



# Save Georgia's Hemlocks

## Becoming a Professional Georgia Pesticide Applicator

This document is based on information from the University of Georgia, the Georgia Department of Agriculture, the UGA Extension Service, and practicing Georgia pesticide applicators. The primary web site for detailed information is <http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/pest-home.html>. Also please visit our web site at [www.savegeorgiashemlocks.org](http://www.savegeorgiashemlocks.org).

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### Licensing Requirements of the State of Georgia

Here's the short version.

- To purchase or apply any restricted use pesticide (RUP on the label), you must have a pesticide license.
- To purchase and apply unrestricted pesticides on your own property, you don't need a license.
- To purchase and apply unrestricted pesticides on another person's property as a personal favor or as an exchange of personal services, you need a Private Applicator License.
- To purchase and apply unrestricted pesticides on another person's property and collect a fee, you need both a Pesticide Contractor's License and a Commercial Pesticide Applicator's License.

If your company is engaged in the application of pesticides to the property of another person and collecting a fee for this service without the proper license, an injunction may be sought against your company, and a penalty up to \$1,000.00 per violation may also be levied against your company.

To read the full version, please see <http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/license.html>. Licenses are granted by the Entomology and Pesticide Division of the Georgia Department of Agriculture.

### Getting Your Training

Training for a Private Applicator License is available through your local UGA Extension Service Office, or you can take an examination from the Georgia Department of Agriculture. Training for a Commercial and/or Contractor Applicator License is available through the University of Georgia. You complete this training on your own, using the appropriate study guides; depending on the time you have available for studying, it may take 2-4 months to prepare for the exam.

For treating hemlocks, three training modules are recommended. The training materials cost is in parentheses.

- General Standards - Commercial (\$15.00) – includes general knowledge on the proper use of pesticides.
- Category 23 Forest Pest Control (\$15.00) – includes commercial applicators using or supervising the use of restricted use pesticides, or State restricted pesticide uses, in forests, forest nurseries, and forest seed producing areas.
- Category 24 Ornamental & Turf Pest Control (\$25.00) – includes commercial applicators using or supervising the use of restricted use pesticides, or State restricted pesticide uses, to control pests in the maintenance and production of ornamental trees, shrubs, flowers, and turf.

Training materials may be acquired in either of two ways. The cost of shipping via UPS is included in the price.

- Call the University of Georgia Communications Office at (706) 542-2657 and pay by credit card.
- Print and fill out the Study Materials Order Form at the end of this document and mail it along with a check or money order made out to the Cooperative Extension Service to the address shown on the form.

## **Taking the Exam**

Once you've completed your training, the next step is taking the exam. You must pass the general standards examination as well as at least one major category examination with a score of 70%. For treating hemlocks, it is recommended that you take both the category 23 and 24 exams.

To locate a testing center that is convenient for you, please see <https://www.gapestexam.com/testingCenters.cfm>. For each center, there's a link you can click to see their testing schedule. Then register to take the exam either by calling the selected testing center or visiting <https://www.gapestexam.com/Registration/Registration.cfm?c=3> to complete an on-line registration.

To sit for the exam, you must present a State-issued drivers license or State-issued identification card. The testing center fee is \$45.

Within a few weeks after you pass the exam, you'll receive a certificate in the mail.

## **Acquiring Liability Insurance and Your License**

After you receive your certificate and before you can obtain your Pesticide Contractor License, you must acquire at least the minimum state-required commercial liability insurance. For information on these requirements, see [http://agr.georgia.gov/vgn/images/portal/cit\\_1210/6/38/41882816PISP%20Contractor\\_License\\_Application\\_Total\\_Package\\_Revised\\_0605.pdf](http://agr.georgia.gov/vgn/images/portal/cit_1210/6/38/41882816PISP%20Contractor_License_Application_Total_Package_Revised_0605.pdf).

You can get this type of insurance through most insurance providers that offer commercial insurance, or you can contact the Georgia Insurance Commissioner's Office for a list of such companies. Once you've obtained the necessary insurance, complete the Georgia Pesticide Contractor License Application found at the above web address and send it along with your proof of insurance and a \$15.00 application fee to the address indicated on the form.

Within a few weeks after you submit your proof on insurance and license application, you'll receive your Pesticide Contractor License in the mail.

