<td>X</td>
<td>$_______</td>
</tr>
<tr>
<td>• Public Health Mosquito Control, PHMC</td>
<td>$80 ($95)</td>
<td>X</td>
<td>$_______</td>
</tr>
<tr>
<td>• General Rodent &amp; Pest Control GRC</td>
<td>$90 ($105)</td>
<td>X</td>
<td>$_______</td>
</tr>
<tr>
<td>• Wood-Destroying Organisms, WDO</td>
<td>$90 ($105)</td>
<td>X</td>
<td>$_______</td>
</tr>
<tr>
<td>• Retraining for any Cat.</td>
<td>$10 ($10)</td>
<td>X</td>
<td>$_______</td>
</tr>
</tbody>
</table>

☐ Prepay ☐ Pay-on-Site Date Paid _____ Grand Total $_____

☐ Cash ☐ Check ☐ Money Order eMarketplace (☐ MasterCard or ☐ Visa)
Make checks & money orders payable to The University of Tennessee and mail to:

UT Pesticide Safety Education Program (PSEP)
2505 E. J. Chapman Dr., Rm 370 PBB
Knoxville, TN 37996-4560

If you want to sign up for the Apprentice Termite Technician School, register with TDA at 615-837-5148. Do not use this form. WDO information is reviewed at the Termite Technician School.

For Departmental Use Only

☐ Present ☐ No Show ☐ Within One Year Repeat

PSEP Recorder ________________________________

Date ________________________________

Check No. _____________________________ Receipt No. AG ________________

Credit card no.: __________________________ Expiration date: ________________

E-Com. Conf. No. __________________________

Confirmation Form: ☐ Mailed or ☐ Faxed __________________________
APPLICATION FOR THE COMMERCIAL PEST CONTROL LICENSING EXAMINATION
TENNESSEE DEPARTMENT OF AGRICULTURE, Consumer & Industry Services, Box 40627, Melrose Station, Nashville, TN 37204 Phone Number (615) 837-5148 Fax: (615) 837-5012

1. Please print or type. Your application must be signed and dated. Applications must be returned by the 10th of the month preceding the exam with all of the requested information completed. Exams are given in January, April, July and October.

2. Enclose all required fees with the application. The fee is $150.00 for each initial or re-examination category. YOUR FEE WILL NOT BE REFUNDED IF YOU FAIL TO SHOW FOR THE EXAM.

3. You must pass the Certification Exam prior to taking the license exam. If you have passed the certification exam in another state and TDA has a reciprocal agreement with that state, you must provide proof with your application.

4. You must qualify for the license exam. If you do not meet the qualifications, or if you fail to provide the required documentation, YOUR APPLICATION WILL BE REJECTED. Thoroughly review the qualifications and documentation requirements listed on the reverse side of the application. You will receive a letter showing the result of your application prior to the exam.

5. Make checks payable to the Tennessee Department of Agriculture and return to the above address or you may pay by credit card. If paying by Master Card, Visa, Discover or Am Express, Use the line below to indicate which one & enter your complete credit card number & the expiration date plus the cardholder’s name.

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Date of Birth: ________</th>
<th>Soc Sec Num: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address: ____________________</td>
<td>Phone: ________________</td>
<td></td>
</tr>
<tr>
<td>Work Name/Address: ________________</td>
<td>Phone: ________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>I am applying to take this exam (check here)</th>
<th>I have previously taken this exam (check here)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDO – Wood Destroying Organism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRC - General Pest and Rodent Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEC - Weed Control, Right-of-Way / Industrial</td>
<td></td>
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<tr>
<td>AQW – Aquatic Weed Control</td>
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<td></td>
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<tr>
<td>FUS - Fumigation – Soil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUM - Fumigation</td>
<td></td>
<td></td>
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<tr>
<td>BDC - Bird Control</td>
<td></td>
<td></td>
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<tr>
<td>AGE - Agricultural Ground Equipment</td>
<td></td>
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<tr>
<td>HLT - Horticulture Lawn and Turf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRI - Horticulture Interior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHMC – Public Health Mosquito Control</td>
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</tr>
</tbody>
</table>

The following categories require an appearance before the Pest Control Board. Describe the type of work you will do with the license.

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>I am applying</th>
<th>Type of work I plan to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCC - Pest Control Consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC – Special Category</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RELATED WORK EXPERIENCE: List only your experience relevant to pest control or the application of pesticides. Start with your most recent position and work back in time, using additional sheets if necessary. Explain clearly what your duties were. This information will be verified.

Employment Dates: From: ___________ To: _____________
Employer: _________________________________________ Supervisor: ____________________________
Address: ____________________________________________ Phone: _____________________________
Position Title: ___________________________________ Your Duties: _____________________________
________________________________________________________________________________________

Employment Dates: From: ___________ To: _____________
Employer: _________________________________________ Supervisor: ____________________________
Address: ____________________________________________ Phone: _____________________________
Position Title: ___________________________________ Your Duties: _____________________________
________________________________________________________________________________________

Employment Dates: From: ___________ To: _____________
Employer: _________________________________________ Supervisor: ____________________________
Address: ____________________________________________ Phone: _____________________________
Position Title: ___________________________________ Your Duties: _____________________________
________________________________________________________________________________________

Applicant’s Signature and date: _________________________________________________________________________________________

If you are qualifying for the exam by work experience, the Certificate of Experience must be completed by the licensee(s) who have supervised you for your two (2) year minimum. Submit additional copies if necessary. Non-Tennessee licensees must provide proof of their current license with the Certificate of Experience. If you are qualifying by degree, you must enclose a copy of your transcript showing your major and date of graduation. If you are qualifying by being licensed in another State, you must enclose a copy of both sides of your license.

CERTIFICATE OF EXPERIENCE

I, __________________________________________, a commercial pest control operator in the State of ________, holder of a current license, number ________________, certify that __________________________________________ has worked under my license in the category(ies) of ________________________ for period of __________ years and __________ months with the duties of _________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Signature and date: _________________________________________________________________________________________

Business name/ address and phone: _________________________________________________________________________________________

10/5/2015
ADDITIONAL INSTRUCTIONS FOR THE LICENSE EXAM APPLICATION

1. In the area requesting your home and work address make sure you include your city and zip code.

2. On the back of the application, the experience needs to be filled out as requested, if the required documentation is not enclosed or the experience is not filled out on the back of the application, IT WILL BE RETURNED TO YOU. This information is needed each time you submit an application, it does not matter if it's a re-exam or application to take a different category, we still need this information.

3. You must qualify for the license exam. If you need to add additional documentation or information with your application make sure it is included – applications must have ALL required documentation attached. All documentation will be verified. If you do not provide the required documentation submitted with your application YOUR APPLICATION WILL BE REJECTED.

