



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. 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. Please allow 3 business days for proctoring review and transmission to TNDA. Candidates will be notified via email when their results are final.

If you fail, you must wait 2 weeks between attempts.

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

PESTICIDE CERTIFICATION & LICENSING STUDY MATERIAL ORDER FORM



NAME OR COMPANY _____
 ATTN _____
 STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 E-MAIL _____ PHONE _____

**For LIMITED HERBICIDE APPLICATOR (LHA)
 certification, Order: PB 1109 (CORE) and EPP 792 (TN
 LAWS & REGS)**

Date Ordered: _____
 Pub Email Sent (for office use): _____

PAYMENT OPTIONS:

On-line at <http://tiny.utk.edu/conf-train>

Phone 865-974-1286 or Fax 865-974-8868

Mail completed form and check or money order, made payable to the University of TN, to:
 UT Pesticide Safety Education Program (PSEP)
 2505 E.J. Chapman Drive, 370 PBB
 Knoxville, TN 37996-4560

Discover, MasterCard, or Visa Rec't # _____

Cash (exact payment only) Rec't # UTIA _____ RENPP _____

Check or money order # _____ Dated _____
 Rec't # UTIA _____ RENPP _____

QTY.	Publication number	CERTIFICATION CATEGORY - Description	*TAX Exempt Cost	Non-Tax Exempt	Total
	PB 1109	National Pesticide Applicator Certification "Core" Manual (used in <u>all</u> category testing) A Spanish version is available @ Michigan State University's website. http://msue.anr.msu.edu/resources/spanish_national_pesticide_applicator_certification_core_manual_e3073sp	22.88	25.00	
	PB 1738	C1 -- Agricultural	22.88	25.00	
	PB 1708	C2 -- Forest Pest Control	13.73	15.00	
	PB 1652	C3 -- Ornamental and Turf	22.88	25.00	
	PB 1773	C3 -- Control de plagas de cesped y plantas ornamentales (Spanish version)	27.46	30.00	
	PB 1713	C4 -- Seed Treatment	13.73	15.00	
	PB 1705	C5 -- Aquatic Pest Control	13.73	15.00	
	PB 1707	C6 -- Right-Of-Way	22.88	25.00	
	PB 1732 & PB 1846	C7 -- Industrial, Institutional, Structural & Health Related Pest Control plus A Technician's Guide to Managing Pests in Schools	22.88	25.00	
	PB 1733	C8 -- Public Health Control	18.31	20.00	
	PB 1714	C10 -- Demonstration, Research and Regulatory Pest Control	13.73	15.00	
	PB 1715	C11 -- Wood Preservatives	13.73	15.00	
	PB 1716	C12 -- Pesticide Dealer	13.73	15.00	
	EPP 91	C13 -- Anti-Fouling Marine Paint	9.15	10.00	
	PB 1718	C14 -- Microbial Pest Control	13.73	15.00	
	PB 1765	C15 -- How to Comply (with the Worker Protection Standards for Agricultural Pesticides)	9.15	10.00	
	PB 1680	C16 -- Sewer Line Treatment	9.15	10.00	
	EPP 792	TLR -- TN Laws and Regulations (RECOMMENDED for LHA)	4.58	5.00	
	PB 1846	-- A Technician's Guide to Managing Pests in Schools	9.15	10.00	
QTY.	Publication number	LICENSING CATEGORY - Description	*TAX Exempt Cost	Non-Tax Exempt	Total
		AER -- Aerial Applicators (Order from NPSEC @ https://npsecstore.com)	Purchase from	NPSEC	
	PB 1737	AGE -- Ag - Ground Equipment	32.04	35.00	
	PB 1702	AQW -- Aquatic Weed Control	22.88	25.00	
	PB 1665	BDC -- Bird Control	13.73	15.00	
		FUM -- Structural (Order from Texas A&M @ http://www.aes.tamu.edu)	Purchase from	Texas A&M	-----
	PB 1695	FUS -- Fumigation Soil (Agri.)	18.31	20.00	
	PB 1673	GRC -- General Pest & Rodent Control	41.19	45.00	
	PB 1666	HLT -- Horticulture - Lawn & Turf	32.04	35.00	
	PB 1698	HRI -- Horticulture - Interior	18.31	20.00	
	PB 1685	PHMC -- Public Health Pest Control (TN Mosquito Control Handbook)	27.46	30.00	

	PB 1706	WEC -- Weed Right-Of-Way	27.46	30.00	
	PB 1703	WDO -- Wood Destroying Organisms	22.88	25.00	
	EPP 792	TLR -- TN Laws and Regulations (RECOMMENDED for all categories)	4.58	5.00	
		EXPEDITED SHIPPING (Overnight)		25.00	
				TOTAL	

***TAX EXEMPT AGENCY MUST SEND COPY OF TAX EXEMPT CERTIFICATE or NUMBER for a tax exempt purchase.**