## **Acquiring a Business License**

Before beginning to do business, you must obtain a business license from the county in which your business is based. Contact your county government offices to determine the appropriate license or permit required and the particular office that issues it. Take your Pesticide Contractor License and proof of insurance with you. The annual fee for a business license is \$100 in most counties; some counties may prorate this fee during the second half of the year.

## **Equipment and Treatment Materials**

The two chemicals recommended for treating HWA are products containing 75% Imidacloprid WSP (marketed under several brand names) and Dinotefuran (marketed as Safari). For a list of sources, please visit <http://www.savegeorgiashemlocks.org/Contacts.htm>.

The major equipment you'll need is one or more soil injectors (Kioritz is the recommended brand) and a high-powered sprayer (back-pack style for small trees and sled style for large trees). For a list of sources, please visit <http://www.savegeorgiashemlocks.org/Contacts.htm>.

In addition to the required personal protective gear such as gloves, goggles, and mask or respirator, other tools and small items you may find useful include:

Work apron or tool belt Measuring tape and calculator for determining trunk diameter Notebook and pen Scissors for opening packs Wide-mouthed gallon jug for mixing chemicals only 1-pint measuring cup with ounces and/or grams marked Bucket for clean water only Machete or loppers for removing unwanted lower branches	Hammer and rebar for making holes in the soil Shovel or hoe for making a trench for soil drench Spray paint or tags for marking treated trees Vice grip, wrench, screw driver, pliers, needle-nose nippers, and small gimlet for cleaning injector holes Large light-colored towel in case injector must be disassembled in the woods Ziplock baggies to seal up leftover packets of powder
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### Recertification for Georgia Pesticide Applicators

The Georgia Department of Agriculture requires that all commercial and private certified pesticide applicators in Georgia be recertified every 5 years from the date of original certification by one or two methods:

- taking a new examination appropriate for the categories you are certified in, or
- attending approved training sessions appropriate for your category.

Please visit <http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/sources.html> for details on the recertification requirements.

### Frequently Asked Questions

The following information is reproduced from the Georgia Department of Agriculture’s web site at [http://agr.georgia.gov/00/channel\\_title/0,2094,38902732\\_81475881,00.html](http://agr.georgia.gov/00/channel_title/0,2094,38902732_81475881,00.html). For other questions, you may call them at (404) 656-3645 or (800) 282-5852.

#### Who needs a pesticide applicator license?

An individual must obtain the appropriate type of pesticide applicator license in order to purchase, use, or supervise the use of a restricted use pesticide, or any general use or restricted use pesticide when providing pesticide applications for a fee.

#### What type of pesticide applicator license do I need?

It depends on the type of pesticide you need to use and the manner in which you use it. In order to purchase, use, or supervise the use of any restricted use pesticide on your property or the property of your employer, while **engaged in the production of an agricultural commodity**, a Private Applicator License is the appropriate license to obtain.

*The above would apply, for example, to someone who raises trees commercially, has a greenhouse operation, etc. It is not necessary or available to regular homeowners who just want to take care of their own trees.*

When **not engaged in the production of an agricultural commodity**, a Commercial Applicator License in the appropriate category is required to purchase, use, or supervise the use of **restricted** use pesticides on your property or the property of your employer. In order to provide pesticide applications of **any** type of pesticide, whether general use or restricted use, to the property of another person, **and collect a fee** for these services, both a Commercial Applicator License and a Pesticide Contractor License are required.

#### How do I obtain a Private Applicator license?

The University of Georgia Cooperative Extension Service provides the training exercise necessary to obtain a private applicator license. You may arrange for this training to be provided to you by contacting the County Extension Agent in your County. After you participate in the training session, your Extension Agent will send the necessary documentation to the Georgia Department of Agriculture Pesticide Division for processing, and your license will be printed and mailed to you. This process may take three to four weeks to complete, but if you need to purchase or use a restricted use pesticide immediately, a temporary license number can be assigned to you. Just ask the County Agent to call the Georgia Department of Agriculture Pesticide Division at (404) 656-4958 to obtain a temporary license number immediately upon your completion of the training exercise. This will allow you to purchase and use restricted use pesticides on your property or the property of your employer until your official private applicator license arrives in the mail.