4. All applications must be post marked by the 10th of the month preceding (before) the exam or THEY WILL NOT BE ACCEPTED. The deadline is on the application.

5. You will receive confirmation regarding your status in taking the license exam along with the day of your exam, time, place, and a study sheet. PLEASE READ YOUR CONFIRMATION LETTER CAREFULLY FOR YOUR TEST DATE. Do not get the post marked date and your exam date confused or you will miss taking your exam.

6. If you cannot take your exam on the scheduled date, because of various circumstances, you need to contact Mary Borthick at (615) 837-5310 BEFORE THE DAY OF EXAMS.

7. If you have any questions, please call Mary Borthick at (615) 837 - 5310.

PEST CONTROL LICENSE EXAM DATES FOR 2016

Jan. 12th - 13th, 2016 App & fee need to be in office by Dec. 10, 2015
April 5th - 6th, 2016 App & fee need to be in office by Mar. 10, 2016
July 12th - 13th, 2016 App & fee need to be in office by June 10, 2016
Oct. 4th - 5th, 2016 App & fee need to be in office by Sept. 10, 2016

PEST CONTROL LICENSE EXAM DATES FOR 2017

Jan. 10th - 11th, 2017 App & fee need to be in office by Dec. 10, 2016
April 4th - 5th, 2017 App & fee need to be in office by Mar. 10, 2017
July 11th - 12th, 2017 App & fee need to be in office by June 10, 2017
Oct. 3rd - 4th, 2017 App & fee need to be in office by Sept. 10, 2017

Exams given on the first day – AGE, AQW, FUM, FUS, HLT, HRI, WEC & PHMC
Exams given on the second day – BDC, GRC & WDO

10/5/2015
Tennessee Commercial Applicator
Recertification Point System

Edward E. Burgess, Professor
Entomology and Plant Pathology

**Recertification Points:**
Certified commercial pesticide applicators must accumulate a certain number of points over a period of three years to become recertified. The next deadline for everyone to be recertified is October 21, 2005.

Points to be earned for this certification period are as follows:

**Additional Information:**
1. It is recommended that applications (E&PP Info #82) for points be submitted 30 days prior to the date of the proposed meeting. (You should write UT Pesticide Safety Education Program, PSEP and request a copy of the latest form.) A list of dates and locations for the year should be included on the application for repeated meetings.
2. Point assignment is based on 1 point per hour on certification-related topics. Recertification points will be allowed only for approved topics in your category related to pests, pest control, pesticides, pesticide safety, environmental issues (water quality, endangered species, etc.) and pesticide laws and regulations. Safety, environmental issues, and laws and regulations apply to all categories.
3. Points may not be accrued prior to obtaining certification.
4. In-house points are limited to 50% of your total point requirement, including on-line programs, CDs and DVDs.
5. No points may be carried over from one recertification period to the next.
6. You may earn no more than 75% of your point total by attending any one external meetings.
7. All points cannot be accrued in one year, unless certified within the third year of the certification cycle.
8. The sponsor must agree to permit representatives from the Tennessee Department of Agriculture (TDA) and/or The University of Tennessee Extension Service (UTES) to attend training sessions without registration fees or costs to evaluate the program for points.
9. After a TDA and/or UTES designated representative(s) has monitored a training session and consultation between agencies has occurred, the training and point assignment may be re-evaluated. The agencies may withdraw approval of certification credit or revise the point assignment, as deemed necessary.
10. The sponsor must agree, if requested, to have each person requesting credit to evaluate the course presentation by completing a brief questionnaire or some other designated method and must furnish these to TDA or UTES as requested.
11. 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.
12. If the number of points required by TDA are not accrued each year, a recertification exam will be required the third year.

**Assignment of Points:**
Training requirements have been established to meet federal and state guidelines. Programs will be reviewed and points assigned by the Pesticide Coordinator or a designee at The UT Dept. of Entomology and Plant Pathology and someone in the the Pesticide Certification and Licensing Section at the TDA.

UT will be primarily responsible for assigning points for programs of educational institutions and TDA primarily for industry.

**Educational institutions** - Mail applications to:
UT Pesticide Safety Education Program (PSEP)
2431 Joe Johnson Drive, 205 PSB
Knoxville, TN 37996-4560

**Industry** - Mail applications to:
TDA Certification & Licensing Section
P.O. Box 40627, Porter Building
Nashville, TN 37204

The program may be printed on the application or a program may be attached to the application. The hourly
agenda should be submitted for point evaluation. This information should include a program which has the date(s), location(s) of meeting, title of program, list of topics, speakers (with their titles) and length of each topic. Sponsors may be asked to provide biographical information on instructors or other program participants. Sponsors should send this information only upon request.

Verification of Attendance:
Send a roster to TDA with verification that those listed attended the entire session(s) that was assigned points. The roster should include the name, home address, the home county and their e-mail address. The same meeting title, date(s) of meeting and location(s) entered on the application should be on the roster that is sent to TDA.

Mail the roster to:
TDA Certification & Licensing Section
P.O. Box 40627, Porter Building
Nashville, TN 37204

For additional information, contact UT at 865/974-7138 or TDA at 615/837-5148.

It is each individual's responsibility to seek out and attend schools or meetings where he/she may earn points. One should also keep a record of meetings attended and the telephone number of the person in charge. A partial list of schools is available from the UT PSEP office or at http://eppserver.ag.utk.edu/psep/psep.htm

TDA web site to look up points, schools and charter status is http://www.tennessee.gov/agriculture/regulate/click on Ag Inputs & Pesticides; click Online Pesticide Systems; click on Commercial Applicator Point Standings.

Commercial Applicator Certification Categories:

1 -- Agricultural Pest Control  
2 -- Forest Pest Control  
3 -- Ornamental and Turf Pest Control  
4 -- Seed Treatment  
5 -- Aquatic Pest Control  
6 -- Right-Of-Way Control  
7 -- Industrial, Institutional, Structural and Health (General Household and Structural Pests)  
8 -- Public Health Control  
10 -- Demonstration, Research and Regulatory  
11 -- Wood Preservatives  
12 -- Dealer  
13 -- Antifouling Paint  
14 -- Microbial Pest Control  
15 -- Worker Protection Standards (Must be certified as a Private or in another Commercial Applicator category to take this exam.)  
16 -- Sewer Line Chemical Weed Control

