### The North Carolina Private Pesticide Applicator

**Certification/Recertification Program**

**2018-2020**

**Guidelines for County Pesticide Coordinators  
NC Cooperative Extension Service**

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The North Carolina Private Pesticide Applicator Program:

## Guidelines for the County Pesticide Coordinator

**Who can qualify to become a Private Pesticide Applicator?**

A **private pesticide applicator** is a person (usually a farmer) who uses or supervises the use of restricted-use pesticides (RUPs) for the purpose of producing an agricultural commodity on property owned or rented by him or his employer. A private applicator can apply RUPs for a neighbor only if it is considered trading of services between two producers of agricultural commodities. A person must be at least 16-years-old to be eligible for a private applicator certificate.

**How does a Private Applicator become certified?**

Private applicators can only be certified by passing a 50 question multiple-choice exam (closed-book). Test questions are based on the “Core” manual, North Carolina Pesticide Applicator Certification Core Manual, published March 2016. This manual, as well as all other NC pesticide certification manuals, can be ordered by credit/debit card online at http://www.pesticidemanuals.com. Or, the “Pesticide Manual Order Form” can be downloaded from the Pesticide Safety Education Program website (http://pesticidesafety.ces.ncsu.edu), filled out, and mailed with a check or money order made payable to NC State University. Call Andrea Crozier 919-515-3113 for assistance, if needed. The cost of the Core manual is $25.00 ($26.00 if ordered online).

A prospective Private Applicator may want to attend a Pesticide School conducted by the Cooperative Extension Service (see the Pesticide Safety Education Program website for dates and locations). Private applicators wishing to attend the School will only benefit from the first day of class and will need to pay a registration fee of $25.00 ($27.00 if paying online).

The NCDA&CS administers the private applicator exam in various locations statewide. The exam schedule is posted on the NC Pesticide Safety Education website (see above) and the NCDA&CS website (http://www.ncagr.gov/SPCAP). Applicators should call NCDA&CS at 919-733-3556 to schedule an appointment for this exam and to receive important instructions on taking the exam. Exam registration is available online with NCDA&CS, as well. Walk-ins should not be encouraged. The private applicator exam fee, payable to NCDA&CS, is $10.00. All applicators must show valid picture identification at the time of testing. The private applicator exam is available in Spanish, and both the English and Spanish exams have questions pertaining to a label written in English.

Upon successfully passing the private applicator exam (70% is passing), the private applicator will be mailed an Attestation Form (Application for Private Pesticide Certification) by the NCDA&CS if grades where requested by mail. The Attestation Form will be available online for those receiving grades online. The applicator should sign and return it together with a $10.00 check or money order payable to NCDA&CS. The Attestation Form is a legal document attesting to the fact that the applicator is involved in the production of an agricultural commodity. Upon receipt of the signed form and payment, the NCDA&CS will issue the private applicator a green certification card. This card will expire on December 31st of the third year of his certification cycle.

A commercial license may not be converted to a Private Applicator Certificate. Anyone who currently holds a commercial license in Ag. Pest–Plant and who desires to be certified as a Private Applicator must pass the private applicator exam, and pay all applicable fees.

Farmers holding valid certification from a state other than North Carolina may make applications of RUPs in North Carolina using their state issued certification, or they may choose to obtain a North Carolina-issued certification through reciprocity.  Farmers seeking reciprocal certification should contact the NCDA&CS and request a reciprocal certification packet.

**How is an Emergency Exemption handled?**

You, as the County Pesticide Coordinator, may issue a Single Purchase Emergency Certification Permit to a person who has not previously been certified and did not anticipate the need for an RUP. Examples of an emergency would include the need to control a newly introduced pest or follow-up to poor control from other commonly used pesticides. You must first submit the completed permit form to NCDA&CS to confirm that the person has not been certified previously. A copy of the completed permit should be faxed (919-733-9796) or emailed to either or[john.feagans@ncagr.gov](mailto:john.feagans@ncagr.gov), or henry.weaver@ncagr.gov**.** A copy should be kept for your own records. After review, NCDA&CS will contact you to confirm eligibility and provide a permit number. Prior to issuing the permit, you should discuss proper handling and application procedures for the specific RUP needed and provide the applicant with information relative to obtaining private applicator certification. The purchase/use of a fumigant through this permit is strongly discouraged! The permit is only valid for 10 days, for one application of one RUP to a crop or site, and may be issued only once in an applicant’s lifetime.

