# **Pesticide Certification Procedure**

If you are mixing, loading, and applying pesticides in the course of your work at Michigan State University, Michigan Law and MSU policy require the possession of a valid Commercial Pesticide Applicator Certification that is endorsed with the appropriate categories for which you will be making applications. If you are applying/utilizing pesticides that are labeled/classified as "Ready to Use" and *do not* require any mixing or loading, you are *not* required to possess a Commercial Pesticide Applicator Certification

The following steps detail the process to become certified. **Do not deviate from these steps or you risk** clerical error occurring and your certification issuance delayed.

Step 1 Fill out the following form - MDARD Commercial Certification Registration

Please check the associated box(es) with the type of application(s) you will be making:

Commercial Core (Required) - required for anyone who applies pesticides on a for-hire or during their employment. All commercial applicators must pass the commercial core exam and at least one category exam depending on the type of applications being completed

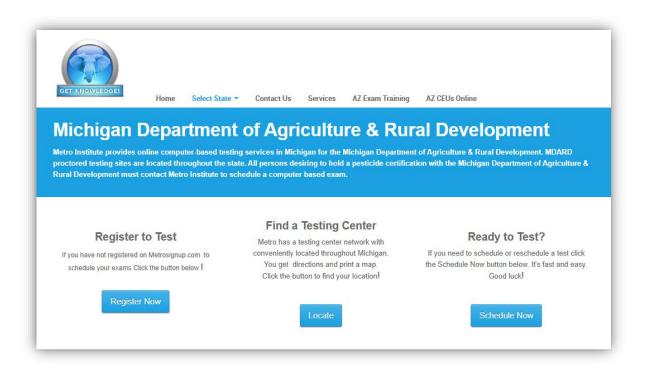
- 1A Field Crops Applicators who use pesticides for the production of field crops; cereal grains, feed grains, beans, soybeans, sugarbeets, forage.
- 1B Vegetable Crops Applicators who use pesticides for the production of vegetable crops; tomatoes, potatoes, snap beans, celery, onions, cucurbits, cole crops, sweet corn.
- 1C Fruit Crops Applicators who use pesticides for the production of tree fruit; apples, cherries, pears, peaches, plums, nuts, blueberries, strawberries, grapes, and raspberries.
- 1D Livestock Pest Management Applicators who use non ready-to-use pesticides on animals; cattle, swine, sheep, horses, goats, other livestock, poultry. A person who uses pesticides on or in places where animals are confined.
- 2 Forest Pest Management Applicators who use pesticides in any of the following areas: forests, forest nurseries, Christmas tree plantations, forest seed-producing areas.
- 2A Wood Preservation Applicators who use pesticides for preserving wood products.
- 3A Turfgrass Pest Management Applicators who use pesticides to manage pest of turf grasses.
- 3B Ornamental Pest Management Applicators who use pesticides to manage pests of ornamental plants in exterior areas, such as evergreens, shrubs, and shade trees.

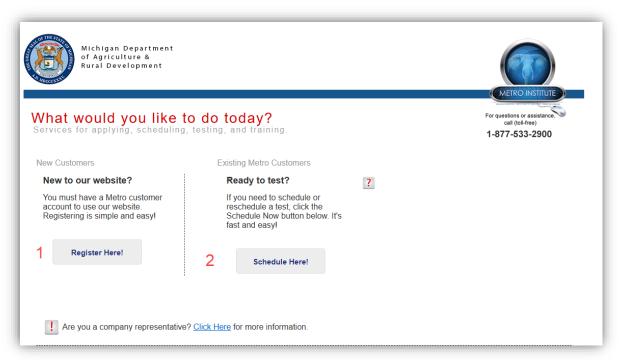
- 4 Seed Treatment This includes applicators who use pesticides on any of the following: seeds, corns, tubers, rhizomes, stolons, other plant parts used or propagation.
- 5 Aquatic Pest Management -Applicators who use pesticides that are applied to lakes, ponds, streams, marshes, or ditches and tributaries which flow into them or which are applied to surfaces that contact such bodies of water to manage aquatic pest.
- 5B Microbial Pest Management Applicators who use pesticides in any of the following to manage bacteria, fungi, algae or viruses; cooling towers, air washers, evaporative condensers, pulp and paper mills, sewer treatment, other applications.
- 6 Right-of-Way Pest Management Applicators who use pesticides in the maintenance of any of the following: public roads, ditch banks, electric power lines, pipelines, railway rights-of-way, parking lots, tennis courts, and similar noncrop areas.
- 7A General Pest Management This includes applicators who use pesticides in, on, or around any of the following: food handling establishments, human dwellings, and institutions such as schools and hospitals.
- 7E Interior Plant Pest Management This includes applicators who use pesticides in the maintenance of plants at inside locations, such as any of the following: homes, offices, shopping malls, stores, similar sites. NOTE: MDARD
- 7F Mosquito Management Applicators who use pesticides to manage mosquitoes in an outside environment.
- 10 Demonstration and Research Pest Management This includes individuals who demonstrate to the public the proper use, and techniques of application of pesticides, who supervise the demonstrations, or who conduct field research with pesticides and, in so doing, use restricted-use pesticides.
- Step 2 Make a copy or scan of your filled-out MDARD registration application and save it to your PC.
- **Step 3** Mail the filled-out form and \$75 (Check or Money Order **ONLY**) to:

Michigan Department of Agriculture and Rural Development P.O. Box 30776, Lansing, MI 48909-8276

**Step 4** Visit <a href="https://www.metroinstitute.com/">https://www.metroinstitute.com/</a>

- a. Click "Michigan"
- b. Make an account with Metro Institute





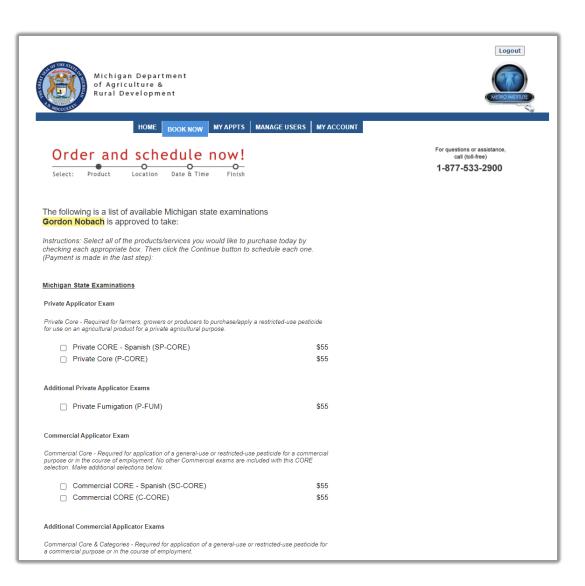
- c. Follow the prompts on the MetroInstitute website after clicking "Register Here" (Number 1) to create an account with the testing agency.
- d. After creating an account with the testing agency, you will click "Schedule Here" (Number 2).



e. Click "Schedule an approved exam for..."



f. Click "Pest Control Exams"

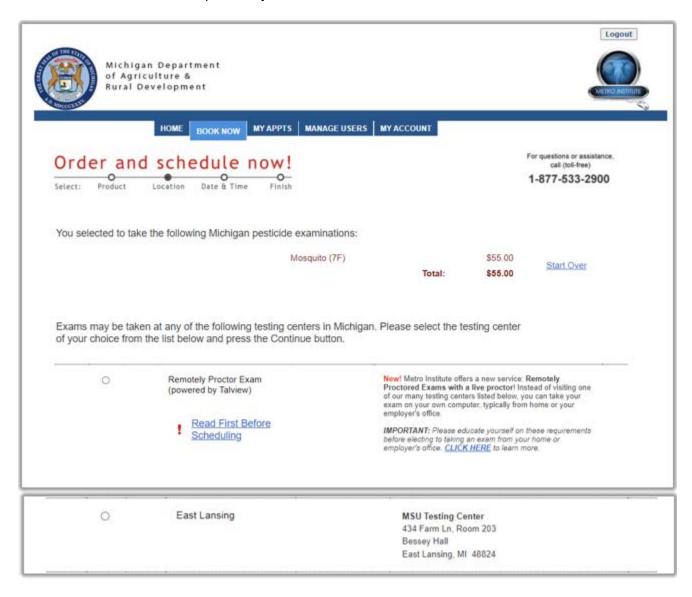


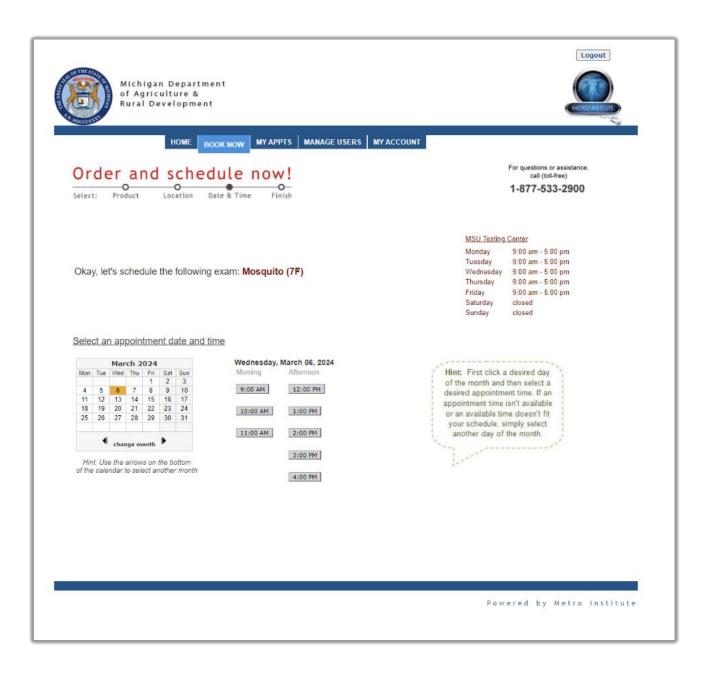
## g. Select "Commercial Core"