<table>
<thead>
<tr>
<th>LICENSING CATEGORIES and corresponding COMMERCIAL CERTIFICATION CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WDO</strong> Wood Destroying Organisms</td>
</tr>
<tr>
<td><strong>GRC</strong> General Pest &amp; Rodent Control</td>
</tr>
<tr>
<td><strong>WEC</strong> Weed Control</td>
</tr>
<tr>
<td><strong>AQW</strong> Aquatic Weed</td>
</tr>
<tr>
<td><strong>FUA</strong> Fumigation -- Agricultural</td>
</tr>
<tr>
<td><strong>FUS</strong> Fumigation -- Structural</td>
</tr>
<tr>
<td><strong>PHM</strong> Public Health Mosquito Control</td>
</tr>
<tr>
<td><strong>BDC</strong> Bird Control</td>
</tr>
<tr>
<td><strong>AGE</strong> Agriculture -- Ground Equipment</td>
</tr>
<tr>
<td><strong>HLT</strong> Horticulture -- Lawn &amp; Turf</td>
</tr>
<tr>
<td><strong>HRI</strong> Horticulture -- Interior</td>
</tr>
<tr>
<td><strong>PCC</strong> Pest Control Consultant</td>
</tr>
<tr>
<td><strong>SPC</strong> Special Category</td>
</tr>
<tr>
<td><strong>AER</strong> Aerial</td>
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</tbody>
</table>
Points may not be accrued prior to obtaining certification. All certifications will expire on December 31, 2017 if the required number of points are not accrued. **All points cannot be accrued in one certification year (Ending Dec 31st).**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>C 1</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 2</td>
<td>12 pts</td>
<td>8 pts</td>
<td>4 pts</td>
<td>0</td>
</tr>
<tr>
<td>C 3 or LHA*</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 4</td>
<td>12 pts</td>
<td>8 pts</td>
<td>4 pts</td>
<td>0</td>
</tr>
<tr>
<td>C 5</td>
<td>12 pts</td>
<td>8 pts</td>
<td>4 pts</td>
<td>0</td>
</tr>
<tr>
<td>C 6</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 7</td>
<td>30 pts</td>
<td>20 pts</td>
<td>10 pts</td>
<td>0</td>
</tr>
<tr>
<td>C 8</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 10</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 11</td>
<td>9pts</td>
<td>6pts</td>
<td>3pts</td>
<td>0</td>
</tr>
<tr>
<td>C 12</td>
<td>18 pts</td>
<td>12 pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 13</td>
<td>9pts</td>
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</tr>
<tr>
<td>C 14</td>
<td>9pts</td>
<td>6pts</td>
<td>3pts</td>
<td>0</td>
</tr>
<tr>
<td>C 16</td>
<td>9pts</td>
<td>6pts</td>
<td>3pts</td>
<td>0</td>
</tr>
</tbody>
</table>

**Example:** If you were certified on December 31, 2014 in category 7 and category 8, you will need 30 points in cat. 7 and 18 points in cat. 8 by December 31, 2017. **All points cannot be accrued in one certification year unless you became certified within the 3rd year.**

**Examples:** If you become certified on December 31, 2015 in category 6 you will need 12 points by December 31, 2017. If you become certified on January 14, 2016 in category 3 you will need 12 points by December 31, 2017.

**Examples:** If you become certified on April 18, 2017 in category 7 you will need 10 points by December 31, 2017. If you become certified on July 25, 2017 you are certified through December 31, 2020 and would begin accruing points on January 1, 2018.

**NOTE:**
Individuals who obtain certification after December 31, 2016 and prior to July 1, 2017 must accrue all points required as indicated above by December 31, 2017.

Individuals certified on or after July 1, 2017 will be certified through December 31, 2020 and will begin accruing points on January 1, 2018.

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.

*LHA - Limited Herbicide Applicator*
Reciprocity applicants must complete this form and attach a copy of the front and back of their card. You will be notified by the reciprocity state if a fee is required. **Tennessee does NOT reciprocate licenses, only certification categories.**

<table>
<thead>
<tr>
<th>Applicators Name</th>
<th>SS Number or TDA assigned ID Number</th>
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**DO NOT WRITE BELOW – FOR VERIFYING STATE USE ONLY**

Was certification issued based on reciprocity?  No___ Yes___ Which State____

Has certification been suspended or revoked?  No___ Yes ___ (if yes, explain)

Pending Enforcement Action? No____ Yes_____ (if yes, explain)

Additional Information/Comments

Information verified by:

Signature ___________________________ Date ___________________________

Print Name __________________________ Title __________________________

Agency Address & phone __________________________
## TENNESSEE PESTICIDE RECERTIFICATION

**Application for Points**  
*(Recommend Submitting 45 Days Prior To Meeting)*

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<th>Meeting Title:</th>
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**Phone:** (    )  
**Fax:** (    )

**Type of Training:**
- [ ] Conference/Short Course
- [ ] Seminar
- [ ] Correspondence Course
- [ ] In-Service Training
- [ ] Workshop
- [ ] Field Day
- [ ] Class
- [ ] (Other)  

**Check Certification Category Applying For:**
- [ ] 1 - Agricultural Pest Control
- [ ] 2 - Forest Pest Control
- [ ] 3 - Ornamental & Turf Pest Control
- [ ] 4 - Seed Treatment
- [ ] 5 - Aquatic Pest Control
- [ ] 6 - Right-Of-Way Control
- [ ] 7 - General Household & Structural Pest (Industrial, Institutional, Structural & Health Related Pest Control)
- [ ] 8 - Public Health Control
- [ ] 9 - Regulatory Pest Control
- [ ] 10 - Demonstration, Research & Regulatory
- [ ] 11 - Wood Preservatives
- [ ] 12 - Dealer
- [ ] 13 - Antifouling Marine Paint
- [ ] 14 - Microbial Pest Control
- [ ] 15 - Sewer Line Chemical Root Control

### Session (If Applicable)

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*A separate agenda may be attached.*

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**Educational institutions mail application to:** UT Pesticide Safety Education Program, Dept. of Entomology and Plant Pathology, 2505 E.J. Chapman Drive, 370 Plant Biotech. Bldg., Knoxville, TN 37996-4560.

**Industry mail application to:** Certification & Licensing Section, Tennessee Department of Agriculture, Box 40627, Porter Bldg., Nashville, TN 37204.
Meeting
Title: ____________________________ School No. / Session: ___________ Date(s): ________
(Title, location, and date should correspond with those on Application) (If Available or Applicable)

Location(s): ____________________________ Time: ____________ - ____________

Type of Training:
☐ Internal □ External □
☐ Conference/Short Course ☐ Seminar ☐ Correspondence Course ☐ Class ☐ In-Service Training ☐ Workshop ☐ Field Day ☐ (Other) ____________________________
(Use two lines if necessary)

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Mail Roster To: Pesticide Certification Supervisor, TDA, P.O. Box 40627, Porter Bldg., Melrose Station, Nashville, TN 37204
Meeting coordinator or trainer should keep a file copy.

