

TN Department of Agriculture Consumer and Industry Services Division

PESTICIDE CERTIFICATION AND LICENSE EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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Examination Services by Everblue Training Institute

The Tennessee Department of Agriculture has contracted with Everblue Training Institute (Everblue) to conduct the license and certification examination program. Everblue provides these examinations online so candidates can earn their credential anywhere with an internet connection.

Tennessee Department of Agriculture
Pesticide Section
Ellington Agricultural Center, Porter Building
P.O. Box 40627
Nashville, Tennessee 37204
Phone: 615-837-5148
E-mail: Pesticide.Exam@tn.gov

Examination Payment and Scheduling Procedures

Certification Examination Fee \$25

License Examination Fee \$150

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.
THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT

Registration:

You may register for your exam via TNDA's registration portal at:

<https://www.tn.gov/agriculture/businesses/pesticides.html>

Internet registration is available 24 hours a day.

- Fill out the information on the registration form provided. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the start of your exam.
- You will be asked to select the examination(s).
- You will need to enter your personal and contact information.
- You will then be ready to pay and schedule for the examination(s).
- Certification exams are available immediately after you register.
- License exams are available after review of your registration information by TNDA staff.

Exam Availability

Everblue's exam system is available 24/7 on demand and does not require a candidate to schedule a time for their exam session. When you register and pay, you are paying for a single attempt of an exam.

- FOR CERTIFICATION EXAMS: you will have immediate access to attempt your exam after completing the registration process. Certification exam candidates will receive login instructions for their exam during the registration process.
- FOR LICENSURE EXAMS: you will have access to your exam attempt after your application is reviewed by TNDA staff. Application reviews may take up to 30 days. License exam candidates will receive login instructions for their exam by email after the application review is complete.
- You can start the exam anytime within one year.
- You can start your exam anytime (24/7).
- Once you start an exam attempt, you must complete the exam during the allotted time (e.g. 2 hours). You will see a clock on your screen showing you the time remaining.
- You can take the test from any quiet location (home or office) using a computer with a webcam.

EXAMPLE:

- Phil Smith registers and pays for an exam on April 1.
- Phil has until March 31 of the following year to access his exam and can do so anytime (24/7) during that window. There is no scheduling required.
- On April 6, Phil logs in to make sure he can access the exam system, but does not begin his exam.
- On April 8, Phil logs in again, proceeds through the proctoring process to start his test, and begins his exam. Once he has started the test, he has two hours to finish. He answers all questions and submits his exam for grading two hours later.
- Phil originally had one year to take his test, but he used his single attempt at the exam on April 8. If logs back in on April 13, he will not be able to re-attempt the exam.

Score Reporting

Immediately after submitting results, candidates will find out whether they failed or provisionally passed their exam. Immediate results are provisional and NOT final.

Proctoring review and results will be transmitted to TNDA. From there, TNDA will notify candidates via postal mail when their results are final. This may take 10-14 days to allow for proctoring review, processing and USPS mail delivery.

Exam Accommodations

Everblue will provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Candidates who require special accommodations will need to contact TNDA via email at TN.Agriculture@TN.gov for more information.

Exam Emergencies

In the event an unforeseen emergency occurs during an exam session, please contact Everblue at tn.pesticide@everbluetraining.com or 888-502-8151.

Security Procedures

Your exam will be remotely proctored. All examinations are closed book. Before accessing your exam, you will need to:

- give access to your computer's webcam, screen, microphone, and other system data.
- show the front of your government issued ID.
- be in front of a computer in a well lit room.
- be prepared to scan the room with your computer webcam.

During your exam, you will be prevented from accessing the full functionality of your computer and the internet in order to protect the security of the exam. If you attempt to evade these limits, the software may eject you from your exam.

You should take your exam in a quiet room by yourself. You are not allowed to:

- have your electronic devices in the same room as you during the exam. For example, the presence of a smartphone during an exam is grounds for failure, regardless of the use of that phone.
- wear a hat during your exam. Your face must be clear at all times.
- access external materials such as purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- communicate with anyone else while taking your test.

In addition to software security, all exams are reviewed by human proctors. Suspicious behavior will be documented and reviewed by TNDA for possible sanction. Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated.

