

2017 PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN

Dear Pesticide Exam and Licensing Candidate:

The Pesticide Examination and License Information Bulletin is your guide to taking the state pesticide examination for the purpose of obtaining a Massachusetts pesticide applicator license or certification.

The state pesticide law requires that all persons who apply pesticides in public and private places used for human occupation and habitation with the exception of residential properties with three or less dwelling units, must be in possession of a valid license or certification issued by the Massachusetts Department of Agricultural Resources. See Massachusetts General Laws Chapter 132B, Section 10.

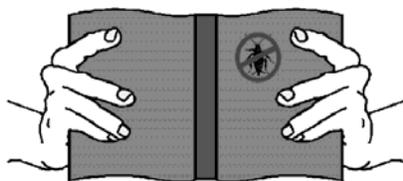
The Massachusetts Department of Agricultural Resources (MDAR) conducts written, closed-book examinations, and as appropriate, performance testing to measure competency to use, sell, and apply pesticides in Massachusetts.

Take the time to read this bulletin and acquaint yourself with the prescribed deadlines, procedures, and forms so that you can successfully obtain either a pesticide applicator license or certification in the Commonwealth of Massachusetts.

Please note that all exam registration applications and license applications should now be mailed to the Lockbox address provided on these forms and should NOT be sent to or dropped off at the Department's address.

Sincerely,

Steven Antunes-Kenyon
Pesticide Operations Coordinator



Visit the MDAR Pesticide Program website at: www.mass.gov/eea/agencies/agr/pesticides for the latest Pesticide Program information!

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AT-A-GLANCE

	#1 Applicator License (Core)	#2 Private Certification	#3 Commercial Certification	#4 Dealer License
Who Needs One?	<p>If you intend to do pesticide work using <i>general use pesticides for hire</i> and have never had a pesticide license before, you must obtain a commercial Applicator License.</p> <p>This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</p> <p>This also includes individuals working <i>not for hire</i> such as office building groundskeeper, apartment building landlords, custodians, condominium maintenance personnel, golf course superintendents.</p>	<p>If you intend to do pesticide work using <i>restricted use pesticides</i> on property owned or rented by you or your employer for the purpose of raising agricultural commodities, you must obtain a Private Certification. This document is usually obtained by individuals working as farmers and growers.</p>	<p>You must take and pass the appropriate Commercial Certification category exam and have two years of relevant experience (see enclosed Resume Form on page 13).</p> <p>If you intend to do pesticide work using <i>restricted use pesticides for hire or not for hire</i> you must obtain a Commercial Certification. This document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree industry.</p>	<p>If you intend to do pesticide work <i>selling restricted use pesticides</i>, you must obtain a Dealer License.</p> <p>This document is obtained by individuals who are employed by distributors and dealers of pesticides.</p>
Exam Fees	\$75	\$125	\$125	\$125
Exam Times (and Lengths)	12:30 PM 125 questions (1 hour 45 minutes)	9 AM 125 questions (2 1/2 Hours)	9 AM 125 questions (2 1/2 Hours)	12:30 PM 125 questions (1 hour 45 minutes)
Passing Score	70% (87 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)	75% (94 or > out of 125)
Workshops	An Applicator License Training Workshop is available through the UMass Extension Pesticide Education Program. See Pages 14	Not Available	Not Available	Not Available
Study Materials (See order form on pages 9 - 10)	Core Manual w/ supplement, Massachusetts Pesticide Control Act and Pesticide Regulations	Core Manual w/ supplement, Massachusetts Pesticide Control Act and Pesticide Regulations, and Corresponding Private Certification Manual	Core Manual w/ supplement, Massachusetts Pesticide Control Act and Pesticide Regulations, and Corresponding Commercial Certification Manual	Core Manual w/ supplement, Massachusetts Pesticide Control Act and Massachusetts Pesticide Regulations and Dealer's Package
Insurance	Required	Not required	Required	Not Required
License Fees	\$100	\$100	\$150	\$300
License or Certification Expiration Dates	December 31 st	December 31 st	December 31 st	February 28 th or 29 th
Continuing Education	6 Contact hours	12 Contact hours	12 Contact hours per category	3 Contact hours
Annual License Renewal Fees	\$100	\$100	\$150	\$300

Visit the MDAR Pesticide Program website at www.mass.gov/eea/agencies/agr/pesticides

GENERAL INFORMATION

DETERMINE YOUR PESTICIDE CREDENTIAL NEEDS

The first step is to determine which kind of pesticide license or certification you need. In Massachusetts there are four different kinds of pesticide credentials or licenses. As described below, and found in the Pesticide Exam Registration Application (GO TO PAGES 7 and 8), these four credentials correspond to four distinct exam registrations types:

- #1) Applicator License (core)
- #2) Private Certification
- #3) Commercial Certification
- #4) Dealer License

► Choose **#1 Applicator License (core)** if you have never had a pesticide license in Massachusetts, or if you did and it lapsed 5 or more years ago, and you plan to use pesticides on the property of another for hire or as part of your current job duties on the property of your employer or leased by your employer.