**How must a Private Applicator be recertified?**

Private applicators are recertified by attending the currently approved 2-hour pesticide safety training (“V-category” requirement) **and** attending 2 hours of continuing certification credits (“X-category” requirement) before **September 30th** of the year that their certification expires. Educational programs that are approved for continuing education credits by NCDA&CS in one or more of the following categories: Ag. Pest-Plant, Ag. Pest-Animal, Forestry, Ornamentals & Turf, Aquatic and Seed Treatment will also qualify for X-category credits. A private applicator can obtain the appropriate number of X-category credits by attending a pre-approved educational program/workshop at any time during the 3-year certification period. You may consider offering a 2-hour recertification training (X-category) designed specifically for private applicators, as well. If a private applicator chooses not, or fails, to recertify by earning the 4 continuing certification credits outlined above, he must re-test (pass the Private Applicator Exam) to become recertified.

The NCDA&CS provides an on-line listing of private applicators in your county that need to recertify during that year (www.ncagr.gov/SPCAP, click on ‘Pesticides Section’, then ‘Private Applicator Search’). One or more V-category classes should be scheduled to take place in the winter or spring. Make every effort to limit the number of recertification training programs to four per year. At your request, a local inspector (primarily Inspector Level II) with the NCDA&CS Compliance, Monitoring, and Field Operations Unit will present a 45-minute long segment of the private applicator recertification program. Notify the inspector who will be making the presentation at least two weeks prior to the date of your recertification meeting (see Inspector maps for contact information).

All private applicators that meet their recertification requirements by **September 30** of the year in which their certification expires, will be mailed a recertification renewal application. Renewal applications are sent out in three batches each year (usually March, July, and November) as applicators meet their credit requirements and attendance rosters are submitted to the Pesticide Section. Once the Pesticide Section has confirmed that an applicator has completed the recertification requirement a renewal form will be mailed when the next batch is processed. Private applicators have the option of renewing their certification online via the NCDA&CS website: <http://www.ncagr.gov/index.htm> or mailing in the signed renewal form with a $10.00 check or money order payable to NCDA&CS.

**How is a course approved for credit?**

On-line course approval can be submitted directly from the Pesticide Section’s website. (http://www.ncagr.gov/SPCAP/pesticides/license.htm, click ‘Online Credit Approval’). An approval form must be used for all commercial and private recertification courses. For private recertification, check the “V” box for the 2-hour core pesticide safety training, or check the “X” box for the specialized category training. If you want the course to be advertised on the pesticide section’s web page, click ‘Yes’ in response to “Is this training open to the public?”. A recertification class may NOT receive both V and X credit. However, you may hold additional training for the X category after (or before) the 2-hour core pesticide safety training. If you decide to do this, two course approvals, one each for the X and V categories, must be completed. When submitting a course request include a detailed agenda of what will be covered in the X category training.

**How do applicators receive credit for attending the course?**

Class rosters can be automatically generated by using NCDA&CS’ bar coding scanning system. The barcodes located on certification and license cards contain embedded information which identifies the applicator’s certification number. Social security numbers will no longer be open to the general public. If the applicator does not have his/her card or there is a problem with the bar code on the card, his/her license type/file number can be typed into the coded system. Rosters generated using the bar code system are emailed to the Pesticide Section. When emailing rosters send the NCDA&CS version, not the CES version; to save the roster click on the “Attendance Reports” tab and select “Create Data File and E-Mail to NCDA” (see example pg.8). Be sure to update your scan applicator program every 4 to 6 months to insure newly certified applicators will receive credit. Scan applicator updates are available at the following link under the main heading “Certification,” <http://www.ncagr.gov/SPCAP/pesticides/license.htm> After the roster is received by the Pesticide Section, applicators may verify course credits via the NCDA&CS web site within 2-3 business days. (NCDA&CS recommends a Honeywell Barcode Scanner).

A second method of submitting rosters can be done via the NCDA&CS web site. Click on “Online Roster Submission” within the following web page:

<http://www.agr.state.nc.us/SPCAP/pesticides/license.htm>

Follow the instructions for creating the roster within the “Submit Your Roster” link. You will need the Control Number and Course Code for your program. Once an online roster is submitted, it cannot be added to or edited. Contact NCDA&CS for any changes.

**The NC Private Applicator Recertification (“V” Category) Program, 2018-2020 Agenda**

Coordinated and Compiled by Wayne Buhler, Ph.D., Pesticide Safety Education Specialist and Allison Ballantyne, Pesticide Safety Education Extension Assistant

Department of Horticultural Science, NC State University

The program is to be conducted in 2 full hours, without breaks. If a break is needed, the program duration should be extended to accommodate for the break. That is, incorporating a 10-minute break means the program should last 2 hours and 10 minutes.

