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

In order to take the certification exams, Extension Agents will complete the Tennessee Department of Agriculture’s Commercial Certification Exam Application (Pre-pay form), indicating the date and location you would prefer to take 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 $15 fee.  Send the application to the TDA, Certification & Licensing Section, Regulatory Services Division, PO Box 40627, Nashville TN 37204 or fax it to (615) 837-5012.  The address is also on the form.  This form is on the PSEP website under TDA forms.

The study materials may be ordered from the PSEP office at no charge to Extension Agents.  Call 865-974-1286 to order the manuals.

We do not offer training in C10 except for groups.  We do offer the CORE, C03, C06, C07 and LHA usually the first Wednesday of each month in Knoxville and by ITV at ETSU, UT Chattanooga, UT Extension District office in Nashville and West TN Center in Jackson.

New and seasoned agents are welcome to call the following individuals at the PSEP office: Darrell Hensley at 865-974-7958, Chris Maguigan at 865-974-1286 at any time you have any questions about the certification, recertification or licensing process.

INTRODUCTION:

The UT’s 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 someone certified and licensed applying the chemicals or supervising a certified applicator who applies the chemicals.

The County Extension Service is responsible for conducting educational programs to assist Private Applicators in becoming certified, recertified and also training on the Worker Protection Standards.  UT Extension Specialists are involved in conducting educational seminars for Commercial Applicators in helping them prepare to take the certification and licensing exams and holding recertification educational meetings, so they can become recertified and better serve their clientele.

The UT PSEP and TDA’s, Certification & Licensing Section addresses and phone numbers are as follows:

Pesticide Safety Education Program (PSEP)  Tennessee Dept. of Agriculture
University of Tennessee  Certification & Licensing Section
Dept. of Entomology & Plant Pathology  Box 40627
2505 E. J. Chapman Drive.  Nashville, TN. 37204
Rm. 370 Plant Biotech. Bldg.  Phone 615-837-5148
Knoxville, TN 37996-4560  http://tennessee.gov/agriculture
865-974-1286  mary.borthick@state.tn.us
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, 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/she becomes a CA 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 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 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. And, the Licensed Pest Control Operator supervises whoever does the pest control, who 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.
INITIAL CERTIFICATION PROCESS FOR PRIVATE APPLICATORS:

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

B. **Applicants for initial Private Applicator certification** should view the 2008 initial Private Applicator certification CDs or DVDs.

C. It is suggested that the Extension Agent **update** their county data on the crops and number of acres each farmer grows when conducting certification meetings.

D. Administer the **Pretest / Posttest**: Give at each meeting. Send the average pretest and posttest grades to the PSEP Office in Knoxville.

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


   AG-0562 ******* **Registration Form and Roster for Private Applicators and Worker Protection Standards Trainers**, (TDA’s triplicate form)
   
   Send to TDA. – Make sure the applicator enters his/her complete SSN. The farmer sends the first copy together with $10 to TDA, (Certification and Licensing Section, TDA, Porter Bldg., 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 the your Extension office and do not send a copy to the PSEP office. Extension is not supposed to keep forms with full SSNs. These forms are obtained from Mary Borthick with the Regulatory Services Division of TDA. Phone is 615-837-5310.

   E&PP Info #318B, *Extension – Roster for Private Applicator Initial certification Program* – Have the applicator sign this roster for the agents files.

   **Reporting on SUPER** – You may report your training by using these forms or on SUPER.

   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, you need to use a separate labeled column for the SSN.
   6. For PSEP certification and recertification meetings, send a copy of the Excell roster and ½ the registration fee to the PSEP office. Send a copy of the PA recertification Excell roster (with no fee) to TDA. For initial PA certification, the PA still sends a copy of the triplicate form with $10 to TDA.

For more information see EPP Info No. 823, *Extension Agents Pesticide Applicator Training Reports on SUPER*. 

4
F. If an Extension Agent wants a list of Private Applicators in his or her county, a list may be obtained from the Certification and Licensing Section, TDA, at 615-837-5148.

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 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 have changed. The penalties in one of the older county video’s is incorrect. Please make note of this to those who view any PSEP tape or DVD with the wrong information.

Any Private Applicator who violates the recordkeeping requirement of USDA shall be liable for a civil penalty of not more than $650 for the first offense and not less than $1,100 for any subsequent offense.

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 pesticides use, retain these records for two years and make the original records and copies available to the TDA upon request. Upon violation of this rule, as per Statue 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. License, certificates or permits that are revoked, suspended or modified will be done in accordance with the Uniform Administrative Procedures Act.