► Choose **#2 Private Certification** if you are a grower or farmer or work in agriculture and plan to use restricted use pesticides (RUP's) on land that is owned or rented by you or your employer for the purpose of raising agricultural commodities. Agricultural commodities can include, but are not limited to, products like cranberries, potatoes, tomatoes, greenhouse plants, sod, nursery stock, blueberries, apples, corn and other field crops, etc.

► Choose **#3 Commercial Certification** if you have held an Applicator License (core) in Massachusetts or certification for two (2) or more years during the past five (5) years, and you plan to use restricted use pesticides (RUP's) on the property of another for hire.

► Choose **#4 Dealer License** if you plan to SELL restricted use pesticides (RUP's).

ORDER YOUR STUDY MATERIALS

Once you have determined which kind of pesticide certification or license you need, you should order your study materials. Given the limited hours of business, it is generally recommended that you order your **self-study materials** online or by U.S. Mail (GO TO PAGES 9 and 10). Please understand that it will take a few weeks to receive the manuals.

If you turn to the **Manual Order Form** (GO TO PAGE 9), you will note that the self-study boxes are numbered to correspond with the certification and license types discussed on this page. Select the **SELF-STUDY BOX NUMBER** that corresponds with the number associated with the certification or license type you need. Order all of the study materials specified in the box.

SCHEDULE YOUR EXAM DATE AND SITE

To determine when and where exams are held, please review the exam schedule on PAGE 11.

It is advisable to select available dates early in the year especially if you desire to obtain a pesticide license or certification for the spring and summer months. Once you select a date and exam type, you will need to complete the exam application (GO TO PAGE 7). *For those individuals eligible for Commercial Certification (meaning you have held a certification or license for at least 2 years), you will also need to complete the Resume Form in addition to the exam application (GO TO PAGE, 13).*

Note: Only one exam can be scheduled per exam date.

Once your application is complete mail your form with a check or money order (**cash is not accepted**) payable to the "Commonwealth of Massachusetts" via the Lockbox address below.

COMMONWEALTH OF MASSACHUSETTS
PO BOX 417103
Boston, MA 02241-417103

Exam Fees

#1 Applicator License Exam (core)	\$75
#2 Private Certification Exam	\$125
#3 Commercial Certification Exam	\$125
#4 Dealer License Exam	\$125

**PLEASE DO NOT MAIL CASH
or PURCHASE ORDERS**

Incomplete applications or those without the proper fee will be returned.

All Pesticide Exam Registration Applications must be received by the deadline provided. Before you mail the Exam Registration Application, be sure you have completed both pages of the Form.

- Complete Exam Candidate and Employer Information sections.
- Record the selected Exam Date from those available in the 2017 Exam Schedule (see p. 11).
- Fill-in in the oval for the correct exam type and enter category and code if applicable (see p. 3).
- Indicate exam history with signature and date on the back page of the Exam Registration Form.
- Include a completed Resume Form (p.13), if submitting an application for a Commercial Certification Exam.
- Enclose the correct fee amount via check or money order payable to the "**Commonwealth of Massachusetts**" and mail to the Lockbox.

Due to the frequency of scheduled exams, admission letters or notification cards will NOT be sent to you confirming your registration. You will need to confirm your registration by checking to see that your name is listed on the Pesticide Exam Dates and Rosters webpage found on the below website address.

<http://www.mass.gov/eea/agencies/agr/pesticides/>

An Exam Roster is posted online some 3 to 4-days prior to the exam. All applications must be received by the deadline provided. Alternatively, you may call or email the Department to confirm your registration for the requested exam date.

Only pesticide exam candidates listed on the roster will be able to take the exam on that date!

Applications for examinations are processed in order of receipt. If your name is not listed on the exam roster for the date requested your application may have been rescheduled for the next exam date. Examination dates in March, April and May are more likely to be affected. Do NOT show-up at the exam location if your name is not listed on the Online Roster—you will not be allowed into the exam. Please confirm your registration via the online roster or call or email the Department if you have any questions.

All completed applications received after the maximum number of exam seats is reached or after the deadline will be rescheduled for the next examination date. However, if you have a conflict with this rescheduled date please contact the Pesticide Program to arrange for an alternate date or a return of your Exam Application and Fee.

Incomplete applications may be returned as the result of: missing or incorrect fee, wrong exam dates or location, and ineligibility for an exam.

Please be advised that the exam applications must be received and processed at least 1 week prior to the exam. Be sure to submit your exam registration application and fee at least 5 to 7-days prior to the deadline. **Also be advised that due to heavy enrollment the receipt of an exam registration application and fee by the Pesticide Program prior to the examination deadline does NOT guarantee inclusion for the date requested.**

TAKE YOUR PESTICIDE EXAM

Allow yourself adequate time to travel to the exam site in order to arrive prior to the start of the exam. Exam administrators begin the registration of exam candidates and assign seating prior to the start of the exam. Traffic delays and mechanical problems are not acceptable excuses for arriving late and you will not be allowed into the exam.

#1 Applicator License (Core) Exams and

#4 Dealer License Exams:

On-site exam "check-in" begins at 12:00 PM.

The exam begins promptly at 12:30 PM.

#2 Private Certification Exams and

#3 Commercial Certification Exams:

On-site exam "check-in" begins at 8:30 AM.

The exam begins promptly at 9:00 AM.