### **How do I obtain a Commercial Applicator license?**

In order to obtain a commercial applicator license, you must pass the commercial applicator examination provided by the Georgia Technical Colleges. This computerized exam is administered at several locations around the state numerous times during the course of a given year. Please visit [www.gapestexam.com](http://www.gapestexam.com) to learn more about our commercial examination. You can select a location and date that is convenient for you. Simply follow the instructions at the site to register for the exam. Please note that you will need to obtain study materials from the University of Georgia (material pricing varies). Ordering information is also located on the [www.gapestexam.com](http://www.gapestexam.com) web site. A \$45 exam fee will be charged by the Technical Colleges. Most colleges accept checks, credit cards or money orders.

Once you pass the exam, you will need to mail in a check or money order in the amount of \$25.00 made payable to the Georgia Department of Agriculture. Individuals who wish to obtain a commercial applicator license must pass the general standards examination, as well as at least one major category examination with a score of 70%. The general standards exam is designed to test for general knowledge on the use of pesticides, while the category examinations are more specific to particular types of pesticide application. Please review the Rules of the Georgia Department of Agriculture, Pesticide Use and Application, Chapter 40-21-2, Categories for Certified Applicators, to determine the appropriate category for the type of pesticide applications you will be making. [Rules of Georgia Pesticide Use and Application Act of 1976](#). After you take the commercial examination, your license will be mailed to you within three to four weeks if you pass the exam. A failure notice will be mailed to those individuals who do not pass the exam.

### **When and how often can I take the commercial applicator exam if I do not pass the exam the first time?**

If you do not pass the computer exam the first time, you may retest as soon as you feel ready to try again. You may take the exam as often as you like as long as you register at [www.gapestexam.com](http://www.gapestexam.com) for each exam session. Please note that the \$45 exam fee will be charged each time you take the exam. Records of examination scores for the general standards and category exams shall be maintained for one year from date of the first examination by the Georgia Department of Agriculture Pesticide Division. Example: If an individual passes the general standards exam but fails the category exam, the passing score on the general standards exam will be maintained for one year from the date of the first exam. The individual could retest in the category only, for a period of one year and within the guidelines presented above, until the category exam is passed as well.

After the category exam is passed, a commercial license will be issued to the individual based on the initial passing grade on the general standards exam, and the subsequent passing grade on the category exam. The same would also pertain if the category exam was passed initially, but the general standards exam was failed. However, both the general standards and category exams must be passed within one year from the date of the initial exam, or all test scores will be discarded and the applicant must again pass both the general standards exam and a category exam in order to become certified.

### **What is the duration and cost of a private or commercial pesticide applicator's license?**

Both the private and commercial pesticide applicator's license are valid for a five year period. The fee for the commercial pesticide applicator's license is \$25.00, and there is no fee to obtain a private pesticide applicator's license.

### **How do I renew my pesticide applicator's license when it expires?**

You must be re-certified to renew your pesticide applicator's license. There are two options you may choose to accomplish this. The first option is that you may take the commercial applicator's exam again to renew your commercial applicator's license, or participate in the private applicator training again to renew your private applicator's license. The second option is for you to accumulate the required re-certification credit hours during your five year license period. Please note that all re-certification credit hours must be received in the Georgia Department of Agriculture Pesticide Division office at least 90 days prior to the expiration of your license. Private applicators must obtain three (3) re-certification credit hours in order to renew the private applicator's license, and commercial applicators must obtain either six (6) or ten (10) re-certification credit hours per licensed category to renew the commercial applicator's license.

To search for upcoming approved re-certification courses in your licensed category, please examine the following link. [Pesticide Applicator Re-certification Courses](#). All licensees who obtain the required re-certification credit hours will be mailed a renewal notice approximately 90 days prior to license expiration.

**Do I need a Pesticide Contractor's license, and if so, how do I obtain a Pesticide Contractor's license?**

A Pesticide Contractor's license is required for any individual or company to engage in the business of contracting for the application of any type of general use or restricted use pesticide to the lands of another within this state. This license is required for each business (company branch office) location, and each business (company branch office) must maintain in full time employment during all periods of operation at least one certified commercial pesticide applicator. The fee for the Contractor's license is \$15.00 per year, and this license must be renewed each year. The forms to obtain the Pesticide Contractor's license (license application and proof of liability insurance form) [Application Package for Georgia Pesticide Contractor's License](#) must be completed and sent to the Georgia Department of Agriculture Pesticide Division for review, along with a check or money order (no cash please) made payable to the Georgia Department of Agriculture. Your Pesticide Contractor's license will be sent to you in the mail, and must be displayed in a prominent place in each business (company branch office) location.