RECERTIFICATION PROCESS FOR PRIVATE APPLICATORS:

A. Only Extension Agents may train PAs for recertification. The next recertification deadline is October 21, 2014.

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

C. 2014 PA recertification program is available at Online@UT or by DVD.

D. Give the Pretest / Posttest. Send the results to the PSEP Office.

E. How to report when in the recertification year:


E&PP Info #318B, Extension – Roster for Private Applicator Recertification Program – Send to TDA, Certification & 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 of your files. The certification number is preferred. However, if the SSN is used, only the last 4 digits should be recorded.

For instructions in reporting on SUPER, refer to page four.

F. A list of Private Applicators for each county may be obtained from TDA upon request. Contact Mary Borthick at 615-837-5148.
CERTIFICATION PROCESS FOR COMMERCIAL APPLICATORS:

A. **Educational Seminars:** UT, Dept. of Entomology & Plant Pathology, offers educational seminars for CAs in preparation for the Certification Exams in Core (National Pesticide Applicator Certification CORE), C3 (Ornamental & Turf) and C7 (General Household and Structural Pests). They are usually offered the first Wednesday of each month by ITV at the following locations:

- UT Knoxville, Ag Campus, Plant Biotech Bldg. Rm. 156-157.
- East Tennessee State University
- UT Chattanooga
- UT Extension Central District Office in Nashville
- UT West TN Research & Education Center (West TN Experiment Station) Jackson
- Murfreesboro Extension Office

Training at the outlying ITV site may be cancelled due to insufficient pre-registration.

B. **Pre-Pay for Certification Exams:** Commercial applicators must prepay TDA to take the CA certification exam. Use the TDA prepay form, “Commercial Certification Exam Application.” This is located on the PSEP website. One indicates on the form when and where they want to take the certification exam. TDA will reply indicating the closest day and time available to your request for the exam. The applicant should indicate if they intend on taking the C3 and/or C7 training offered by EPP, so they may be assigned to take the exam the day of the training.

C. **Registration Fee for CA Training Seminars:** Registration fee for the CORE training is $45 and Categories 3 and 7 are $20 each. Parking on the UT Institute of Agriculture campus is $5/day. Educational seminars in preparation for exams for other categories are 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 preregister. Send the form with fees to the PSEP office in Knoxville. The address is on the form. One may also preregister by using MasterCard or Visa by calling 865-974-1286 or by e-commerce at http://agriculture.tennessee.edu/emarketplace. Also, this link may be found on the PSEP website, http://psep.utk.edu.

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

Everyone 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.

**Chattanooga** - Tuesday & Thursday at 9 a.m. and 2 p.m. at the Hamilton Co. Extension Office, 6183 Adamson Circle (Bonnie Oaks Industrial Part), (423) 855-6113.

**Clarksville** - Tuesday & Thursday at 9 a.m. and 1:30 p.m. at the Montgomery Co. Extension Office, 1030 Cumberland Heights Rd., (931) 648-5725.

**Jackson** - Tuesday, Wednesday & Thursday at 9 a.m. in Rm. 237 at the West Tennessee Center (WTES), (731) 423-5647.

**Jonesborough** - Tuesday & Thursday at 9 a.m. at the Washington Co. Extension Office, 206 W. Main St., (423) 753-1680.

**Knoxville** - Tuesday and Thursday at 9 a.m. and 1 p.m. at the TDA Office, 3211 Alcoa Hwy., (865)594-6098.

**Memphis** - Tuesday, Wednesday & Thursday at 8:30 a.m. and 1:30 p.m. at the Shelby Co. Extension Office (901) 752-1207

**Murfreesboro** - Tuesday & Thursday at 8:30 a.m. at the Rutherford Co. Extension Office (615) 898-7710.

**Nashville** - Tuesday, Wednesday & Thursday at 8:30 a.m. and 1:30 p.m. at the Ellington Agricultural Center, Regulatory Services Division, (615) 837-5148.
RECIPROCITY WITH OTHER STATES:

TDA will reciprocate certification with other states, when possible. To receive reciprocal certification, obtain a reciprocity form from one of the TDA office’s, PSEP office or download it from the TDA or UT Extension PSEP websites and complete it 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.
## Point Requirements for Commercial Applicators Only

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</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>12pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 4</td>
<td>12pts</td>
<td>8pts</td>
<td>4 pts</td>
<td>0</td>
</tr>
<tr>
<td>C 5</td>
<td>12 pts</td>
<td>8pts</td>
<td>4pts</td>
<td>0</td>
</tr>
<tr>
<td>C 6</td>
<td>18pts</td>
<td>12pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 7</td>
<td>30pts</td>
<td>20pts</td>
<td>10pts</td>
<td>0</td>
</tr>
<tr>
<td>C 8</td>
<td>18pts</td>
<td>12pts</td>
<td>6pts</td>
<td>0</td>
</tr>
<tr>
<td>C 10</td>
<td>18pts</td>
<td>12pts</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>
<td>6pts</td>
<td>3pts</td>
<td>0</td>
</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>