Candidates who are late or do not appear for the scheduled exams will forfeit their exam fees. In such cases, exam candidates will be required to submit a new examination application and fee for another test date. Refunds cannot be given.

As part of the exam registration process, the exam administrator will ask you to produce positive government issued **photo identification** e.g. driver's license, passport, or military identification. If you cannot produce such positive photo identification, you will not be allowed into the exam.

In addition, if your name does not appear on the Exam Roster or your application is not in the exam file, you will not be allowed to take the exam. Walk-in candidates will NOT be seated for the exam.

Candidates who disrupt the registration process will be disqualified from taking the exam and the registration fee will not be refunded. Once checked-in, candidates will be assigned a seat and will follow the instructions provided by the exam administrators.

Be sure to bring a sufficient number of sharpened #2 lead pencils with erasers. **Pencils will not be provided and sharpeners are not available at the exam sites.**

Remember all examinations are "closed book"! Any use of calculators, notes, dictionaries, or other reference materials during the exam is strictly prohibited.

Exams have 125 multiple-choice questions and are timed limited. You will be allowed *one hour and 45 minutes* for the commercial applicator (core) and dealer license exams. You will be allowed *two hours and 30 minutes* to take commercial and private certification exams.

RECEIVE NOTIFICATION OF YOUR EXAM RESULTS

A notification letter will be mailed to the residential address or P.O. Box provided, indicating the exam results. This letter will indicate either PASS or FAIL with the raw score for the exam! If you do not receive your test results within 2 weeks, you may call, e-mail, write or fax a letter with your current address requesting your exam results. Please include your name, address, phone #, and exam date.

The established passing score for the applicator (core) license exam is 70% (87 questions correct out of the total 125), and for all other exams 75% is passing (94 questions correct out of the total 125)

The Department posts the names of those applicants who have passed their exam by date on our web page at: www.mass.gov/eea/agencies/agr/pesticides.html

To ensure confidentially, test results will not be given over the telephone.

REPEATING AN EXAM

Candidates who are unsuccessful in passing the exam may re-take the exam as permitted under the regulations. To re-take the exam, you must submit a new examination application and applicable fee for another listed date.

Regulations require that candidates that fail the exam twice must wait (3) three months before re-applying to take an exam. After failing an exam three times, you must wait (1) one year before re-applying

OBTAIN YOUR LICENSE OR CERTIFICATION

In addition to your exam results, if you pass the exam, you will be mailed an application to obtain a pesticide license or certification. This **application for license or**

certification is valid for one year from the date of the examination. The end of this valid application time period is indicated as the due date on the form provided.

Be Advised, that passing the exam does not equate to being certified or licensed to use pesticides!

To receive your license; sign the application, attach the appropriate fee, and provide proof of insurance as may be required under the regulations to attest to your insurance coverage or financial responsibility.

To be issued the pesticide license you must: Accurately complete and return the **application for license or certification** with the correct fee and proof of insurance (if required) to the below address for approval and processing.

COMMONWEALTH OF MASSACHUSETTS
PO BOX 417103
Boston, MA 02241-417103

Insurance is required for both Applicator License (core) and Commercial Certification credentials. Insurance is not required for either the Private Certification or the Dealer License credentials.

MAINTAIN YOUR LICENSE OR CERTIFICATION

RENEWAL AND EXPIRATION DATE

- After you submit the application to obtain your license or certification, please allow a 2 -3 weeks for processing. After review and approval, the Pesticide Program will mail the pesticide license or certification to the mailing address you provided.
- State law requires you to carry the official license credential document on your person **at all times while using pesticides.**
- Please note that the license or certification is valid for a period beginning with the actual date of issuance and ending on December 31st of the year issued unless it has been modified, revoked or otherwise suspended before that date.

NOTE: For a Dealer License, the credential expires on February 28th or 29th.

Each year, renewal applications for all licenses and certifications will be mailed to you at least 30-days prior to the expiration date of the pesticide credential. It is important that you notify the Pesticide Program of any address changes to ensure timely receipt of your renewal application.

CONTINUING EDUCATION REQUIREMENTS

- In addition to renewing your license or certification annually, there are also re-training requirements. As a holder of the license or certification, you must, at the end of each three-year period, be **re-trained or re-certified** either through re-examination or by participation in approved continuing education programs or workshops within the three-year period.
- The Cooperative Extension Service, UMASS Pesticide Education Program, as well as various trade groups and professional organizations provide training programs on an annual basis. You may check the below Pesticide Program web site for the dates and locations of continuing education classes for your license type. Select the link for **Pesticide Applicator Continuing Education (PACE) Approved Programs**: <http://www.mass.gov/eea/agencies/agr/pesticides/pace-credits-and-contact-hours.html>
- You **MUST** obtain the required number continuing education contact hours to maintain your license or certification, or you will be required to retake the examination to maintain your license.
- You are required to retain all training certificates as proof of your continuing education. The Department audits individuals at the end of their three year recertification cycle in order to ensure compliance with the continuing education requirements.
- The Department accepts training credits approved by other New England State Pesticide Programs within their borders as well as other training programs outside of New England—with **PRIOR** approval from the **MDAR PACE Training Coordinator**.