At the start of each recertification meeting, a 45-minute presentation entitled, “2018-2020 Private Recertification: Pollinators, FieldWatch/Driftwatch, Auxin Herbicides, Worker Protection Standard Revisions, Pesticide Safety Reminders” should be given by an NCDA&CS Field Inspector. (The County Pesticide Coordinator may give this presentation if an Inspector is not available). To complete the 2-hour program, the Coordinator must deliver two presentations: “Nozzle Tip Know-How” and “Air-purifying Respirators for Agricultural Pesticide Applicators,” in either order. The Nozzle Tip Know-How presentation can be given with or without the nozzle demonstration table. The “Spray Droplet Demo Video” may be used if you do not have a spray table available.

The ‘Air-purifying Respirators’ PowerPoint presentation has two videos embedded within. The videos can be played by clicking on the black box on the appropriate slide when the PowerPoint is in presentation mode. Each video has audio. Download and provide a copy of the “Respirator Fit-testing Guidelines” factsheet to audience participants if practical.

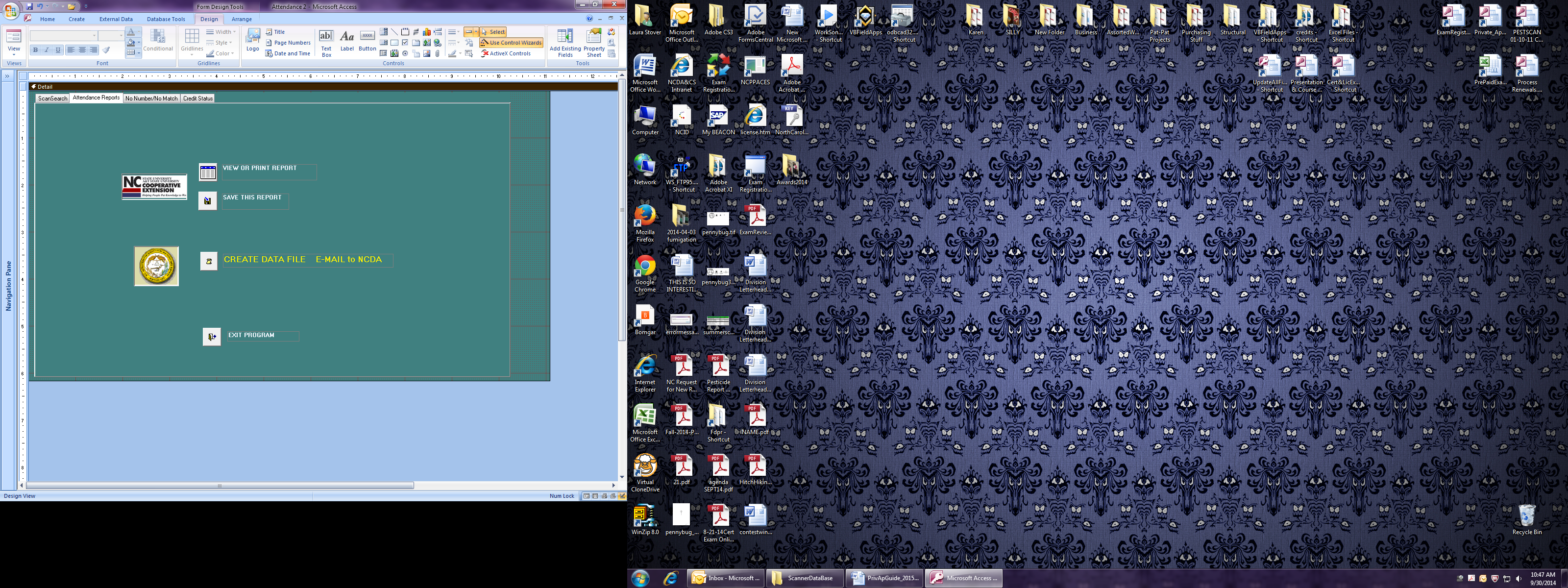
If there is sufficient time (within the two-hour program), you can present “When a Good Pesticide Application Goes Bad.” This is a PowerPoint presentation with an embedded video.

All PowerPoint presentations are provided in the password-protected “Coordinator’s Corner” of the NC Pesticide Safety Education Program website <http://pesticidesafety.ces.ncsu.edu>

User name and password for Coordinator’s Corner follows:

User Name: coordinator

Password: pestsafety



When emailing rosters to the Pesticide Section,

choose the NCDA&CS version as shown above.