Delaware Department of Agriculture
Pesticide Compliance
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DELAWARE DEPARTMENT OF
AGRICULTURE

Pesticide Testing and Certification Program

The Department of Agriculture will be conducting testing for pesticide licensing once every 45 days at the specified testing location as detailed below. Please see Exam Procedures below for pre-registration information and fees.

Exam testing dates, times, and location scheduled:

Wednesday, January 29, 2020
Wednesday, March 18, 2020
Wednesday, May 6, 2020
Wednesday, June 24, 2020
Wednesday, August 12, 2020
Wednesday, September 30, 2020
Wednesday, November 18, 2020

Location:

Delaware State Fairgrounds
644 Fairgrounds Road
Harrington, DE 19952

Arrive promptly at 8:45AM in the Ag Education Building.

DDA Exam Procedures

EXAM REGISTRATION AND FEES

All exam candidates must be pre-registered with a completed Application for Certification. You can also register for exams through the Pesticide Management – Online Services website via: https://dda.force.com/pesticide/s/ Commercial applicators, initially certifying or recertifying, must include the required $30.00 exam fee with the application to reserve a seat for the exam date selected. Payment is required by check, money order or credit card with the application and may be received via postal mail, fax or email. All delivery methods must be received in our office at least one week prior to your selected exam date. Be sure to select the type of certification you're applying for and all needed exams for your scheduled date. Commercial candidates that comply with all exam procedures and successfully complete all scheduled exams with a score of 70% or higher will have their fee applied towards certification. Exam fees are initially waived for Private Non-Commercial and Government applicators when they comply with all exam procedures.

Attendance exceptions include Jury Duty, Military Duty or death in the family situations but must be verifiable and approved by the exam proctor.

CANCELLING OR RESCHEDULING AN EXAM

To cancel a scheduled exam, all candidates must contact the department at least one week (7 days) in advance of scheduled exams to properly reschedule a future exam date. Commercial candidates not attending their scheduled exam or not providing the minimum cancellation time for rescheduling will forfeit exam fees since classes have limited seating.

Candidate cancellations or being a "NO SHOW" for a scheduled exam date by Private noncommercial or Government attendees may result in denial of future requests of exam date scheduling.

EXAM DAY

Allow yourself adequate time to travel to the exam site in order to check-in at least 15 minutes prior to the start of the exam. Participants will have a maximum of three (3) hours to complete any requested exams. The actual address and location is provided with your exam confirmation letter. Traffic delays, direction issues, and mechanical problems are not acceptable excuses for arriving late. Candidates who are late or do not appear for scheduled exams will forfeit the exam fee. In such cases, exam candidates will be required to submit a new Commercial Applicator application and exam fee to register for another test date. Refunds cannot be given. Exams are by appointment only and should be made well in advance of the selected date.

In addition, if your name does not appear on the Exam Roster or your paid application is not in the exam files, you will not be allowed to take the exam. Phone use is prohibited by attendees in the exam building during exam hours unless approved by the exam proctor.

REPEATING AN EXAM

Commercial candidates who are unsuccessful in passing the exam may re-take the exam. To retake the exam you must eligible, submit a new Certified Applicator application, reschedule for another open exam date, and submit the appropriate exam fee. Commercial candidates not receiving the required 70% minimum passing score for scheduled exams must reapply with application and exam fees.

Any person not receiving a passing exam score will be given the opportunity to retake the exam in approximately forty five (45) days after the initial exam. Only one re-examination of commercial categories is permitted in any twelve (12) month period.

ADDING A CATEGORY TO AN EXISTING CERTIFICATION

Once you're commercially certified, you can add a category to your existing certification by:

- Completing a certification application
- Selecting the exam category
- Selecting the exam date needed
- Checking the box – Category Addition
- Sign and date the application

OR

Login to the Pesticide Management – Online Services website at https://dda.force.com/pesticide/s/ and follow the instructions to register for an exam as a category addition.

Send your completed application to the Delaware Department of Agriculture, Pesticide Section. There is no additional charge for adding categories to your Commercial Certification when you receive the required 70% minimum passing score and meet the exam rescheduling or cancellation time of one week (7 days). If you're unsuccessful or do not adhere to the rescheduling/cancellation one week (7 days), you will have to reapply with a new application and the required $30.00 fee prior to exam rescheduling.

ITEMS YOU MAY BRING TO THE EXAM

Prior to sitting for the exam you will be required to show a valid, government issued, photo identification document. Acceptable photo identification documents include a current state issued

driver's license (or a non-driver photo identification document), military ID or passport. No exam admittance will be allowed if you are unable to produce the required identification. Exam confirmation letters (if received) will be kept by the Department.

ITEMS YOU MAY NOT BRING TO THE EXAM

Do not bring any of the following items to the exam:

- Books, study/training materials, or review notes. (All exams are closed book)
- Any type of writing pad, loose leaf binder or other source of paper. Scratch or calculation area is provided on each exam answer sheets.
- A calculator or any type of electronic device (computer, personal digital assistant or PDA, camera radio, recording device).

ITEMS PROVIDED DURING THE EXAM

- Pencils and calculators will be provided by the Department for candidates during the exam.

NOTE:

DO NOT WRITE or **MARK** on EXAMS or EXAM LABELS

TRAINING MATERIALS

Core and Commercial Category training manuals can be purchased in person at the Delaware Department of Agriculture or via phone at (302) 698-4571.

Study the Core Manual for FREE!
Go to: agriculture.delaware.gov/pesticide-management
The complete core manual as a tutorial and study guide