

Procedures
for Prospective Candidates
for Pesticide Applicator Certification Exams
(July 2009)

Felony Information

If you have ever been convicted of a felony, Section 33-0909 of the New York State Environmental Conservation Law provides that:

“The commissioner, after due notice and opportunity of hearing to an applicant, certified applicator, or registered pesticide business or agency, may deny an application or revoke a certificate or registration upon a determination that:

b. the applicant or certified applicator has been convicted of a felony;”.

If you are interested in a Department determination prior to taking an exam, please submit any pertinent information in regard to your felony conviction(s), including a Certificate of Disposition from the court, along with a signed letter in which you explain in your own words the events surrounding your conviction to: NYSDEC, Bureau of Pesticides Management, 625 Broadway, Albany, NY 12233-7254. You must also submit evidence of your substantial rehabilitation, including letters of reference from employers, information about schooling, a Certificate of Relief from Disabilities (if you have one), and any other accomplishments you have since the conviction. Please give us as complete and thorough an explanation as possible so that we may make an equitable determination. There will be no refund of the exam fee if your certification is denied.

NYS DMV Number Required for Exams

NYS requires a photo certification identification card for all pesticide applicators and technicians. The ID cards are produced by the NYS Department of Motor Vehicles (DMV) using the photograph you have on file with their office. If you do not have a current NYS driver license or non-driver ID card, you must go to a DMV office first and have your photo taken (at no cost). You must bring the Request for Photo Image form, found at http://www.dec.ny.gov/docs/materials_minerals_pdf/id5dec.pdf, to the DMV. This form provides instructions to obtain a photo and will be retained by DMV. DMV will then issue a receipt to you that displays your 9-digit DMV ID number. You will not be admitted to the exam unless you have a NYS DMV ID number.

Please Note: Make sure you have the acceptable proofs of identity and date of birth required by DMV and bring them with you to the DMV office. These requirements can be found on the DMV website at <http://www.nysdmv.com/id.htm>.

The baseline Statewide exam procedures follow. Each Region may modify these procedures to accommodate the needs of the pesticide applicators in their Region and the Region’s staffing resources.

1. Exam Schedule

Exam sessions are scheduled periodically throughout the year by each Regional Office. Depending on the Region, they may be held at the Regional Office, County Cooperative Extension office, a major training course or trade association meeting, or other location. The majority of the State's exam sessions are held between September and May. You may visit the Statewide Exam Calender at <http://www.dec.ny.gov/permits/39583.html> or contact the Regional Office directly for an exam session schedule.

2. Registering for Exams

You must register for the exam, in advance, by contacting the Regional office in which you would like to take the exam. Walk-ins are not permitted. In most cases, you or the organization sponsoring the exam (e.g. trade association, course sponsor, etc.) will receive a confirmation letter from the Department that will provide additional details on the exam and appropriate fees.

You must submit proof of eligibility (originals) when you register to take an exam (see 6 NYCRR 325.8 and 325.9). The Department retains the right to verify eligibility and experience by references and degrees, transcripts, etc. These original proofs of eligibility will be retained by the Department. Make any copies you may need prior to submitting the documents to the Regional Office. There will be no refund of the exam fee if a problem with the eligibility documentation is discovered at a later date.

For each exam session, you can register for either a combination of the Core and one category/subcategory exam or one category/subcategory exam. On occasion, a Regional office may be able to accommodate requests for up to two category/subcategory exams. You can inquire about this possibility when registering for an exam.

You must call prior to the exam session if you are unable to keep your exam appointment. Failure to show for a scheduled exam, without sufficient notice of cancellation, may result in you being placed on a wait list for subsequent exams.

Report to the test location at least **15 minutes prior** to the starting time. **If you are late, you will not be admitted into the exam.**

3. Examination Fees

- Examination fees are non-refundable. You may pay by check or money order made payable to the Department of Environmental Conservation. **Cash will not be accepted.** A \$20 fee will be charged for any returned check. Due to an influx of bounced checks, only certified checks, bank checks, or money orders are accepted in Regions 1 & 2. In Region 1, each applicant must have their own separate payment.
- The fee for the core and one category/subcategory exam taken at the same session is \$100.
- The fee for each category/subcategory exam is \$100.
- There is also a separate certification fee. Fees are set by statute.

- If you fail an exam, you must pay another exam fee when you retake the exam.

4. About the Exam

The Core exam is 50 multiple choice questions, closed-book and based on the core manual and the Department's pesticide laws and regulations. Of the 50 questions, there are 10 pertaining to the pesticide label. If 4 or more of these label questions are answered incorrectly, you automatically fail the core exam. You must answer at least **35 of the 50** core questions correctly to pass the core exam.

Category/subcategory exams are 50 multiple choice questions, open book, and are based on the category/subcategory manual, the Department's pesticide laws and regulations, and, for certain categories, the WPS How-to-Comply Manual.

