

Private Applicator Certification

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Business Case: How do I use the SUPER Training/Registration module for private applicator certification?

Solution: The forms currently required for pesticide certification are:

- *PSEP Private Applicator Initial Certification and Recertification Training Form (318A)*
- *Roster for Private Applicator Initial Certification (318B)*

These forms will no longer be used because the information on these forms is already available from the SUPER Training/Registration module. County personnel must create a pesticide certification course/event in SUPER Training/Registration. (For walk-in clientele who are trained at various times, just create one course/event for the last day of the month. Register participants as they complete the training.) To register participants for the course/event, they must be enrollees in the SUPER Enrollment module.

After the training (or at the end of the month), create a list of the participants using the **Run Report** feature. From SUPER, the list of participants will open in **Microsoft Excel**. On the participant list, add two columns, one for pre-test score and a second column for post-test score (Figure 1).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Private Applicator Certification												
2	5-Jan-09												
3	Unit	Last Name	First Name	Address	City	State	Zip	Phone 1				Pre-Test Score	Post-Test Score
4	Stewart County	Atkins	Sue	P.O. Box 6907	Big Rock	TN	37023					80	100
5	Stewart County	Arms	Jenny	231 Thompson Hollow Rd.	Dover	TN	37058	931-827-5555				50	80
6	Stewart County	Barnes	Ed	29 Taylor Rd.	Dover	TN	37058					10	100
7	Stewart County	Barlow	Larry	4801 Bend Rd.	Clarksville	TN	37040					75	100
8	Stewart County	Beard	Steve	446 Spring Creek Lane	Erin	TN	37061	931-243-5895				80	100
9	Stewart County	Black	Rhonda	656 Overlook Rd.	Dover	TN	37058	931-272-4671				70	90
10	Stewart County	Brown	Misha	425 Salem Ridge Rd.	Clarksville	TN	37040					99	100
11	Stewart County	Brown	Misty	425 Salem Ridge Rd.	Clarksville	TN	37040					99	100

Figure 1. Private Applicator Certification Report

Insert the pre-test and post-test scores, print this file, and mail to:

UT Pesticide Safety Education Program Office
 2431 Joe Johnson Drive, 205PSB
 Knoxville, TN 37996-4560

These same instructions apply to recertification, with one addition. County personnel should add one column for the individual's certification number. This process will be a huge savings in time and effort for the entire organization, and especially for county agents and secretaries. Please direct questions about this process to your Regional Program Leader for Agriculture or to Dr. Gene Burgess (865-974-7138).