

Pesticide Applicator Account Creation Instructions

STEP #1:

Enter the following address, or click on the hyperlink, to the “Student Portal” to begin registration:

<https://pesticidetesting.utah.gov>

Complete the Registration form in the "Student Portal" and select the Pesticide Applicator license type you are applying for from the “Department” drop down menu. (eg. Commercial Applicator, Private Applicator or Non-Commercial Applicator). Once you select your license type, you will be able to select all of the pesticide category exam courses you wish to complete. You must select the National Pesticide Core Applicator exam course and at least one other pesticide category exam course. It is your responsibility to know what type of license you need and which pesticide category exams you must complete. If you have any difficulty with your “Student Portal” account creation, here is a brief video explanation of the process:

https://youtu.be/whnKJ_Ve7G0

STEP #2:

Click on the “Courses” icon located in the gray margin on the left of the screen and select the pesticide category exam course you would like to work on.

STEP #3:

Go to “Assignments” in your Student Portal. If you have not already studied the manual for your corresponding pesticide category exam course, you should do so before attempting the exams. You may read and study the manual for that pesticide category exam course before you attempt the exam. Exam questions for each pesticide category exam will also require familiarity with the conversion chart and calibration formulas found in the “Assignments” tab as; "Conversion Chart and Calibration Formulas". Please study this chart as well as the pesticide category manual. At any time, you may attempt a practice exam. There is a practice exam available for you in the “Exam” tab. When you feel prepared for the final exam you may begin.

STEP #4:

When you are ready to begin the pesticide category exam, notify the Proctor at your chosen testing location. In the “Exam” tab, you will select the exam entitled “**Staff Only...**” The Proctor will assist you by unlocking the exam with the exam PIN. Calculators and scratch paper are allowed when you take the exam, and are available within the exam window during the exam. Once the exam begins, you may not click the cursor outside of the exam window. If you click the cursor outside of the exam field, or window, the program perceives that cursor click as an attempt to cheat, and the exam will be automatically terminated. If the exam terminates, or if you fail the exam, you may choose the exam entitled “**Last Chance - Staff Only...**” This will be your second, and final, attempt at successfully completing the pesticide category exam. If you

fail the exam a second time, you must wait a minimum of 24 hours, and you must contact the UDAF Pesticide Program before you may retake your failed exam.

STEP #5:

Upon the successful completion of your pesticide category exam, you may choose your next pesticide category exam by first clicking on the “Courses” icon, and then selecting your next pesticide category exam course. Follow Steps #3 and #4 for your newly selected pesticide category exam course. Continue to follow Steps #3 through #5 for any additional pesticide category exam courses you have chosen.

STEP #6:

ATTENTION! When you have successfully completed all of your pesticide exams, be sure to notify UDAF so we may process your pesticide applicator license. Notifying UDAF is done through the “Student Portal” by completing the “All Tests Completed” assignment located in the “Assignments” tab. This will send an email notification to UDAF about your pesticide exam success. Only one “All Tests Completed” assignment needs to be completed to notify UDAF of all of your successful pesticide category exams. Failure to notify UDAF of your successful pesticide exam completion will result in you not obtaining your pesticide applicator license, and any pesticide applications made without a valid license is a violation, and may result in fines and penalties. Once you have notified UDAF of the successful completion of all of your pesticide category exam courses, you should receive your license within 30 days. If you have any further questions, please contact one of our Pesticide Program team members at 801-982-2300 (option #2) or udaf-pesticide@utah.gov.



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UTAH DEPARTMENT OF AGRICULTURE AND FOOD



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