Computer System Requirements

1. You need to use a regular computer (Windows/MacOS computer or laptop). You cannot take the exams from mobile or tablet devices (e.g., iPhone, iPad, Android device, etc).
 - o Mac Users: You will need to grant screen sharing permissions in your Security and Privacy settings.
2. You will need to have Internet Speed Upload: 1 Mbps and Download: 2 Mbps. Tethering and Hotspots are not supported.
3. You will need at least 2GB free RAM on your computer.
4. You need a working computer webcam and microphone (depending on the options your instructor has selected)
5. You need to use a mouse or mouse/track pad to answer the questions.
6. You must use Google Chrome web browser & the Proctorio Extension. Install the Proctorio extension for Google Chrome. It takes less than 30 seconds. The exam that requires Proctorio will usually prompt you to install the extension if you need it.
7. Have a photo ID card available. Depending on the settings your instructor has used for the exam you may be asked to hold up your ID to document you are the test taker.
8. Be ready for room scans. Again, depending on the settings on your exam Proctorio may ask you to do a room scan; turning your web camera in a 360-degree pan to look at the room. Proctorio may ask more than once if the program hears noises - the application is trying to ensure there is nobody else in the room. Using Proctorio is fairly simple. Proctorio walks you through the process as you're taking the exam, so you do not need to refer to any instructions while you're using Proctorio.

Certification Exam Information

Exam Title	# Items on exam	Exam Timing (min)	Passing %	Exam Fee
C01 - Agricultural Plant	100	120	70	\$25
C02 - Forest Pest Control	100	120	70	\$25
C03 - Ornamental and Turf Pest Control	100	120	70	\$25
C04 - Seed Treatment	100	120	70	\$25
C05 - Aquatic Pest Control	100	120	70	\$25
C06 - Right-of-Way Pest Control	100	120	70	\$25
C07 - Industrial, Institutional, Structural & Health Related Pest Control	100	120	70	\$25
C08 - Public Health Pest Control	100	120	70	\$25
C10 - Demonstration, Research and Regulatory Pest Control	100	120	70	\$25
C11 - Wood Preservatives	100	120	70	\$25
C12 - Pesticide Dealer	100	120	70	\$25
C13 - Antifouling Marine Plant	100	120	70	\$25
C14 - Microbial Pest Control	100	120	70	\$25
C16 - Sewer Line Treatment	100	120	70	\$25
*LHA - Limited Herbicide Applicator	100	120	70	\$25
AER - Aerial	100	120	70	\$25

*You must provide TNDA proof of \$300,000 insurance prior to testing for the LHA only.

Licensure Exam Information

Exam Title	# Items on exam	Exam Timing (min)	Passing %	Exam Fee
TN Agricultural - Ground Equipment (AGE)	100	120	70	\$150
TN Aquatic Pest Control (AQW)	85	120	70	\$150
TN Bird Control - (BDC)	90	120	70	\$150
TN Fumigation - Soil (FUS)	80	120	70	\$150
TN Fumigation - Structural (FUM)	90	120	70	\$150
TN General Pest and Rodent Control (GRC)	90	120	70	\$150
TN Horticultural - Interior (HRI)	92	120	70	\$150
TN Horticultural - Lawn and Turf (HLT)	100	120	70	\$150
TN Public Health Mosquito Control (PHMC)	68	120	70	\$150
TN Weed Control - Right-of-Way (WEC)	90	120	70	\$150
TN Wood Destroying Organisms (WDO)	100	120	70	\$150

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TN Aquatic Pest Control (AQW)	85	120	70	\$150
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TN Fumigation - Soil (FUS)	80	120	70	\$150
TN Fumigation - Structural (FUM)	90	120	70	\$150
TN General Pest and Rodent Control (GRC)	90	120	70	\$150
TN Horticultural - Interior (HRI)	92	120	70	\$150
TN Horticultural - Lawn and Turf (HLT)	100	120	70	\$150
TN Public Health Mosquito Control (PHMC)	68	120	70	\$150
TN Weed Control - Right-of-Way (WEC)	90	120	70	\$150
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TN Horticultural - Lawn and Turf (HLT)	100	120	70	\$150
TN Public Health Mosquito Control (PHMC)	68	120	70	\$150
TN Weed Control - Right-of-Way (WEC)	90	120	70	\$150
TN Wood Destroying Organisms (WDO)	100	120	70	\$150



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.
2. 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.
3. 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.
4. The fee is \$150.00 for each initial or re-examination category. **YOUR FEE WILL NOT BE REFUNDED IF YOU FAIL TO TAKE FOR THE EXAM.** If you are requesting a Special License enclose the \$150 fee with your application and return to TDA. If you are taking the license exam (s) remotely, enclose your application only and once approved you may go online to schedule and pay your \$150 for each category requested.
5. For Special License request **only** 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.