(Signature of Person Verifying Attendance)

Program Chairperson Signature: ____________________________ Address: ____________________________
E-Mail Address (Home or Business) ____________________________ Telephone: ____________________________ Date: ____________
# COMMERCIAL APPLICATOR POINT ROSTER

**Meeting Title:** ____________________________  **School No. / Session:** ________________  **Date(s):** ________________

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**Mail Roster To:** Pesticide Certification Supervisor, TDA, P.O. Box 40627, Porter Bldg., Melrose Station, Nashville, TN 37204

Meeting coordinator or trainer should keep a file copy.

(Signature of Person Verifying Attendance)
Pesticide Applicator Recertification Annual Meetings
Darrell Hensley, Extension Specialist
Entomology & Plant Pathology

NOTE: You must attend meetings in your certification category and sign the attendance roster in order to earn points toward your Tennessee Pesticide Applicator Recertification.

Categories 10 & 12 may earn points at any of these meetings. For more information on meetings, i.e. date, location, and registration, call the contact person listed. For information about your current number of points, call the TDA Certification Supervisor at 615-837-5148 or online at www.tn.gov/agriculture/.

Click on Pesticide Information: Click on Commercial Applicator Points; and enter Certification Number or Last Name in box.

Meetings that normally give some points in ALL CATEGORIES

TN Agricultural Production Association (TAPA) (formerly TACA)
February & August - Nashville, TN Contact: John Duke – 615-793-8355

TN Entomological Society Meeting
October, Ramada Inn- Harding Place, Nashville Contact: Frank Hale- 615-835-4571

UT Annual Recertification Update Meetings by Interactive TV
CALL FOR CURRENT DATES AND PREREGISTRATION INFORMATION
Normally held in March statewide Contact: Darrell Hensley- 865-974-1286

Meetings in SPECIFIC CATEGORIES

Agriculture related National, Regional or State Society Annual Meeting’s, such as Entomological, Plant Pathological, Nematology, Agronomy, Forestry, etc, also may qualify for points. These national meetings must be related to the individual’s specific pesticide category. Proof of attendance, such as a copy of paid registration and a copy of the meeting agenda with topics and length of sessions will be needed to evaluate these meetings for point assignments.

CATEGORY 1 - Agricultural

County Agricultural Extension Service Annual Meetings
Contact: Your local county Extension office

Orchard Show
May - Flippen's Farm, Troy, TN Contact: Dr. David Lockwood - 865-974-7208

Pesticide Recertification - Degesch
April - Charlottesville, GA Contact: Susan Nickolas 540-234-9281

Snapbean Meeting (Annual)
February - Crossville, TN (Plateau Experiment Station) Contact: Dr. Annette Wszelaki - 865-974-7208

Middle TN Grain Conference
January - Winchester, TN Contact: Ed Burns - 931-967-2741

TN Fruit and Vegetable Association
December - Nashville, TN (Airport Marriott) Contact: Dr. Annette Wszelaki - 865-974-7208

TN-KY Tobacco Expo
January - Springfield, TN Contact: Paul Hart - 615-384-7936

TN-VA-NC Burley Tobacco Expo
January - Kingsport, TN (Civic Auditorium) Contact: Dr. Paul Denton - 615-832-6802

UT Milan No-Till Field Day
July - Milan, TN Contact: Dr. Blake Brown - 901-686-7362
**CATEGORY 2 - Forest**

TN Vegetation Management Association (TVMA) Annual Meeting (Right-Of-Way)
Nashville TN Contact: William Mathison 615-747-3120 bmathison@nespower.com
http://tvmaweb.com/

**CATEGORY 3 - Ornamental & Turf**

Extension Service Annual County Meetings (Large Metropolitan Areas)
Contact: Local county Extension office

Golf Course Superintendents Assoc. of America (GCSAA) Conference & Trade Show
February - (location varies annually) Contact: Penny Mitchell - 785-841-2240 Ext. 4484

HLT training:  Training for Pest Control Operator's Licensing Exam
Jan/April/July/Oct - Nashville, TN Contact: Dr. Darrell Hensley (865) 974-1286
Normally gives 6 points for HLT Review Session

OFA Short Course
July - Cincinnati or Columbus, OH Contact: Steve Carver or Carol Baker 614-884-1203 cbaker@ofa.org
http://ofa.org/shortcourseinfo.aspx

Principles of Turfgrass Management (Home Study)
Contact: Amy Skelton, University of Georgia - 800-325-2090

Society of American Florists (SAF) Pest Management Conference
Contact: Laura Weaver - 703-836-8700 http://www.safnow.org/

Southeast Greenhouse Growers Conference
Knoxville, TN Contact: John Hamrick - 423-753-1680

TN Flower Growers Assoc. Annual Meeting
October/November - Chattanooga, TN Contact: John Hamrick - 423-753-1680
http://www.tnthe.com/THE/TFGA.html

TN Nursery and Landscape Assoc. - Annual Trade Show and Short Course
January - Chattanooga, TN Contact: TNLA Office - 931-473-3951 or fax 931-473-5883

TN Turf Grass Association Annual Conference
January - Nashville, TN
Contact: Lucy Randles (Exec. Secy.) - 615-399-3864 or Dr. Tom Samples - 865-974-1840 e-mail to: tnurseryassn@blomand.net

UT Trial Garden Field Day
June - Knoxville & Nashville, TN Contact: Dr. Susan Hamilton - 865-974-1840

University of TN Turf & Grounds Management Short Course
February - Knoxville, TN Contact: Dr. Tom Samples - 865-974-1840

UT Summer Celebration Field Day
July - West TN Experiment Station, Jackson, TN Contact: Bob Hayes - 901-424-1643
**CATEGORY 5 - Aquatic**

TN Vegetation Management Association (TVMA) Annual Meeting  
Nov. 5 & 6, 2003 – Embassy Suites, Nashville, TN  
Contact: William Mathison 615-747-3120  
[mathison@nespower.com](mailto:mathison@nespower.com)  
[http://tvmaweb.com/](http://tvmaweb.com/)

**CATEGORY 6 - Right-Of-Way**

National Railroad Contractors Association Weed Control Seminar  
January  
Contact: Arlene Blessing - 765-385-2073

TN Vegetation Management Association (TVMA) Annual Meeting  
Nashville, TN  
Contact: William Mathison 615-747-3120  
[mathison@nespower.com](mailto:mathison@nespower.com)  
[http://tvmaweb.com/](http://tvmaweb.com/)

Vegetation Management Association of Kentucky (VMAK)  
March - Campbell House, Lexington, KY  
Contact: David Cornette 502-564-9900  