**Points may not be accrued prior to obtaining certification.** All certifications will expire on December 31, 2014 if the required number of points are not accrued.  **All points cannot be accrued in one certification year (Ending Dec 31st).**

**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*
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 training 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. All points cannot be accrued in one year. If the minimum number of points are not accrued by the end of the third year, a recertification exam will be required that year.

E. Rosters must be submitted into TDA 30 days after training or applicators are subject to a reduction in points or losing points for that meeting.

F. Approved topics for in-house and external recertification training are as follows: anything about the pests, pest control, WPS, pesticides, pesticide safety, IPM, labeling, environmental issues (wildlife, endangered species and water quality) and pesticide laws and regulations.

G. 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, upon consultation between these two agencies, may re-evaluate the training and point assignment. The point assignment may be withdrawn or revised as deemed necessary.

H. All points cannot be accrued in one year, unless certified between July 1, and December 31 of the third year of the recertification period. 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 & 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 March 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 Chattanooga, the Extension district office in Nashville (status uncertain) and the UT West TN Research & Education Center in Jackson. If one is unable to attend the March program, they may attend the same meeting in July in Knoxville when offered by UT or other dates offered by the PSEP office or a county extension office. Preregistration for the March meeting in the outlying ITV sites is important. If no one preregisters the meeting will be cancelled. Therefore, preregister at the UT PSEP office, (865) 974-1286 or 974-7138.

B. The Certification & Licensing Supervisor, Mary Borthick, TDA, Certification & 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 & other information check the following:
      a) Upcoming Meetings: Current Workshops / Seminars
      b) Annual meetings
      c) Publications, fact sheets and forms

      Hard copies may be obtained by calling (865) 974-1286.

   2. The Registration Review, for a fee, published by TDA.

   3. TDA web site: http://tennessee.gov/agriculture

      For recertification Point standings:
      Click on Pesticide Information, and you will find the following links:

         a) Pesticide Products
         b) Commercial Applicator Points
         c) Charter Companies
         d) Aerial Applicators
         e) Private Applicators Status
         f) Workers / Handlers Status
         g) Registered Dealers Status
         h) 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 your local Extension agents for county meetings in your category.

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

   For Educational Institutions to: For Industry to:
   UT PSEP                        TN Dept. Of Agriculture
   2505 E.J. Chapman Drive, 370 PBB Certification & Licensing Section
   Knoxville, TN. 37996-4560       P.O. Box 40627
   Phone: (865) 974-1286            Nashville, TN 37204
   Email to: psep@utk.edu          Phone: (615) 837-5179

   mailto:mary.borthick@tn.gov

   Note: Application for licensing exams and recertification rosters should also go to the
   Certification & Licensing Section, at TDA.

G. When Commercial Applicators attend any county Extension meetings (certification related topics) for
points, Extension agents should send E&PP Info #317 CART A & CART B, when using PSEP tapes,
CDs or DVDs 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 and 2014 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 (2-4 points each year) from Extension and EPP offices. But, 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 are only two hours long, therefore the fee is reduced to $20. See EPP Info. No. 317 CART A for the registration fee. 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 the ½ the registration fees should be sent to the UT/PSEP office in Knoxville. The state portion of the fee is to defray the large cost of of program development for Tennessee.

I. Each year, CAs may earn points by watching the PA recertification tapes in the county offices. There is a $30 fee for the Initial Private Applicator Certification Program and additional $15 fee for the Private Applicator Recertification Program. Complete the same forms EPP Info No. 317 CART A & B and send with fees to the PSEP office, as described in the previous paragraph. See EPP Info #317 CART A & B. They are not to be sold to anyone or loaned to anyone outside Extension.

LICENSING PROCESS:

Licensing exams are offered in January, April, July and October at the Ed Jones Auditorium, Ellington Agriculture Center, Nashville. HLT is offered at the UT & TDA testing sites for the certification exams in eight locations across the state (Chattanooga, Clarksville, Jackson, Jonesborough, Knoxville, Memphis, Murfreesboro and Nashville).

A. Prerequisite to the licensing exams one must be:
   (Certified in a related category + 18 years of age + US citizen + One of the three following requirements (Education Alone or Education & Experience or Experience Alone)

   See below for details.