Name: _____ Date of Birth _____ Soc Sec Num: _____
 Home Address: _____ Phone: _____
 Work Name/Address: _____ Phone: _____

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

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

Examination Title	I am applying	Type of work I plan to do
PCC - Pest Control Consultant		
SPC – Special Category		

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:	Employer: _____ Supervisor: _____
From: _____	Address: _____ Phone: _____
To: _____	Position Title: _____ Your Duties: _____

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From: _____	Address: _____ Phone: _____
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Employment Dates:	Employer: _____ Supervisor: _____
From: _____	Address: _____ Phone: _____
To: _____	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
(Completed by the licensee that the applicant has worked under)

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 _____

Licensee Signature and date: _____

Business name/ address and phone: _____

LICENSE EXAM APPLICATION

1. In the area requesting your home and work address make sure you include your phone #, 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. Qualified candidates will have their information uploaded to Ever Blue, allowing access to schedule the exam.
5. You will receive confirmation regarding your status for taking the license exam. You may then schedule your exam and pay the exam fee through the Ever Blue link on the TDA/ Pesticides page. Your exam eligibility is valid for one year. If you fail the exam, you must reapply each time with the Department.
6. Further information can be found in the TDA/ Ever Blue Pesticide Licensure candidate information bulletin. This bulletin may be found in the pesticide forms page. www.tn.gov/agriculture/business/pesticides.html
7. If you have any questions, **please call Bonnie Voyles at (615) 837 - 5188.**

Commerical Certification Pesticide Applicator Information Sheet

The Tennessee law requires certification for anyone applying, buying or selling a restricted-use pesticide or must work directly under the supervision of a certified applicator. It also requires commercial certification for all solicitors and technicians working for pest control companies. The application of pesticides for a fee requires licensing and a pest control charter.

Commerical Certification:

Certification testing is accomplished through a link on the TDA web page (www.tn.gov/agriculture/business/pesticides.html) The fee for each exam is \$25.00.

Study materials are available from the University of Tennessee Agricultural Extension Service for a fee. It is strongly recommended that you study this material thoroughly prior to taking the exam. More information is available on the UT, Dept. of Entomology & Plant Pathology web page located at <http://psep.utk.edu>

TDA will reciprocate certification with other states, when possible. Obtain a reciprocity form from the internet and complete according to the instructions. Applicants will not receive reciprocal certification unless a current home address and social security number are provided. This form can be downloaded at <http://tn.gov/agriculture/> click on **Pesticide forms**. There is no fee for reciprocity.

It is your responsibility to maintain your Tennessee certification by accumulating recertification CEU's. Recertification CEU's are assigned per category. The CEU's are pre-assigned by the following agencies:

Industry Training: Certification & Licensing Section, Tennessee Department of Agriculture, Porter Building, PO Box 40627, Nashville, TN 37204, phone number e-mail: Bonnie.Voyles@tn.gov at (615) 837-5188.

Educational Institutions: Pesticide Safety Education Program (PSEP) , University of Tennessee, 2431 Joe Johnson Dr, 205 PSB, Knoxville, TN 37996-4560, phone number (865) 974-7958 email: dhensley@utk.edu

The primary purpose of continuing education is to further enhance the skills of applicators and routinely update your knowledge as new information and technologies become available.

Individuals may check their point status on the TDA website. You may login with your ID number, or last name. The address is <https://healthspace.com/clients/tda/state/weblive.nsf/pesticides.xsp> and click on Commercial Applicator Points.

Additional Requirements for Commercial Recertification:

Individuals may accrue all of their CEU's by attending external meetings in their category of certification. You may earn no more than 75% of your point total by attending any one external meeting. **All CEU's cannot be accrued in one year.**

In-house CEU's will be limited to 50% of your total point requirement during the recertification period. All training must be submitted to the office no later than **30 days prior** to the date of the training session. Those approving certification training reserve the right not to grant CEU's for training submitted late. An announcement of the training date, time, place and CEU's assigned per category will be placed on the Tennessee Department of Agriculture's and the University of Tennessee Agricultural Extension Service, Dept.of Entomology & Plant Pathology web sites located at <http://tn.gov/agriculture> and <http://psep.utk.edu> Rosters must be submitted into TDA no later than **30 days** after training. All trainings are based on one hour of certification related topics.