Recertification exams for private applicators are 50 multiple choice questions, open book, and based on the category/subcategory manual, the Department's pesticide laws and regulations, and the WPS How-to-Comply Manual. The commercial applicator recertification exam is closed book.

It is the responsibility of the applicant to make sure they have the correct and most up-to-date manuals. You may purchase manuals from Cornell University's Pesticide Management Education Program at <http://psep.cce.cornell.edu/certification/Manual.aspx>.

You must answer at least **35 of the 50** questions correctly on a category/subcategory or recertification exam to pass.

Applicants will be allowed 90 minutes to complete each exam. The allotted time begins at the conclusion of the instructions.

5. What To Bring to the Exam

- Your exam confirmation letter (if you received one) for the particular exam session, and any additional information or material as specified in your exam confirmation letter.

PLEASE NOTE: All eligibility documents are kept by the Department.

- Your 9 digit NYS DMV ID number.

IMPORTANT ADVISORY: ALL examinees are required to bring a form of government-issued identification which must have your signature and photo. The identification **MUST** be current and from the following list: Driver's license; State issued identification (such as a non-driver ID); Military ID; United States Passport; United States Immigration and Naturalization Service (INS) issued ID. Identification will be verified prior to the start of the exam session. If you fail to bring one of these ID's, you will not be admitted to the examination.

- For retests, you must also bring your exam score notice from your previous test.

- For certified pesticide applicators, your pesticide applicator ID card.
- The examination fee.
- Regions 1 and 2, you must also bring your certification fee (certified check, money order or bank check), which will only be collected if you pass the certification exam.
- The appropriate Pesticide applicator category/subcategory manual, and the WPS How-to-Comply Manual (if required) for the exam you are taking.
- Two sharpened #2 pencils and one pen using blue or black ink.

6. Exam Policies

Calculators are permitted if they are battery or solar powered, silent, nonprinting and do not contain an alphabetic keyboard. The calculator function on PDA's and cell phones is not allowed.

Cellular phones, beepers and any other electronic devices **MUST** be turned off during the exam, or may not be allowed in the exam room.

Dictionaries, books, other reference materials, large bags, and briefcases are not allowed at the test center. Do not bring these materials to the test center as there is no place to store them.

Eating, drinking or smoking is not permitted. If you bring food or beverages, you will be asked to dispose of them before entering.

Visitors, guests and children are not permitted at the exam.

Exam results are not given over the phone, so please do not call for them.

Exams are proctored by Department staff. Any person found using notes, books, cell phones, or other aids other than those specified in item 5 above; giving or receiving help; copying results from other persons; removing examination materials or notes from the exam location; causing a disturbance; or engaging in practices contrary to the rules of proper examination conduct will be dismissed without refund of the examination fee and their exam answer sheet will not be graded.

7. Regulatory Exam Requirements

Part 325.11 provides that:

“(e) An applicant who fails the core examination twice must successfully complete a course or courses of instruction approved for at least eight credit hours prior to re-examination. Such courses must cover all topics enumerated in section 325.18 of this Part.

(f) An applicant who fails a category or subcategory examination three times in succession must retake both the core and category or subcategory examinations.

(g) An applicant who passes a core examination must also pass a category examination within six months. Failure to do so will require the applicant to retake the core examination.”

8. Score Reporting

Regions 3 through 9 (exams are not scored at the test location)

Your exam(s) will be electronically scored within a few days after you take the exam(s). You will be notified by mail with your exam scores. Exam results are reported as either **passed** or **failed**; you will also receive a numerical score of the number of questions you answered correctly. Exam results are not given over the phone, so please do not call for them.

If you pass the exam(s) necessary to become certified, recertified, or add another category/subcategory, you will receive a notice in the mail, specifying the certification fee due (unless it was collected at the exam). That original notice must be submitted with your payment to the Region where you tested. Your photo ID card will be mailed to you from the NYS Department of Motor Vehicles (DMV). This may take between four to eight weeks from the time you pay your certification fee. If you do not receive your card in a timely manner, please contact the Regional Office where you tested.

If you fail the exam, you will receive a notice in the mail. You may make an appointment to retake the exam upon receipt of that notice.

Regions 1 and 2 (exams are scored at the test location)

Your exam will be graded by the exam proctor upon completion.

You will first take the core exam. The category/subcategory exam will be given upon completion of the core exam scoring.

If you pass the exam(s) necessary, you must pay the appropriate certification fee before leaving the exam facility. Your photo ID card will be mailed to you from the NYS Department of Motor Vehicles (DMV). This may take between four to eight weeks. If you do not receive your card in a timely manner, please contact the Regional Office where you tested.

If you fail a exam, you will be given an exam score notice that you will need to present when you pre-register to retake the necessary exam(s) at a later date. You may make an appointment to retake the exam(s) by calling the DEC Regional Office.