Applicator License (core)	6 Contact hours
Private Certification	12 Contact hours
Commercial Certification	12 Contact hours per category
Dealer License	3 Contact hours

(1 contact hour = 50 consecutive minutes of learning)

INSURANCE REQUIREMENTS

(For Applicator License (Core) and Commercial Certification)

In order to satisfy the insurance requirements, you or your employer (on your behalf) must secure comprehensive general liability coverage relating to bodily injury and property damage.

In addition, you must be sure your insurance policy has **“an endorsement that modifies any pollution exclusion provisions”** to cover you for “sudden and accidental” mishaps as it relates to the purposeful use of pesticides on the property of another.

Municipal, state, and federal employees (government employees) are exempt from insurance requirements. In lieu of insurance, you must attach to your certification or license application a letter on letterhead attesting that your pesticide activities are part of your duties when you are working in your governmental capacity.

333 CMR (CODE OF MASSACHUSETTS REGULATIONS)

10.13: Financial Responsibility or Insurance

As a condition to obtaining or renewing a commercial applicator license or commercial certification, “an applicant shall be required by the Department to submit with his or her application an attestation by an insurance broker certifying that the insurance policy coverage in force and issued on behalf of said applicator meets or exceeds the standards set forth below, except as provided in 333 CMR 10.13(10). This attestation shall be on a form provided by the Department.”

A comprehensive listing of the insurance requirements is included in the Department Regulations (333 CMR 10.13) on our web site or you may call the Department to receive a copy of the insurance requirements.



PROVISIONS FOR CANDIDATES WITH DISABILITIES

If a disability prevents you from taking the exam under the existing conditions outlined in this bulletin, you may request an accommodation. Such requests are subject to approval by the Department upon submission and review of documentation needed by the Department in accord with the applicable State and Federal Disability Laws. Such requests and documentation must be submitted well in advance of the desired exam date.

Please call the Pesticide Operations Coordinator to discuss the disability requirements before you submit your exam application. Anyone claiming a disability will need to provide both a clear description of the disability and supporting documentation. This information will help determine your eligibility for accommodations in accord with State and Federal Disability Laws.

HISTORY

A. Have you been found in violation of any statute or regulation pertaining to the use, distribution, or application of pesticides in Massachusetts or any other state in the past(5) years?

- YES NO

If YES, please explain in brief:

B. This is the:

- First time I have ever taken this exam
 Second time I have taken this exam
 Third time I have taken this exam

CATEGORIES

COMMERCIAL CERTIFICATION

CATEGORY	MA State Code
Aerial	(34)
Agriculture	(33)
Aquatic	(39)
Demonstration and Research	(49)
Food Processing	(50)
Forest	(35)
Fumigation	(42)
General Pest Control	(41)
General Public Health	(46)
Mosquito and Biting Fly Control	(47)
Regulatory	(48)
Rights of Way	(40)
Sewer Root Control	(55)
Shade Trees and Ornamentals	(36)
TBT	(54)
Termite and Structural Pest Control	(43)
Turf	(37)
Vertebrate Pest Control	(44)
Wood Preservative	(52)

PRIVATE CERTIFICATION

CATEGORY	MA State Code
Cranberries	(30)
Dairy/Livestock	(24)
Greenhouse	(26)
Nursery	(29)
Poultry	(28)
Sod	(32)
Small Fruit	(27)
Tree Fruit	(25)
Vegetable	(31)

SIGNATURE OF APPLICANT (Required)

I attest that I will be 18 years of age as of the date of the exam and that all of the information contained in this form is true.

Signature

Today's Date

MAILING INFORMATION

VIA U.S. MAIL:

**COMMONWEALTH OF MASSACHUSETTS
P.O. BOX 417103
BOSTON, MA 02241-417103**

VIA OVERNIGHT MAIL/COURIER SERVICE:

**Bank of America Lockbox Services
COMMONWEALTH OF MASS - LBX 417103
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125**

Please make check or money order payable to the "COMMONWEALTH OF MASSACHUSETTS".

STATE PESTICIDE EXAM STUDY MANUAL Order form

Order online: www.umassextensionbookstore.com

Effective December 1, 2016– December 31, 2017

<p>#1 <i>Applicator License</i></p> <ul style="list-style-type: none"> • Core Manual w/ Supplement (A1) • Massachusetts Pesticide Control Act (A2) • Massachusetts Pesticide Regulations (A3)

<p>#2 <i>Private Certification</i></p> <ul style="list-style-type: none"> • Core Manual w/ Supplement (A1) • Massachusetts Pesticide Control Act (A2) • Massachusetts Pesticide Regulations (A3) • EPA Worker Protection Manual (A4) • Private Certification Manual (select one)
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<p>#3 <i>Commercial Certification</i></p> <ul style="list-style-type: none"> • Core Manual w/ Supplement (A1) • Massachusetts Pesticide Control Act (A2) • Massachusetts Pesticide Regulations (A3) • Commercial Certification Manuals (select one from page 10)

<p>#4 <i>Dealer License</i></p> <ul style="list-style-type: none"> • Core Manual w/ Supplement (A1) • Massachusetts Pesticide Control Act (A2) • Massachusetts Pesticide Regulations (A3) • Dealer’s Package

