



DELAWARE DEPARTMENT OF  
**AGRICULTURE**

2320 SOUTH DUPONT HIGHWAY  
DOVER, DELAWARE 19901  
AGRICULTURE.DELAWARE.GOV

TELEPHONE: (302) 698-4500  
TOLL FREE: (800) 282-8685  
FAX: (302) 697-6287

## **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.

### **2022 Exams:**

Wednesday, January 26, 2022  
Wednesday, March 16, 2022  
Wednesday, May 4, 2022  
Wednesday, June 22, 2022  
Wednesday, August 10, 2022  
Wednesday, September 28, 2022  
Wednesday, November 16, 2022

### **Location:**

Delaware State Fairgrounds  
Ag Education Building  
Harrington, DE 19952

- \*Fairgrounds Road (Rd 316) has the silos on it. Heading south, turn right onto Fairgrounds Road (at the railroad tracks).
- \*From there, turn left into the fence opening across from silos. This puts you on Messick St (runs in front of the Centre Ice Arena)
- \*Follow the Pesticide Testing signs.

### **Times:**

For TESTING, arrive by 12:45 PM in the Ag Education Building to give time for general announcements and check-in before testing begins at 1 PM.

For Pre-Cert CORE Manual/Private Applicator REVIEW, arrive by 8:45 AM in the Ag Education Building for the session to begin at 9 AM.

## **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 before your selected exam date. Be sure to choose the type of certification you're applying for and all needed exams for your scheduled date. Commercial candidates who comply with all exam procedures and successfully complete all

scheduled exams with a 70% or higher score 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 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) before 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 non-commercial 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 to check in at least 15 minutes before 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 retake the exam. To retake the exam, you must be 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 allowed to retake the exam 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). Suppose you're unsuccessful or do not adhere to the rescheduling/cancellation one week (7 days). In that case, you will have to reapply with a new application and the required \$30.00 fee before rescheduling your exam.

### **ITEMS YOU MAY BRING TO THE EXAM**

Before sitting for the exam, you are 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. The Department will keep exam confirmation letters (if received).

### **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 sources of paper. A scratch or calculation area is provided on each exam answer sheet.
- A calculator or any 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](http://agriculture.delaware.gov/pesticide-management)

The complete core manual as a tutorial and study guide

Don't forget to study DE Pesticide Rules & Regulations!