   1. Certified in respective category AND
   2. 18 years of age and US citizen AND
   3. Education (in all categories, except for WDO) OR No. 4 (Education & 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.
   4. Education and Experience Combination OR No. 5:
      WDO:
      A. Education: BS degree in a field in 3A. AND
         Experience: 1 year full time work experience in WDO.
      B. Education: MS or PhD in Entomology AND
         Termite Technician School.
**HLT, HRI, WEC or AGE 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) OR*  
*Education: 12 college semester hours OR 24 CEUs.*

**AGE & HLT:**

**A.**  
*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** – Registered as a pest control technician or salesperson for 24 months of full-time work experience.

**A.**  
*AGE & HLT:*  
CCA certificate AND  
1 year full-time work experience related to the licensing category AND Certified in same category.

**B.**  
*PHMC:*  
Hold a GRC license AND  
Public Health Control certification, C8.

Note: Adapted from pages 1 and 23 of the Rules of the Pest Control Operators in the *Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Use Pesticides* (Revised September, 2007 & September 26, 2008.)

**B. Prerequisite to take the Public Health Mosquito Control (PHMC) licensing exam:**

One must have one of the following to qualify to take the PHMC licensing exam in order to apply mosquito control on public lands and public waters:

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

Note: There are no reciprocal agreement with any other state for the PHMC.  
TN has reciprocal agreement with Arkansas, Kentucky, Mississippi, South Carolina and Alabama for C08, Public Health.  Georgia reciprocates with governmental employees only.

One must have one of the following to qualify to take the GRC licensing exam in order to apply mosquito control in and around homes for a fee, excluding public land and public waters:

1. A **B.S. degree** or its equivalent with a major or minor in a related field and certified in C07 (Household and Structural) OR  
2. **Two years** of verifiable work experience under a licensee in GRC and C07 certification OR  
3. A license (GRC) from another state and C07 certification.
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, 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 and when to take the exam.

D. **Educational Seminars for the Licensing Exams:**
   1. UT, Dept of E&PP offers educational seminars in HLT (Horticulture, Lawn & Turf), PHMC (Public Health Mosquito Control), GRC (General Pest & Rodent Control) and WDO (Wood Destroying Organisms) the day prior to the exams in Nashville.
   2. There is a $70 pre-registration fee ($95 on-sight) for PHMC, or $80 pre-registration fee for GRC & WDO ($105 on-sight) and $125 pre-registration fee for HLT ($145 on-sight). 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 & Plant Pathology, 2505 E.J Chapman Dr., Rm. 370 Plant Biotech Building, Knoxville, TN. 37996-4560. Or, one may pre-register with MasterCard or Visa by phone at 865-974-1286 or 7138 or by e-commerce at [http://agriculture.tennessee.edu/emarketplace](http://agriculture.tennessee.edu/emarketplace).

**CHARTER REQUIREMENTS:**

Each applicant for a charter must:

A. Complete an application.
B. Show proof of $10,000 corporate surety bond ($50,000 bond for C07 the first three years).
C. Show proof $250,000 / $500,000 liability insurance
D. For Wood Destroying Organisms, 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 $40 or prorated fee for each.
G. Pay the $400 or prorated charter fee.
WORKER PROTECTION STANDARDS:

A. Definitions:

1. Trainer – One who has been trained in WPS (optional) and passed the WPS exam.
2. Worker – One who does hand labor on a farm, forest, greenhouse or nursery and does not come into contact with pesticides.
3. Handler – One who transports, mixes, loads and applies pesticides.

B. How to train:

1. Trainer – Should watch the “Overview for the Worker Protection Standards” and the Michigan Handler tapes. Take Private Applicator Initial Certification and become certified as a PA or take and pass 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 the Michigan Handler tape. The Oklahoma tape may be used, but it is not as good. Corrections have to be read with it.

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. And, keep a copy for your files. Cut off and destroy the column of SSNs after a copy is sent to TDA. Or, Extension Agent may report their training on SUPER as previously described on page four.

TRAINING PRIVATE APPLICATORS AND TRAINING IN THE WORKER PROTECTION STANDARDS:

Extension is the sole agency responsibility of training PAs to become certified. We also have the responsibility to train in the Worker Protection Standards. However, others (non-extension) may qualify to become a WPS trainer. Agents need to keep farmers up-to-date on their WPS requirements, which means they need to know the standards. Extension Agents should keep on file and review the WPS How To Comply Manual and be familiar with the standards.

NOTE:

1. 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.
2. All forms, annual meetings and current workshops may be found at the PSEP Web site: http://psep.utk.edu

REFERENCES:

- Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Pesticides
- EPP Info 650, PSEP Training Materials and Forms