Basic Study Materials	Inventory #	Price	Quantity
NEW Core Manual (3rd Ed.) w/ MA Core Supplement (2014)	A1	\$52.00	_____
Massachusetts Pesticide Control Act (1978, amended 2015) (Chapter 132B M.G.L.)	A2	\$6.00	_____
For free download of the Pesticide Control Act: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132b			
Massachusetts Pesticide Regulations (1979, amended 2016) (333 CMR 1.00-14.00)	A3	\$10.00	_____
For free download of regulations: http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/cmr/300-399cmr/333cmr.html			

Private Certification Manuals	Inventory #	Price	Quantity
*EPA Worker Protection Manual (2015) needed for all private certification exams or free at https://www.epa.gov/sites/production/files/2016-10/documents/htcmanual-oct16.pdf	A4	\$9.00	_____
Cranberries (cat. 30) 1999	PS-CRAN	\$6.00	_____
Dairy/Livestock (cat. 24) 1982	PS-LVST	\$5.00	_____
Greenhouse (cat. 26) 2002 (order FL-IRPF also)	PS-GRNH	\$40.00	_____
Biology & Management of Insects and Related Pests of Floriculture Crops in New England (1992)	FL-IRPF	\$10.00	_____
Nursery (cat. 29) 1982	PS-NRSR	\$6.00	_____
Poultry (cat. 28) North Carolina Extension	PS-PLTR	\$5.00	_____
Small Fruit (cat. 27) 1982	PS-SFRT	\$5.00	_____
Tree Fruit (cat. 25) 1984	PS-TRFT	\$6.00	_____
Vegetable (cat. 31) 1992	PS-VEGI	\$14.00	_____

Dealer License Materials	Inventory #	Price	Quantity
Dealer’s Package (2004)	PS-DEAL	\$2.00	_____

Commercial Certification Manuals	Inventory #	Price	Quantity
Aerial Application (cat. 34) 2001	PS-ARIL	\$37.00	_____
Custom Agriculture Plant 2006 & Animal 1999 (cat. 33)	PS-CAGR	\$66.00	_____
Aquatic Weed Control (cat. 39) 2004	PS-AQUA	\$42.00	_____
Demonstration & Research (cat. 49) 1978	PS-DMRS	\$23.00	_____
Food Processing (cat. 50) 2005	PS-FOOD	\$45.00	_____
Forest Pest Control (cat. 35) 2006	PS-FRST	\$45.00	_____
Fumigation (cat. 42) 1993	PS-FUMI	\$28.00	_____
General Pest Control (cat. 41) <i>Truman's Scientific Guide to Pest Control 7th Edition, Purdue University</i>	PS-TRMN	\$124.00	_____
General Public Health (cat. 46) 2002	PS-GNPH	\$41.00	_____
Mosquito & Biting Fly Control (cat. 47) – order cat. 46 manual above and Mosquito Supplement below			
Mosquito Supplement (cat. 47) 1990	PS-MOSQ	\$5.00	_____
Rights-of-Way (cat. 40) 2005	PS-ROWY	\$45.00	_____
Sewer Root Control (cat. 55) 1996	PS-SWRL	\$36.00	_____
Shade Trees & Ornamentals (cat. 36) 1990	PS-ST&O	\$14.00	_____
Turf (cat. 37) order cat. 36 manual above			
Termite & Structural Pest Control (cat. 43) 1998	PS-TERM	\$29.00	_____
Tributyltin (TBT) (cat. 54) 1991	PS-TRIB	\$8.00	_____
Vertebrate Pest Control (cat. 44) order cat. 41 manual above			
Wood Preservative (cat. 52) 1986	PS-WDPR	\$8.00	_____
SHIPPING & HANDLING (PLEASE CHECK ONE)			
<input type="checkbox"/> US Postal Service media rate (7-10 business days) Shipping & Handling for 1 st item \$6.00, S & H for each add'l item _____ @ \$1.00 each Total _____			
<input type="checkbox"/> UPS Ground (3-5 business days) Shipping & Handling for 1 st item \$10.00, S & H for each add'l item _____ @ \$1.00 each Total _____			

Total Amount Enclosed \$ _____

INSTRUCTIONS

For quickest order online:
www.umassextensionbookstore.com

or

Make check (or money order) payable to the
University of Massachusetts
Send payment and completed form to the:
UMass Extension Bookstore
101 University Drive, Suite A4
Amherst, MA 01002-2385
Phone Number (413)545-5227 Fax Number (413) 545-5174

If you have any questions regarding which manuals to order contact the
Pesticide Education office at (413)545-1044

Name/Company		

Mailing Address		
_____	_____	_____
Town	state	zip

() _____		
Daytime phone #		

() _____		
Fax Number		

For Credit Card Purchases Circle One: VISA or Mastercard			
CC#	□ □ □ □	□ □ □ □	□ □ □ □
Expiration Date	_____	Security Code	□ □ □