**CATEGORY 7 - Household & Structural**

Annual Purdue Pest Control Conference  
January - West Lafayette, IN  
Contact: Sandra Reeves - 765-494-5856

Apprentice Termite Technician School  
Nashville, TN  
Contact: Jerry Seabolt 615-837-5148  
Normally gives 15 points in C7 for attending the entire school

East TN Pest Control Association Meetings  
Knoxville, TN  
Contact: Becky Cheek 865-524-2503

Food Plant Pest Control  
Manhattan, KS  
Contact: American Institute of Baking - 800-633-5137  

GRC & WDO Training: Training for TN Pest Control Operator’s Licensing Exam  
Jan/April/July/Oct - Nashville, TN  
Contact: Dr. Darrell Hensley 865-974-1286  
Normally gives 4 points for GRC and 4 points for WDO Training Session  
[http://psep.utk.edu](http://psep.utk.edu)

National Pest Management Association (NPMA) Convention & Exposition  
October/November - (location varies annually)  
Contact: Cindy Kennedy 703-352-6762 Ext. 106

Pesticide Recertification - Degesch  
April - Charlottesville, GA  
Contact: Susan Nichols - 540-234-9281

Food Industry Pest Management  
Locations vary, usually 4 per year  
Contact: Debbie Murphy or Paul Laughlin - 913-782-6399

TN Pest Control Association (TPCA) & District Meetings  
Pest Control Technicians School  
Contact: Sandy Lowery (Secy) - 800-730-6751  
[http://www.tennpca.org/tpca/](http://www.tennpca.org/tpca/)
TN Pest Control Association (TPCA) Summer Conference  
July or August - (location varies annually)  
Contact: Sandy Lowery (Secy.) - 800-730-6751  
http://www.tennpca.org/tpca/

Trial Garden Field Day/Pesticide Awareness  
June - Knoxville & Nashville, TN  
Contact: Dr. Susan Hamilton - 865-974-1840

UK PCO Short Course  
1st full week of October  
Contact: Dr. Mike Potter 859-257-5955

**CATEGORY 8 - Public Health**  
Pesticide Stewardship & Good Manufacturing Practices (GMP)  
Locations vary, usually 4 meetings per year  
Contact: Debbie Murphy - 913/782-6399

PHMC Training: training for the TN Pest Control Operator’s exam.  
Once a quarter before the licensing exam, if any pre-registrations.  
Contact: Darrell Hensley, 865-974-1286 or visit http://psep.utk.edu

**PSEP Website**

A list of **CURRENT UPCOMING MEETINGS, FORMS & FACT SHEETS**  
may be obtained at the  
PSEP Home Page at  
http://psep.utk.edu  
“Upcoming Meetings” located under “Schools”

**TDA Website**

To check on the **NUMBER OF POINTS** you have visit:  
http://tn.gov/agriculture/  
Click on Pesticide Information  
Click on Commercial Applicator Points  
Enter Certification Number or Last Name in Box

To find the **LATEST TDA FORMS** go to TDA’s website.  
Click on “Downloadable Forms” at the bottom of the home page.  
TDA forms may also be obtained at the PSEP website.
Limited Herbicide Applicator
For more information visit: http://psep.utk.edu

Requirements for spot treatment only – lawn Maintenance.
This rule went into effect on July 29, 2009.

1. Glyphosate Application for Commercial Lawn and Landscape Maintenance. Any person incidentally applying a herbicide with the sole active ingredient of glyphosate for the control of weeds in conjunction with commercial law and landscape maintenance practices such as spot treatments adjacent to fencing, driveways, parking lots, cemetery markers and landscape borders and areas in lieu of or in conjunction with hand-weeding or mechanical weed trimming and edging shall not be considered as applying a pesticide for a fee and shall not be required to be licensed as a commercial pest control operator when the person meets the following criteria:

   A. Certification. The applicator has obtained certification by successfully completing (score of 70) an exam demonstrating general knowledge of pesticides including safety in handling, mixing and applying pesticides, environmental hazards in using pesticide, calculations, calibrations and label comprehension.

   LHA. The certification category created specifically for such application is to be known as “Limited Herbicide Applicator.”

   Recertification. Recertification requirements are stipulated in Rule 0080-6-16.04. Eighteen points are required in LHA recertification. For example, points may be earned by attending seminars on glyphosate, CORE and Category 3.

   Unethical Behavior. Any person exhibiting unethical behavior during an examination shall be ineligible to take another certification exam for two (2) years.

   B. Application Equipment. The application equipment is limited to the following:

   A single, hand-held nozzle supplied by a tank with a maximum capacity of twenty-five (25) gallons.

   An electric or hand-powered pump with a maximum discharge rate of 1.5 gallons per minute.

   A discharge hose no more than fifteen (15) feet long.
C. **Liability Insurance.** The applicator or his or her employer has furnished proof of liability insurance with coverage for bodily injury and property damage of at least $300,000 per occurrence and $300,000 aggregate, including coverage for products/completed operations, and the policy has been endorsed to cover herbicide applications.

D. **Certification Number.** The certificate number issued to the applicator is displayed in the upper right-hand corner of the applicator’s vehicle used in the business or on both sides of any trailer used in the business.

**Business Name.** The name of the business shall be displayed on the right and left sides of all company vehicles or trailers. Lettering shall not be less than two inches (2") tall.

E. **Application Records.** Application records shall contain the date of application and the property address.

2. **Prohibitions.** A person operating under this section is not authorized to:

   A. Advertise the application of herbicides or any other pesticide application.

   B. Supervise the application of any pesticide by an uncertified person.

3. **Non-Mandatory.** Persons certified as limited herbicide applicators are not required to obtain a business charter, bond, or license.

4. **Exceptions to Rule.** A person is not required to meet the above requirements in order to apply a herbicide with the sole active ingredient of Glyphosate for the control of weeds in conjunction with lawn maintenance practices as spot treatments in lieu of, or in conjunction with, mechanical weed trimming or edging at a homeowner’s or renter’s residence when such product is stored, provided and mixed by the homeowner or renter requesting such service. The homeowner or renter is responsible for instructing the applicator as to how and where to apply the product.

Note: Adapted from TDA Rules 7-8-09.

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.
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, 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. A PA becomes a Commercial Applicator and must obtain a license and charter, if they apply a pesticide on another person’s property and charge a fee.

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, Scotts, TruGreen, etc.) must be certified as a CA.

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 for the purpose of issuing a wood destroying insect infestation inspection report 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 person or entity chartered must have a commercial pest control operator, who usually is 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 each office or branch office of chartered companies and supervise the application of pesticides in buildings used for food preparation and service, lodging, educational purposes or commercial food processing.