**What should I do if I move, lose or damage my license?**

If your pesticide license is lost or damaged you may request a new one by calling or e-mailing our office. Also, if you have a change of address you should notify our office so important license renewal information can be sent to you. To request a new license, contact our office at (404)656-4958 or e-mail [Martha.Loggins@agr.georgia.gov](mailto:Martha.Loggins@agr.georgia.gov).



Tommy Irvin  
Commissioner

# Georgia Department of Agriculture Commercial Pesticide Applicator's Testing 2009

The Georgia Department of Agriculture, in cooperation with the Georgia Department of Technical and Adult Education, will continue the computerized version of the commercial pesticide examination for the 2009 calendar year. This computer exam has been implemented across the state and is available at almost every Technical College in Georgia. Pesticide applicators can schedule an exam date and time at their convenience at the web site listed below. Applicators can also take the exam as often as needed without waiting for a GDA proctored exam date. Additionally, applicators will receive their exam scores instantly. **There will be a \$45.00 exam fee charged by the Technical Colleges for this service which will be in addition to the \$25.00 license fee charged by the Department of Agriculture.**

Anyone interested in signing up for the new computerized exam can do so by visiting <http://www.gapestexam.com>

The exam study materials can be ordered by completing the form below and mailing it to the University of Georgia Agricultural business office.

## Exam Study Materials

Study Materials (Cooperative Extension Service)

**\*\*See new information on Credit Card payments below\*\***

Please send the following study materials (Please allow 5-10 days for delivery):

Make check or money order out to Cooperative Extension Service.

**\*\*Shipping Cost is included in price (Shipping Via UPS)**

Please mail Study Materials form to:

Office of Communications  
117 Hoke Smith Annex  
University of Georgia  
Athens GA 30602

Name \_\_\_\_\_

Street Address (No P.O. Boxes) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

General Standards Study Guide \$15.00  
(Check Box if needed)

Categories: Check box for each study guide

<input type="checkbox"/>	(21) Plant Agriculture	\$10.00	<input type="checkbox"/>	(32) Regulatory (for Government Employees only)	\$7.00
<input type="checkbox"/>	(22) Animal Agriculture	\$5.00	<input type="checkbox"/>	(33) Demonstration & Research	*N.C.
<input type="checkbox"/>	(23) Forest (Includes CD)	\$15.00	<input type="checkbox"/>	(34) Aerial	*N.C.
<input type="checkbox"/>	(24) Ornamental & Turf (O&T)	\$25.00	<input type="checkbox"/>	(35) Ind. Inst., & Health Related	\$12.00
<input type="checkbox"/>	(25) Seed Treatment	\$6.00	<input type="checkbox"/>	(36) Wood Treatment	\$7.00
<input type="checkbox"/>	(26) Aquatic	\$6.00	<input type="checkbox"/>	(37) Antimicrobial	\$10.00
<input type="checkbox"/>	(27) Right-of-Way	\$7.00	<input type="checkbox"/>	(38) Agricultural Commodity Fumigation	\$7.00
<input type="checkbox"/>	(27) Metam-Sodium only	*N.C.	<input type="checkbox"/>	(39) Antifouling Paints	\$5.00
<input type="checkbox"/>	(31) Public Health	\$12.00	<input type="checkbox"/>	(41) Commercial Mosquito Control	\$25.00

\*N.C.-no charge NOTE: PRE-PAYMENT REQUIRED BEFORE SHIPMENT OF MATERIALS

**Applicators may now pay for materials with a Credit Card by calling The University of Georgia at (706) 542-2657.**

<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/pest-home.html>

★ Licensing

<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/license.html>

★ Testing Schedule

<http://www.caes.uga.edu/extension/cobb/documents/CommercialPesticideApplicator.pdf>

<https://www.gapestexam.com/ExamInfo.cfm>

★ Training Sources for Recertifying Georgia Pesticide Applicators

<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/sources.html>

★ Georgia Department of Agriculture Pesticide Inspection Forms (PDF format)

- Notice of Inspection  
<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/form-notice.pdf>
- Pesticide Applicator Inspection Report  
<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/form-inspection.pdf>
- Pesticide Use Review Report  
<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/form-use.pdf>
- Worker Protection Standard [WPS] Inspection Report  
<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/form-WPS.pdf>

★ Worker Protection Standard [WPS] Checklist (PDF format)