2017

MASSACHUSETTS PESTICIDE LICENSE AND CERTIFICATION EXAM SCHEDULE

<u>CAPE COD</u>		<u>SPRINGFIELD</u>	
Upper Cape Regional Technical School 220 Sandwich Road, Bourne, MA 02532		Springfield Technical Community College Building 2 – Scibelli Hall One Armory Square, Springfield, MA 01102	
EXAM DATE (SNOW DATE)*	<u>DEADLINE FOR SUBMITTING APPLICATION</u>	EXAM DATE (SNOW DATE)*	<u>DEADLINE FOR SUBMITTING APPLICATION</u>
February 22, 2017 (February 24, 2017 - Randolph)	February 15, 2017	March 22, 2017 (March 31, 2017 - Randolph)	March 15, 2017
April 18, 2017 (April 28, 2017 - Randolph)	April 11, 2017	April 12, 2017 (April 28, 2017 - Randolph)	April 5, 2017
		May 17, 2017 (No Snow Date)	May 10, 2017
*Snow date <u>only</u> if the Pesticide Program reschedules exam due to inclement weather.		*Snow date <u>only</u> if the Pesticide Program reschedules exam due to inclement weather.	

<u>RANDOLPH</u>			
The Lantana 43 Scanlon DR Randolph, MA 02368			
EXAM DATE (SNOW DATE)*	<u>DEADLINE FOR SUBMITTING APPLICATION</u>	EXAM DATE (SNOW DATE)*	<u>DEADLINE FOR SUBMITTING APPLICATION</u>
January 6, 2017 (Jan. 20, 2017)	December 30, 2016	April 21, 2017 (April 28, 2017)	April 14, 2017
January 13, 2017 (Jan. 20, 2017)	January 6, 2017	May 5, 2017 (No Snow Date)	April 28, 2017
February 3, 2017 (Feb. 24, 2017)	January 27, 2017	May 12, 2017 (No Snow Date)	May 5, 2017
February 10, 2017 (Feb. 24, 2017)	February 3, 2017	May 26, 2017 (No Snow Date)	May 19, 2017
February 17, 2017 (Feb. 24, 2017)	February 10, 2017	June 9, 2017 (No Snow Date)	June 2, 2017
March 3, 2017 (March 31, 2017)	February 24, 2017	July 7, 2017 (No Snow Date)	June 30, 2017
March 10, 2017 (March 31, 2017)	March 3, 2017	August 11, 2017 (No Snow Date)	August 4, 2017
March 17, 2017 (March 31, 2017)	March 10, 2017	September 15, 2017 (No Snow Date)	September 8, 2017
March 24, 2017 (March 31, 2017)	March 17, 2017	October 6, 2017 (No Snow Date)	September 29, 2017
April 7, 2017 (April 28, 2017)	March 31, 2017	November 3, 2017 (November 17, 2017)	October 27, 2017
April 14, 2017 (April 28, 2017)	April 7, 2017	December 1, 2017 (December 8, 2017)	November 24, 2017
*Snow date <u>only</u> if the Pesticide Program reschedules exam due to inclement weather		*Snow date <u>only</u> if the Pesticide Program reschedules exam due to inclement weather	

PLEASE ARRIVE AT THE EXAM SITE AT LEAST 30 MINUTES BEFORE THE EXAM STARTS!!!!

Exam Times: *Private Certification and Commercial Certification Exams* start promptly at **9:00 AM**. *Applicator License (core) and Dealer License Exams* start promptly at **12:30 PM**. **Snow Dates:** Call **617-626-1841** for a pre-recorded message with exam dates, location, and cancellation information. In the event of bad weather, call after 6:30 AM the day of the scheduled exam and listen to the message. If the exam has been canceled, the message will inform you and indicate that you should report on the snow date.

STOP! Look on the reverse side of this exam schedule for general directions to exam locations. (*Please do NOT call the exam site*).

GENERAL DIRECTIONS TO EXAM LOCATIONS

NOTE: *The exam candidate, by using these directions, should be aware that they are given for the sole purpose of guidance, and further, that the exam candidate does not in any way relinquish or waive their responsibility to arrive on time at any state pesticide licensure examination. Electronic directions are also found on the below Pesticide Exam Rosters and Results page.*

<http://www.mass.gov/eea/agencies/agr/pesticides/pesticide-exams-dates-and-rosters.html>

THE LANTANA

(43 Scanlon DR, Randolph, MA 02368)

- From Route 24: Take Route 24 North to I-93 North - formerly 128 South - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From Boston: Take I-93 South ("Southeast Expressway") formerly 128 North - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From Cape Cod: Take Route 3 North to I-93 South - formerly 128 - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From Rhode Island: Take I-95 north to I-93 North - formerly 128 - to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.
- From the West: Take the Mass Pike to I-95 South to I-93 North (formerly 128 South) to Exit 5A (Randolph, Route 28 South). Take a right at the first set of lights onto Scanlon Drive. The Lantana is at the end of Scanlon Drive on the right.

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

(220 Sandwich Road, Bourne, MA 02532)

- From the NORTH: Take Route 24 South to Route 495 South (Exit 14A) Continue on Route 25 East. At Bourne Rotary Circle take the 5th Exit onto Route 6A heading to Provincetown/Hyannis. Take a sharp left at Sandwich Road. School is on the left.
- From the EAST: Take Route 195 Cape Cod (Sagamore Bridge). Take exit 22A to Route 25 east. At Bourne Rotary Circle take the 5th Exit onto Route 6A heading to Provincetown/Hyannis. Take a sharp left at Sandwich Road. School is on the left.
- From the CAPE: Take Route 6 West to Exit 1 to State Highway 6A/Sagamore. Merge onto Sagamore Bridge Connector. Turn Left at Adams Road. Turn left at RT-6A/Sandwich Road. Turn left at RT-6A/Sandwich Road Turn right toward Sandwich Road. School is on the left.