1. **Chartered companies** (Chartered Licensee) -- Every business that applies a pesticide for a fee must have a business charter and a licensed applicator (Licensed Pest Control Operator) at each outlet supervising the commercially certified technicians who apply the pesticide.

2. **Non-chartered institution, business, etc.** (Non-Chartered Licensee) -- An institution or business that does their own pest control must have at least one person licensed and whoever does the pest control must be at least commercially certified. This includes buildings used:
   a. For 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.
   d. For any commercial food processing facility.
HOW TO BECOME A CERTIFIED COMMERCIAL APPLICATOR

Commercial Pesticide Applicator Training (Educational Seminars):
Conducted via Interactive Television

One must be certified as a Private or Commercial Applicator to purchase a restricted-use pesticide in Tennessee. And, one must be certified or working under the direct supervision of a certified applicator in order to use restricted-use pesticides. To be certified as a commercial applicator, each person must pass a core/category exam. The University of Tennessee’s Pesticide Safety Education Program (PSEP) offers educational prep seminars for some of these exams. Educational seminars are conducted in Knoxville and other parts of the state. These other locations are as follows:

- East Tennessee State University, Johnson City (Only when site is available & enough preregister!)
  Rm 138, Lamb Hall, Campus Dr. Pick up parking pass at the Visitor Information & Public Safety bldg.

- UT Chattanooga, 205 Fletcher Hall (Only if enough people preregister!)
  UT Extension Central District Office, Nashville Conference Room
  (Only if enough people preregister!)

- UT West Tennessee Center, Jackson
  RM A, B, 153 or 127

Normally on the **first Wednesday** of each month UT conducts an Initial Commercial Applicator Certification Seminars. These seminars will help you prepare for the certification exams. Take advantage of these educational opportunities and help us advertise the meetings. **One to six recertification points** may be earned annually at these meetings. In Knoxville only, the exam may be taken following the training if you have taken the training and prepaid TDA.

**Preregister for Certification Seminars:**

You should preregister and prepay one week in advance due to limited seating at some locations. Send preregistration to the PSEP address given above. NO REFUNDS will be given to those who do not show up for the ITV certification or recertification training.

Only the CORE (General Standards), Category 03 (Ornamental and Turf Pest Control) & Category 07 (Household and Structural Pests) are offered on these dates. Other category training may be arranged by contacting Darrell Hensley at (865) 974-1286.

**UT Initial Certification Training Registration Fee:**

- $45 for Core training
- $20 for Category 7, Household & Structural
- $20 for Category 3, Ornamental & Turf.
- $65 for Core plus one category
- $5 parking fee on UT Knoxville Campus

**Preregistration and prepayment is preferred.** One should preregister by mail, paying the registration fee using a check or money order two weeks in advance. This is payable to The University of Tennessee and mailed to the UT Knoxville, PSEP address given above. You may also preregister by e-commerce at the following URL: [http://agriculture.tennessee.edu/emarketplace](http://agriculture.tennessee.edu/emarketplace). And, you may register on e-commerce by faxing the form with credit card information to (865) 974-8868 or 4744 or call (865) 974-1286. You may register by e-commerce using Master Card or Visa credit cards only for payment. One may register on-site, but if not enough people preregister at each outlying site (ETSU, UT Chatt., UT Nashville or UT Jackson), that site will be cancelled. If a site is cancelled, an individual may travel to another location or their registration fee will be refunded. Therefore, it is important to preregister. The registration form may be found at [http://psep.utk.edu](http://psep.utk.edu)

**Note:** This is NOT the same as the TN Department of Agriculture (TDA) exam fee (mailed to TDA Nashville). You must pay both fees separately in order to be pre-paid for both the UT training AND the TDA exam.

**Commercial Applicator Certification 1st Wednesday, Training Dates in 2016 in Knoxville:**

| January 6, Feb. 3, March 2, April 6, May 4, June 1, July 6, Aug. 3, Sept. 7, Nov. 2, Dec. 7 | 2016 |

**Commercial Applicator Initial Certification Training Schedule on the 1st Wednesday:**

| Category 7 & CORE | Registration: 7:30 am EST (CST, See Facilitator). Seminar: 8:15 am - 2:15 am EST (7:15 am - 2:15 pm CST) |
| CORE & Category 3 | Registration: 9:00 am EST (8:00 CST). Seminar: 10:00 am - 4:00 pm (9:00 am - 3:00 pm CST) |
**Initial Certification Training Sites:**

The Initial Certification Training may be offered at other locations than Knoxville if enough people preregister. Call 865-974-1286 to confirm meetings at Jackson, Nashville, Murfreesboro, Chattanooga, and Johnson City.

**Note:** Exam dates and times will be assigned by TDA.

**Jackson:** UT West TN Center (West TN Experiment Station) 605 Airways Blvd., Jackson.

- **ITV** - Jackson Ag. Rm A, B, Rm 153 or 127.
- **EXAM** - Rm. 237, to be assigned by TDA. Parking is free, in lot behind main bldg. at West TN Center
- **Contact** - Marsha Camp, 731-425-4718.

**Nashville:** UT Ag Extension Central District Office Conference Room, 5201 Marchant Dr., Ellington Agr. Center, Nashville.

- **ITV** - Extension Central District Conference Room.
- **EXAM** - TDA, Brueur Bldg., to be assigned by TDA. Parking is free.
- **Contact** - Linda Reed, 615-832-6802.


- **ITV** - Rm. 233 of Suite E. Parking free, in front of Black & Decker Bldg.
- **EXAM** - TDA, Brueur Bldg., to be arranged by TDA.

**Murfreesboro:** Rutherford County Extension Office, contact Melissa Reid @ 615-898-7710

**Chattanooga:** UT at Chattanooga

- **ITV** - 205 Fletcher Hall, 615 McCallie Ave. Parking in nearby pay parking garage.
- **EXAM** - Hamilton Co. Extension office, to be assigned by TDA.
- **Contact** - Tom Stebbins, 423-855-6113.

**Knoxville:** UT Agriculture Campus at Knoxville.

- **ITV** - Plant Biotech Bldg., Rm 156/157, 2505 E.J. Chapman Dr.
- **EXAM** - In Rm. 127, Plant Science Bldg. following training, 2431 Joe Johnson Dr. Parking only in Lot #66 behind the Vet School. Parking is $5.00 by permit only.
- **Contact** - the PSEP Office, 865-974-1286 or 974-7138.

**Johnson City:** East Tennessee State University, Johnson City. Rm. 138, Lamb Hall, Campus Dr. Pick up a parking pass at the Visitor Information & Public Safety Bldg., University Parkway. (Call to confirm meeting.)

