



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.

2024 Exams:

Wednesday, January 24, 2024
Wednesday, March 13, 2024
Wednesday, May 8, 2024
Wednesday, June 26, 2024
Wednesday, August 7, 2024
Wednesday, September 25, 2024
Wednesday, November 13, 2024

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 for exams through the Pesticide Management – Online Services website via: <https://dda.force.com/pesticide/s/> Commercial applicators, initially certifying or recertifying, require a \$30.00 exam fee and payment is made within their account at the website mentioned above. Registration and payment must be 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, 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 for testing and submit payment.

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:

Logging 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.

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 from your Pesticide Management – Online Services account on the website at <https://dda.force.com/pesticide/s/>

Study the Core Manual for FREE!

Go to: agriculture.delaware.gov/pesticide-management

The complete core manual as a tutorial and study guide

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