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE (STCC)

(One Armory Square, Springfield, MA 01102)

From Route 91 going south follow Hartford Signs to Exit 7, Springfield Center and follow State Street sign to first light. Go Left under highway to State Street and take Federal Street. From Route 91 going North take exit 4 Broad Street and follow East Columbus Avenue to 3rd Light. Turn right on State Street. Proceed on State Street to Federal Street. From Mass Turnpike take Exit 6 and turn left onto Route 291. Take Armory Street exit. Go around Rotary and Take Armory Street going south. Stay on Armory Street until you come to Federal Street. For both dates, 03/29/2013 and 05/17/2013, the exam is will be held in Building 2 (Scibelli Hall). Campus security is present and usually can direct you.

TELEPHONE ALERT!!!

Exam facilities do not have staff that can answer your exam and license questions. Call the Pesticide Program main line in Boston if you have exam and/or license questions (617) 626-1720.

EXAM POLICY NOTE

*In the event of a postponement and/or cancellation (including but not limited to snow dates) due to circumstances beyond its control, the Department reserves the right to reschedule all exam candidates to the next pre-scheduled examination. **IN THE EVENT OF BAD WEATHER CALL (617) 626-1841 AFTER 6:30 AM ON THE MORNING OF THE EXAM TO FIND OUT IF THE EXAM HAS BEEN CANCELED.***

This **optional** (not mandated) two-day workshop is designed to help individuals prepare for the pesticide applicator license exam. Topics that will be covered are: Pest Identification, Pesticide Types and Formulations, Pesticides and Human Health, Pesticide Label, Pesticides and the Environment, Integrated Pest Management, Pesticide Laws and Regulations, and Practice Exam. If you have any questions about this workshop call: **(413) 545-1044** (M-F 9am-5pm)

Time

1st day 8:45 AM – 4:30 PM, 2nd day 8:45 AM – 4:15 PM

Registration Information & Fee

\$145.00/person (This covers the cost of the workshop only. Study manuals and exam fees are not included.) Pre-registration is required.

Study Manuals Needed & Other Information

Please purchase your study manuals separately using the order form enclosed. The 3rd edition of the Core Manual, 2014 MA Core Supplement, MA Pesticide Law and Regulations are required for the workshop. This workshop is offered in order for you to have an opportunity to discuss questions that you have regarding the study manuals. Therefore you **should read** the study manuals prior to attending the workshop. This workshop will not cover information in the certification manuals. Individuals who participated in this workshop in 2015 had a 20% increase in exam passing rate compared to individuals who did not take the workshop.

Your Name: _____
Company Name: _____
Address:

No. Street

Town State Zip code

Daytime/work phone number

Fax number

Select a workshop that is approximately 1 week before your scheduled exam. There are 4 different workshop locations

Best Western Royal Plaza, Marlborough, MA

- January 18 & 19 March 16 & 17 May 31 & Jun 1
- February 2 & 3 Mar 31 & Apr 1 June 28 & 29
- February 9 & 10 April 13 & 14 August 2 & 3
- February 20 & 21 April 20 & 21 Sept. 6 & 8
- March 2 & 3 May 2 & 3 Sept. 28 & 29
- March 9 & 10 May 15 & 16 November 15 & 17

STCC, Springfield

- April 6 & 7

TBA, Amherst Mass

- May 10&11

Special Accommodations

Please contact the Pesticide Education Program as soon as possible if you require any special accommodations for the two-day workshop.

Refunds

There will be no refunds in the event that an individual cannot attend a workshop. Instead, another individual may take his/her place, or he/she can attend another workshop (provided that there is enough room).

Cancellations

To determine whether or not a meeting is cancelled due to bad weather, call the Pesticide Education office. We reserve the right to cancel a workshop if there are less than 12 people pre-registered. If the meeting is cancelled, registration fees will be refunded.

Confirmations

If the Pesticide Education office receives your registration 10 days prior to the workshop, we will send to you a confirmation letter that has additional meeting information and directions.

✉ Mail Form to:

Pesticide Education
230 Stockbridge Road
French Hall

University of Massachusetts
Amherst, MA 01003-9316

Check, money order (or government purchase order) payable to **University of Massachusetts**.
Registration Fee is \$145.00 per person.

Governmental purchase orders may be faxed to (413)545-3075. Fed ID Code 043167352

Or Register online at www.umass.edu/pested using a credit card (for extra service fee of \$11.00)

UMass Cranberry Experiment Station, East Wareham, MA

- February 16 & 17 April 4 & 11

Please list your exam date: ___/___/17
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EIGHT FREQUENTLY ASKED QUESTIONS

Q1 *Is my exam fee refundable and can I be scheduled for the next exam or can someone else go in my place when I was unable to take the test on the date I requested due to family circumstances?*

A **No. There are no refunds or substitutions!** The fee(s) you pay when you register for an exam *is a processing fee.* Pesticide Program policy requires you to submit another completed application and fee before the exam deadline for the exam date of your choice. Substitutions are administratively prohibitive create record keeping problems that would negatively affect the prior preparation for the State Pesticide Exams.