<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/checklist-WPS.pdf>

★ Commercial Pesticide Applicator Report (PDF format)

<http://pubs.caes.uga.edu/caespubs/Pesticideapplicator/Com041701.PDF>

★ Georgia Department of Agriculture pesticide page

[http://agr.georgia.gov/00/article/0,2086,38902732\\_0\\_41285569,00.html](http://agr.georgia.gov/00/article/0,2086,38902732_0_41285569,00.html)

★ Frequently Asked Questions

[http://agr.georgia.gov/00/channel\\_title/0,2094,38902732\\_81475881,00.html](http://agr.georgia.gov/00/channel_title/0,2094,38902732_81475881,00.html)

★ Insurance Requirements

[agr.georgia.gov/.../41882816PISP%20Contractor\\_License\\_Application\\_Total\\_Package\\_Revised\\_0605.pdf](http://agr.georgia.gov/.../41882816PISP%20Contractor_License_Application_Total_Package_Revised_0605.pdf)

## **What training do you need for a Commercial Applicator License and how do you get it?**

You will need to obtain home-study materials from the University of Georgia (material pricing varies). These materials are available through the County Extension Office or the [www.gapestexam.com](http://www.gapestexam.com) web site.

Individuals who wish to obtain a Commercial Applicator License must pass the general standards examination, as well as at least one major category examination with a score of 70%. The general standards exam is designed to test for general knowledge on the use of pesticides, while the category examinations are more specific to particular types of pesticide application. This computerized exam is administered at several locations around the state numerous times during the course of a given year. Please visit [www.gapestexam.com](http://www.gapestexam.com) to learn more about the commercial examination. You can select a location and date that is convenient for you. Simply follow the instructions at the site to register for the exam.

After you take the commercial examination, your license will be mailed to you within three to four weeks if you pass the exam. A failure notice will be mailed to those individuals who do not pass the exam.

*The number of weeks it takes to complete the study course depends on how much time you can devote to it.*

*Since the exam consists of multiple parts, you can take them together in a single sitting or one at a time. It is recommended that, in addition to the General Standards section, two category exams (one for Forestry and one for Ornamentals & Turf) be taken for knowledge and qualifications in both woodland and urban settings.*

## **How long is the Commercial Pesticide License valid?**

Your license is valid for 5 years. Then, you must be re-certified to renew your pesticide applicator's license.

There are two options you may choose to accomplish this. The first option is that you may take the commercial applicator's exam again to renew your Commercial Applicator's License. The second option is for you to accumulate the required re-certification credit hours during your five-year license period. Please note that all re-certification credit hours must be received in the Georgia Department of Agriculture Pesticide Division office at least 90 days prior to the expiration of your license.

Commercial applicators must obtain either six (6) or ten (10) re-certification credit hours per licensed category to renew the commercial applicator's license. To search for upcoming approved re-certification courses in your licensed category, please examine the Pesticide Applicator Re-certification Courses link web site at <http://www.kellysolutions.com/Ga/Applicators/Courses/courseindex.htm>. All licensees who obtain the required re-certification credit hours will be mailed a renewal notice approximately 90 days prior to license expiration.

## **How do you get a Pesticide Contractor's License?**

No additional training or exam is required for a Pesticide Contractor's License.

You must complete an [Application Package for Georgia Pesticide Contractor's License](#) and send it to the Georgia Department of Agriculture Pesticide Division for review. Your Pesticide Contractor's license will be sent to you in the mail and must be displayed in a prominent place in each business (company branch office) location.

*If you don't have a place of business, you must have the license with you to show to anyone who requests to see it.*

## What are the costs?

Study materials	\$55 to UGA (\$15 General Standards + \$15 Forest + \$25 Turf/Ornamentals)	one time
Exam	\$45 to GA Dept. of Agriculture	per attempt
Commercial license	\$25 to GA Dept. of Agriculture	per year
Contractor's license	\$15 to GA Dept. of Agriculture	per year
Business License	\$50 to county where business is based	per year
Liability insurance (required)	\$500-\$800 from insurer of your choice	per year
Equipment	\$350 approx (retail) (\$275 soil injector, \$85 back-pack sprayer)	one time
Chemicals	\$165 for Imidicloprid (retail)	per case
	\$390 for Safari (retail)	per 3 lbs.
Re-certification training	free (through County Extension Office)	