- **ITV** - Rm 133 BH. Parking is available in any location by permit or visitor pass.
- **EXAM** - Washington Co. Extension office, to be assigned by TDA.
- **Contact** - Connie Sharp, 423-753-1680.

**Tennessee Department of Agriculture Initial Certification Exams:**

The Initial Certification Exam will be given by TDA personnel at a time and location assigned by TDA.

**NOTE:** An exam application form with payment of $15 is required and must be received at the TDA Nashville office two weeks in advance of taking the exam.

The exam fee is payable to TDA. Mail the check or money order with the prepay registration form to:

**Tennessee Department of Agriculture**
**Certification and Licensing Section**
**Porter Building, Box 40627**
**Melrose Station, Nashville, TN 37204.**

Payment will not be accepted on site, at the exam. Call (615) 837-5148 or 837-5232 (Bud Mires) with questions or to reschedule a paid exam. See the TDA prepay exam application form for more information.

A copy of the prepay form with the payment information is enclosed. Immediately after taking the exam, the answer sheet will be graded. If the certification exam is passed, a certification card will be issued by TDA and will be mailed to the applicant within a few weeks.

**Necessities for the Certification Exams:**

- Photo I.D.
- No. 2 pencil for written exams only
- Pocket calculator
- Positive identification card (driver's license or social security card)
Source of All Publications and Forms:
All PSEP forms and fact sheets are available from the EPP office and are available on the UT Pesticide Safety Education Program web page located at: [http://psep.utk.edu](http://psep.utk.edu). Certification and licensing manuals may be ordered and registration of PSEP classes thru eCommerce at [http://agriculture.tennessee.edu/emarketplace](http://agriculture.tennessee.edu/emarketplace), or by phone, 865-974-1286 or directly from the PSEP office.

Location of Certification Exams from TDA With or Without Training:
See the TDA application on p. 11 for day and time of exams.

- **Chattanooga** - Hamilton Co. Extension Office, 6183 Adamson Circle (Bonnie Oaks Industrial Part), (423) 855-6113.
- **Jonesboro** - Washington Co. Extension Office, 206 W. Main St., (423) 753-1680.
- **Knoxville** - TDA Office, 3211 Alcoa Hwy. (865)594-6098.
- **Memphis** - Shelby Co. Extension Office, (901), 752-1207.
- **Murfreesboro** - Rutherford Co. Extension Office (615) 898-7710.
- **Nashville** - Ellington Agricultural Center, Regulatory Services Division, (615) 837-5148.

Reciprocity (Limited to a few states):
TDA will reciprocate on certification with other states, when possible. To receive reciprocal certification, obtain a reciprocity form from one of the TDA office's or UT PSEP office, complete it according to the instructions and mail to TDA. 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*, which may be obtained from the PSEP office. Or, submit a reciprocity form to TDA to see if reciprocation is possible. The address and phone number are on the first page.

Recertification of Commercial Applicators:
Certified Commercial Applicators must accumulate a certain number of points annually over a period of three years to become recertified or pass a written examination. Points may be earned by attending any meeting related to certification topics. These may be external and up to 50% internal meetings including on-line programs, CDs and DVDs. One may also earn **four points** per year by attending the annual UT Recertification Program offered annually in March in Knoxville and shown in other parts of the state. If that meeting is missed you may attend a **rerun** of the program in Knoxville the following July. **Five points in Category 03 & Category 07 (including the CORE) and three points in all other categories** may be earned annually by attending one of the Initial Commercial Applicator certification training programs offered the first Wednesday of each month.

Points may be earned by attending the Pesticide Safety Education Programs, offered at the County Extension offices.

Once a certified applicator has accrued the required number of points, TDA’s form, Application for Certification Card, should be completed and sent with $5.00 to TDA in Nashville. A new certification card will be sent to the applicator, usually within two weeks.

**HOW TO BECOME A LICENSED PEST CONTROL OPERATOR**

Educational Seminars for the Licensing Exams:
Licensing educational seminars for four of the licensing categories are offered the day before the licensing exams.

1. **UT, Dept of Entomology & Plant Pathology offers licensing educational seminars in:**

   - HLT (Horticulture, Lawn & Turf)
   - PHMC (Public Health Mosquito Control)
   - GRC (General Pest & Rodent Control)
   - WDO (Wood Destroying Organisms)

   These are offered the day prior to the licensing exams. **Specimens** are provided for review at these sessions.
2. There is a $90 pre-registration fee or $105 registration fee on-site for GRC and WDO. For HLT, the pre-registration fee is $135 or $150 on-site. For PHMC, the pre-registration fee is $80 or $95 on-site. Form 819 should be completed and sent with the registration fee to PSEP, UT, Dept. Of Entomology & Plant Pathology, 2505 E.J. Chapman Dr., Rm. 370 PBB, Knoxville, TN 37996-4560. Or, one may pre-register with MasterCard or Visa by phone (through e-commerce) at 865-974-1286 or by e-commerce at: http://agriculture.tennessee.edu/emarketplace.

Licensing Exams (Rev. 5-10-13):

To become a licensed applicator, each person must first become certified as a Commercial Applicator by passing a commercial certification exam. The certification exam(s) must be taken prior to the licensing exam(s) at one of the listed locations across the state. Individuals who wish to become licensed may pick up an application at any time from the UT Department of Entomology & Plant Pathology Extension Office at 205 Plant Science Building or phone 865/974-1286. Or, one may write to UT Pesticide Safety Education Program, 2505 E.J. Chapman Dr, 370 PBB, Knoxville, TN 37996-4560 for an application and other licensing materials.

One may also write to the Certification and Licensing Section at the Tennessee Department of Agriculture (TDA) for an application. The application should be completed in full, including the $150 fee made out to TDA, and mailed to: TDA, Certification & Licensing Section, PO Box 40627, Melrose Station, Nashville, TN 37204.

Licensing exams are given in January, April, July and October. Therefore, applications for exams must be in the TDA’s Regulatory Services Division office postmarked by midnight on the tenth (10th) of the month preceding the month of the present exam (December 10, March 10, June 10, and September 10). Applications must be received with correct fees plus a college transcript or certificate of experience.

Qualifications to take the licensing exams are as follows:

1. **Certified** in respective category AND

2. **18 years of age** and US citizen AND

3. **Education in all categories**, except for WDO:
   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.