Addition	al Commercial Applicator Exams	
Commen	cial Core & Categories - Required for application of a general-use or r	astricted-use pesticide for
a comme	rcial purpose or in the course of employment.	
	Aerial (AE)	\$55
	Animal (1D)	\$55
	Aquatic (5)	\$55
	Combo Cat 1J (1A & 1B)	\$55
	Combo Cat 6J (3A, 3B, and 6)	\$55
	Combo Cat 7J (7A and 7B)	\$55
	Commercial Fumigation (C-FUM)	\$55
	Domestic Animal (7G)	\$55
	Field Crops (1A)	\$55
	Forestry (2)	\$55
	Fruit Crops (1C)	\$55
	General Pest Management (7A)	\$55
	Interiorscape (7E)	\$55
	Microbial (5B)	\$55
	Mosquito (7F)	\$55
	Ornamental (3B)	\$55
	Public Health (8)	\$55
	Regulatory (9)	\$55
	Right-of-Way (6)	\$55
	Seed Treatment (4)	\$55
	Sewer Line Root Control (5C)	\$55
	Swimming Pool (5A)	\$55
	Turf (3A)	\$55
	Vegetable Crops (1B)	\$55
	Vertebrate (7D)	\$55
	Wood Destroying Organisms (7B)	\$55
	Wood Preservation (2A)	\$55
Tell Us \	Nhy You Are Testing	
1. Are y	ou scheduling a test to obtain a new certification, renew you	r current certification, or add a category to your certification?
	License	
	O I'm a NEW applicator	
	○ I'm RENEWING my certification	
	○ I'm ADDING a category to certification	
2. Pleas	e indicate the type of application you intend to submit after	esting
	<u>License Type</u>	
	O Private Application	
	O Commercial Application	
	Registered Application	
		Continue
		Continue

- h. Select all appropriate categories.
- i. Select "I'm a NEW applicator" if you are a new applicator obtaining certification.
  - a. Select "I'm RENEWING" if you are renewing your certification.
- j. Select "Commercial Application".
- k. Click "Continue".

- l. Select your testing site.
  - a. Remotely proctored (taking the exam at your office or home) costs extra and certain hardware requirements need to be met. Click "Read first before scheduling" to see if this is an option for you.





m. Select your desired date and time.

NOTE: If you intend to be a certified applicator immediately after the exam, please keep in mind MDARD must cash the registration fee prior to the conclusion of your scheduled exam period.

#### n. Submit Payment

- a. If paying with a Pcard, ensure the billing address matches the address on file for the Pcard
- b. If paying with personal funds, fill out fields with Personal payment information.

#### Step 5. Take the test

- a. Arrive at your testing site 15 minutes before the scheduled testing time.
- b. To pass, you must score 70% or higher on each exam.
- c. If you pass, Congratulations, you are now a certified pesticide applicator! HOLD ON TO YOUR TEST RESULTS. THESE RESULTS ARE YOUR TEMPORARY APPLICATION CERTIFICATION UNTIL YOUR CARD ARRIVES. You are required to carry these while making pesticide applications. A photo or scan of all test results on your phone will work instead of carrying the test results.
- d. Forward a photo or scan of all your test results and send to <a href="mailto:orrs.train@msu.edu">orrs.train@msu.edu</a>
- e. Once your Certification Card arrives via mail, forward a copy of your certification card to orrs.train@msu.edu

Note: If you did not send in the form and payment described in steps 1-3 before taking the exam, you are <u>not</u> a certified applicator. **MDARD must cash the payment and process the form for you to be legally certified.** 

### **Step 6.** Getting Reimbursed

- a. Obtain a letter from your supervisor detailing the need for pesticide certification.
- b. Gather your saved copy of the filled-out MDARD certification registration form.
- c. Gather your cashed MDARD check image from your bank.
  - a. Redact your routing and account number from the check image.
- d. If MetroInstitute was paid with personal funds, obtain a screenshot of your account ledger or bank statement that details the financial transaction. **Redact all sensitive and non-relevant information except for the transaction details and withdrawal amount.**
- e. Forward information from parts a-d to your department's purchasing administrator.
  - a. You will receive an automated e-mail when all paperwork is filed requesting that you approve the reimbursement.
- f. You should see reimbursed funds deposited into your account associated with payroll within 2-3 weeks.