Q2 *At what time are the exams given?*

A Commercial and Private Certification exams begin *promptly* at 9 AM ending at 11:30 AM. The other exams, Applicator License (core) and Dealer License exams begin *promptly* at **12:30 PM** and ending at 2:15 PM. **PLEASE ARRIVE AT LEAST 30 MINUTES BEFORE THE EXAM STARTS!!!!**

Q3 *What will happen if I am late arriving to the exam site?*

A You will not be permitted to take the test and will lose the exam fee. This strict policy is necessary in order to assure consistency and fairness to all the other exam candidates who have planned accordingly. You would need to reapply for the next scheduled exam and submit another exam application and fee.

Q4 *Are there any deadlines for submitting exam registration applications?*

A Yes. The registration deadlines are listed on the exam schedule. In accordance with regulations, you must submit your completed application and fee; such that, it is received at least one-week or *five business days prior to the examination date.* This allows staff the necessary time to process and prepare for the administration of each scheduled date. This also provides time for staff to be sure there is available spacing at the exam site. You may miss the deadline by submitting the completed application and fee at the last minute. If you miss the deadline, you will NOT be scheduled for that exam. **All complete applications received after the deadline will be rescheduled for the next available examination date/location. If you have a conflict with this rescheduled date/location, you must contact the Pesticide Program immediately and at least one-week prior to the next available examination date/location, to arrange an alternate date/location or for return of your completed application. Failure to attend a scheduled exam will result in forfeiture of your exam fee. There are no refunds or substitutions!**

Q5 *Are there a maximum number of exam candidates that may register for an exam date?*

A Yes. The testing sites have a limited amount of space; therefore, for your comfort and exam security purposes the Pesticide Program may have no choice but to cut-off registration if the number of people registering is too large. This is most commonly seen for exam dates in March and April. In this case, once the cutoff point is reached all other exam applications and fees would be returned and you would have to resubmit those materials with a different date.

Q6 *What is the acceptable method of payment?*

A. The fee may be paid by check or money order payable to: "**The Commonwealth of Massachusetts**". Cash or purchase orders CANNOT be accepted!

Q7 *How long will it take to get my exam results?*

A. *The Pesticide Program will notify you within ten (10) business days of your exam results. Note: If you do not receive your exam results within a reasonable amount of time such as ten (10) business days, fax or mail a letter so that we can send you a duplicate notification. You may also check on our web site (www.mass.gov/eea/agencies/agr/pesticides) for the names of candidates that have passed pesticide exams. This information is organized by the date of the examination.*

Q8 *What is the bad weather and cancellation policy?*

A. *The exam schedule lists snow dates in case the exam must be cancelled. You may call (617) 626-1841 after 6:30 AM the day of the exam to hear a pre-recorded message regarding the status of the exam. If the exam is cancelled*, you will be told to report on the snow date. The Pesticide Program will not grant any refunds or exam date substitutions.*

***NOTE:** *The Pesticide Program seldom cancels an exam due to snow and encourages you to plan accordingly giving yourself ample travel time to safely reach the exam site on time. Candidates who are late will not be permitted to take the exam, but must resubmit a new exam registration application and fee.*

IMPORTANT INFORMATION

Massachusetts Department of Agricultural Resources (MDAR) main phone number: (617) 626-1720
Website: www.mass.gov/eea/agencies/agr/pesticides

The complete Pesticide Examination and License Information Bulletin is available for download from our website at: www.mass.gov/eea/agencies/agr/pesticides. You may also download a copy of our Regulations (333 CMR 2.00 - 14.00), our Law (Massachusetts Pesticide Control Act) and other Department and Pesticide Program publications. In addition, you will find information on Continuing Education programs, Renewals, Pesticide Use Reports, and other useful information such as the *State Restricted Use Products* list, Rights-of-Way information, and other helpful pesticide links.

Please check our web site for informational updates. The Pesticide Program web site has the latest information on **ALL** Pesticide Program activities and other important programs related to obtaining and maintaining your pesticide credential.

Exam Times: Commercial and Private **Certification** Exams: Begin at **9:00 AM** and End at 11:30 AM.
Applicator License (**Core**) and Dealer License Exams: Begin at **12:30 PM** and End at 2:15 PM.

Exam seating begins 30 minutes prior to the start of the exam. The exam starts promptly at the time given.

Snow Cancellations: In the event of bad weather, call (617) 626-1841 after 6:30 AM for a pre-recorded message with the exam dates, location and cancellation information. If the exam has been cancelled the message will inform you that you should report on the assigned snow date (see p. 11 of the 2016 Examination and Licensing Information Bulletin).

Licensing and Certification Questions:
Steven Antunes-Kenyon (617) 626-1784
Pesticide Operations Coordinator

Department of Agricultural Resources
Pesticide Program
251 Causeway Street, Suite 500
Boston, MA 02114-2151

To:

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PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN
(2017 Edition) Previous Editions Are Obsolete