The following qualifies as in-house training: Internet training (including, but not limited to) computer-based training and training that is covered by employees of the company applying for the CEU's.

The sponsor must agree to permit representatives from the Department of Agriculture and/or UT employees to attend training sessions without registration fees or costs.

After attending a training session The Tennessee Department of Agriculture or the University of Tennessee Agricultural Extension Service, upon consultation between these two agencies, training and CEU assignment may be re-evaluated. CEU assignment may be withdrawn or revised as deemed necessary.

CEU's are not carried over from one recertification period to the next.

Assignment of CEU's:

Recertification CEU's will be allowed only for approved topics in your category related to pests, pest control, WPS, pesticides, pesticide safety, IPM, environmental issues (water quality, endangered species, etc.) pesticide laws and regulations. Safety, environmental issues, and laws, IPM and regulations apply to all categories for assignment of CEU's. CEU's will not be assigned to individual videos.

Programs submitted should include the following information. A list of topics, speakers (with their titles) and length of each topic to be presented. Sponsors shall provide biographical information on instructors or other program participants upon request. An application form, E&PP info #82, should be used, when the meeting sponsor applies for CEU's. A list of dates and locations for the year must be included on the application for repeated meetings.

Note:

If the required number of CEU's are not accrued , a recertification exam will be required the third year. It is your responsibility to contact the Nashville office if you have a name or address change.

CEU'S REQUIRED TO MAINTAIN CERTIFICATION

CEU's may not be accrued prior to obtaining certification. All certifications will expire on June 30, 2023 if the required number of CEU's are not accrued. **All CEU's cannot be accrued in one certification year (Ending June 30th each year).**

Categories	Certified after June 30, 2020 & before June 30, 2021	Certified after June 30, 2021 & before June 30, 2022	Certified after June 30, 2022 & before June 30, 2023	Certified after June 30, 2023. Expires June 30, 2026
C 1	18 ceu's	12 ceu's	6 ceu's	Expires 2026
C 2	12 ceu's	8 ceu's	4 ceu's	Expires 2026
C 3 or LHA*	18 ceu's	12 ceu's	6 ceu's	Expires 2026
C 4	12 ceu's	8 ceu's	4 ceu's	Expires 2026
C 5	12 ceu's	8 ceu's	4 ceu's	Expires 2026
C 6	18 ceu's	12 ceu's	6 ceu's	Expires 2026
C 7	30 ceu's	20 ceu's	10 ceu's	Expires 2026
C 8	18 ceu's	12 ceu's	6 ceu's	Expires 2026
C10	18 ceu's	12 ceu's	6 ceu's	Expires 2026
C11	9 ceu's	6 ceu's	3 ceu's	Expires 2026
C12	18 ceu's	12 ceu's	6 ceu's	Expires 2026
C13	9 ceu's	6 ceu's	3 ceu's	Expires 2026
C14	9 ceu's	6 ceu's	3 ceu's	Expires 2026
C16	9 ceu's	6 ceu's	3 ceu's	Expires 2026

All CEU's cannot be accrued in one certification year unless you became certified within the 3rd year of the cycle.

Example: If you were certified on July 1, 2020 in category 7 and category 8, you will need 30 CEU's in cat.7 and 18 CEU's in cat. 8 by June 30, 2023.

Examples: If you become certified on February 15, 2021 in category 6 you will need 18 CEU's by June 30, 2023. If you become certified on July 14, 2021 in category 3 you will need 12 CEU's by June 30, 2023.

Examples: If you become certified on April 18, 2022 in category 7 you will need 20 CEU's by June 30, 2023.

If you become certified on June 1, 2023 in category 7 you will need 10 CEU's by June 30, 2023. **In the statement above you can accrue all CEU's by attending at least 2 trainings, you cannot accrue all CEU's by attending one training only.**

NOTE:

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 CEU's can be 'In-House' CEU's.

***LHA – Limited Herbicide Applicator**