4. **Education and Experience Combination**:
   A. **WDO**:
      1) **Education**: BS degree in a field in 3A. AND
         **Experience**: 1 year full time work experience in WDO.
      2) **Education**: MS or PhD in Entomology AND
         Termite Technician School.
   B. **HLT, HRI, WEC or AGE**: Can take Exam in Another One of These 4 Categories Provided:
      **Certified**: Certified in that category of license desired AND
      **Experience**: 2 or more years work in that category (must be documented) OR
      **Education**: 12 college semester hours OR
      24 CEUs.
   C. **AGE & HLT**:
      **Experience**: 2 years work experience (must be documented) OR
      **Education**: BA degree OR
      12 college semester hours related to AGE or HLT OR
      24 CEUs related to AGE or HLT

5. **Experience**:
   A. Registered as a pest control technician or salesperson for 24 months of full-time work experience.
   B. **AGE & HLT**:
      **CCA certificate**: AND
      1 year full-time work experience related to the licensing category AND
      Certified in same category.
   C. **PHMC**:
      Hold a GRC license AND
      Public Health Control certification.

Note: Adapted from pages 1 and 23 of the Rules of the Pest Control Operators in the Laws and Regulations Governing Pet Control Operators and Applicators of Restricted Use Pesticides (Revised September, 2007 & September 26, 2008.)
You will be notified by TDA with a statement of "application approved" or "application rejected". The exam fee is $150.00 per category for initial or re-examination.

If approved to take the exam, the applicant may take the licensing exam the next month of the same quarter, when the exam is offered. The licensing exams are usually offered on Tuesday (AGE, AQW, FUM, FUS, HLT, HRI, WEC & PHMC) and Wednesday (WDO, GRC & BDC), normally on the first or second week in the quarter. The exams are given only at the Ellington Agricultural Center Auditorium in Nashville.

Necessities for Licensing Exams:

- Magnifying glass with light to the exam to assist with the insect, disease and plant specimen identification.
- No. 2 pencil.
- Pocket calculator.

A list of specimens that need to be studied is available on the UT PSEP website, in the UT study packets and manuals, from the PSEP office or from the TDA office. Specimens to study may be found on the internet and resource books. At this time neither UT nor TDA has specimens for study in all categories. Specimens are available when taking the training in the HLT, GRC and WDO categories.

License Activation:

After you pass the licensing exam, one must pay a fee to have their license activated. You cannot operate until the fee is paid and license is activated. If you do not activate the license within one year of passing the exam, you will have to retest. The licensing fee is $40/2 years.

Charter:

A charter is issued by TDA authorizing a person, firm or cooperation to engage in the business of commercial pest control operations. In order to go into the business of pest control and obtain a charter, the application for a charter must be accompanied by a cooperate surety bond of **$10,000 for all categories, other than Category 7, which is $50,000 for the first three years**, from a bonding company and **250,000/500,000 liability insurance**. These must be maintained as long as the business is in existence. In Wood Destroying Organism (WDO) licensing category, **Errors and Omissions liability insurance of $100,000 single occurrence and $300,000 aggregate** is required. One has to be certified in Category 7, Industrial, Institutional, Structural & Health Related, in order to become licensed in the following licensing categories: GRC (General Pest & Rodent Control), WDO (Wood Destroying Organisms), BDC (Bird Control) and FUM (Fumigation Structural). Proof of bonding and insurance together with an application and fees are presented to TDA to set up a business charter.

The Licensing & Charter Fees are:

- $150 Fee to take each licensing exam
- $400 Charter (May be prorated the first year). Paid every two years.
- $40 Fee for each licensing category passed to obtain charter (May be prorated the first year). Paid every two years
- $40 Fee for each technician or solicitor working under the license to obtain a charter (May be prorated the first year). Paid every two years.

Additional information concerning Licensing Applicators may be found in U.T. Extension fact sheet SP363E, *Licensing of Commercial Pesticide Applicators*. This fact sheet and manuals for the 11 licensing categories may be obtained in person from UT at room 205 Plant Science Building on the Agriculture Campus, UT Knoxville or may be ordered from: UT Pesticide Safety Education Program (PSEP), 2505 E. J. Chapman Dr, 370 PBB, Knoxville, TN 37996-4560

There are fees for manuals, which should accompany your licensing order of materials. Checks should be made payable to The University of Tennessee. An order form for the available manuals and packets is enclosed.

Information and printable copies of the various forms and fact sheets are available on the web located at: [http://psep.utk.edu](http://psep.utk.edu)
ORDERING CERTIFICATION AND LICENSING STUDY MATERIALS

UT Certification and Licensing Study Materials:

It is strongly suggested that the study manuals be purchased and studied before attending the certification or licensing training and/or taking the exams. Certification and licensing study materials may be purchased by mail or in person from the Dept. of Entomology & Plant Pathology, 221 Ellington Plant Science Building. The address, phone number and e-mail is on the first page of this publication. If paying in person at the PSEP office, bring a check or the correct amount of money only. To pay by MasterCard or Visa one may purchase manuals by e-commerce at http://agriculture.tennessee.edu/emarketplace or fax order with credit card number (865-974-8868) or call in order (865-974-1286) or request a Pesticide Certification & Licensing Study Material Order Form, F818. All forms and additional information are available on the UT Pesticide Applicator Training web page located at: http://psep.utk.edu. The forms are available in Acrobat format. An order form is enclosed.

To Determine Which Study Materials to Order:

- To Study for the Certification Exam:
  Order the National Pesticide Applicator Certification CORE Manual and the respective certification category manual.

- To Study for the Licensing Exam:
  Order the respective category licensing manual and the Tennessee Laws & Regulations.

Most manuals on the web are used as the basis for the Certification and Licensing exams and several for reference only.

All packages must have a street address to be shipped via UPS ground. Your study material will be sent via U.S. Postal Service – 1st Class – if a street address is not included.

PSEP ON THE WEB

Information on pesticide certification, recertification and licensing is located on the Pesticide Safety Education Program PSEP web site, http://psep.utk.edu

The following quick links may be found from this web site:

- PSEP Forms – Public Use
- PSEP Forms – Extension Agent Use
- Training Dates
- Study Materials
- Upcoming Meetings
- TDA Forms & Fact Sheets
- eMarketplace (for ordering study materials & registering for seminars)
- Pesticide Recordkeeping
- Other Information

TDA Website

The latest TDA forms may be obtained from their website located at http://www.tennessee.gov/agriculture. Click on “Downloadable Forms” at the bottom of the home page.

TERMITE TECHNICIAN SCHOOL

A Termite Technicians School is given by TDA with UT and industry cooperating. Contact TDA for the next upcoming date. Preregistration and a prepayment registration fee are required for these training sessions. Seventeen points may be earned from this school in C07, Industrial, Institutional, Structural and Health Related (General Household and Structural Pests).

The dates of the schools are as follows:

  March 8 – 10, 2016
  June 7-9, 2016
  September 13-15, 2016

Contact TDA (615) 837-5178 to confirm dates and preregister