



## OVERVIEW OF CHANGES TO PESTICIDE APPLICATOR EXAMINATION PROCESS

The Texas Department of Agriculture (TDA) has contracted with PSI Services (PSI) to administer exams for agricultural pesticide applicator licensing. This is the same vendor that administers exams for structural pest control licensing. PSI has been providing credentialing and testing services to state and federal agencies, private sector businesses and professional associations for over 65 years.

PSI will provide both excellent quality exam opportunities and a convenient schedule for pesticide applicators to test in 22 locations across the state. The schedule will provide more testing opportunities than previously offered. By outsourcing testing to a third-party vendor, the Department's resources may be used in a more consistent and efficient manner.

To successfully launch this new process, TDA and Texas A&M AgriLife Extension Service will need to be consistent in the information provided to our stakeholders. General exam information:

The target date to begin testing with PSI is June 1, 2014.

- TDA staff will continue to offer conventional testing through May in our regional offices and in locations where exams were previously scheduled.
- May 15 is the target date for pesticide applicator licensing forms to be available on the TDA website. Application forms may also be requested by phone or e-mail.
- Applicants shall continue to contact AgriLife for study materials and pesticide training.
- PSI has been instructed NOT to provide any advice or guidance on licensing, categories, training, etc. PSI will refer such calls to TDA.
- TDA will have instructions on how to become licensed on the TDA web site. This will be a step-by-step guide that will include the entire licensing process.
- The testing centers are located in the following cities: Abilene, Amarillo, Arlington, Austin (2 sites), Corpus Christi, Dallas, Richardson, El Paso, Fort Worth, Harlingen, Houston (4 sites), Lubbock, McAllen, Midland, San Antonio (2 sites), Tyler and Waco.
- PSI requires 48 hour notification to cancel or reschedule exams or fees will be forfeited.
- PSI requires applicants to **BE ON TIME**. Fees will be forfeited if applicant is late for an appointment.

## TDA LICENSING & EXAMINATION PROCESS FOR PRIVATE PESTICIDE APPLICATORS

- **Step 1:** Attend a Private Pesticide Applicator training session **FIRST**.
  - Contact Texas A&M AgriLife Extension to locate a training session and obtain study materials at: [www.aes.tamu.edu](http://www.aes.tamu.edu) or (979) 845-1099.
  - Training is valid for up to 5 years or until license is issued- whichever comes first.
- **Step 2:** Upon completion of the training, AgriLife will give both the white copy (original) and the yellow copy of the Training Verification form (D-1411) to the trainee.
  - Trainee keeps the yellow copy for their records
  - The white copy (original) goes to TDA with the Private Pesticide Applicator license application form.
- **Step 3:** Obtain a hard copy of the Private Pesticide Applicator license application form (PA-400P) from TDA (website, phone, or fax). AgriLife may consider providing hard copies of this form at their training sessions as a service to our customers.
- **Step 4:** Submit the completed Private Pesticide Applicator application form, license fee of \$60, and the white (original) copy of the Training Verification form to TDA for processing.
  - If the license information, fees, or the Training Verification form is not provided or is insufficient, TDA will send a pending letter to the applicant to obtain the missing information. The application is in a PENDING status until information is provided.
- **Step 5:** When the license application is accepted, TDA will send the applicant a letter in the mail with their Account Number. This Account Number is the number the applicator will use to register and schedule the Private applicator exam with PSI.
  - **PSI will send an email IF an email address is provided in TDA application**
- **Step 6:** The applicant will contact PSI (website or phone) to schedule their exam(s).
  - Private applicator exam is free for the first attempt.
  - If the applicant fails the first attempt, the second (or subsequent) attempts will require a payment of \$52.00 each to PSI. There is a 24 hour waiting period to take a repeat exam.
    - **PSI will provide a confirmation number and testing information**
- **Step 7:** Upon completion of the exam, the testing center will provide:
  - Exam results (if 70% or over=pass. If <70%, the score will be provided
    - If exam is failed, a summary of the exam to identify the person's performance in specific topic areas. The printout will show how many questions the person answered correctly out of the total possible in that topic area. EXAMPLE: 5 of 8 questions correct in Pest Identification.).
- **Step 8:** PSI will send exam scores to TDA within 24 hours. If all licensing criteria are met, TDA will issue the Private Pesticide Applicator license.