

Registration and Payment Procedures for Certification and Recertification of Private Applicators and Those Affected by the Worker Protection Standards

1. Private pesticide applicator and WPS trainer will attend training session.
2. At the end of the training, the private pesticide applicator and/or WPS certified trainer will complete a triplicate validation form (only those required to pay a fee). **It is suggested that the agent review the triplicate form with the applicator to make sure it is completed correctly.** Some Extension agents may have their own system for registering which works well in their county.
3. Following completion of the training for certification, recertification or WPS certified trainers, the Extension agent will give the individual the first and third copies of the form.
4. The private applicator or WPS certified trainer will keep the third copy of the triplicate form as proof of training, and will mail first copy with appropriate fees to TDA.
5. Payment may be made by check or money order. Make checks payable to the Tennessee Department of Agriculture. The WPS certified trainer may pay their fee at the time of testing. Payment must be accompanied by first copy of triplicate form (proof of training).
6. The Extension agent will file the second copy.
7. The Extension agent will send to Gene Burgess' office a copy of the revised E&PP Info #318, Private Applicator Training Report form, when certifying or recertifying private applicators.
8. The Extension agent will send Gene Burgess' office a copy of E&PP Info #342, WPS Training Report and Roster form, when owners, operators, managers, certified trainers, workers or handlers are trained. There is a section on the front of this form for you to tally the number of WPS owners, operators, certified trainers, handlers and/or workers that were trained. Workers and handlers will need to sign the back of form E&PP 342.
9. TDA will send cards to the private applicator and those affected by WPS.

Note: The training validation form (triplicate form - third copy) the private applicator is given following training is not valid for the purchase of restricted-use pesticides.

TDA Triplicate Form

No. _____

Registration Form and Roster for Private Applicators and Worker Protection Standard Trainers

(This form is not to be used by the WPS Worker and Handler)

(PRINT LEGIBLY)

Check Appropriate Box: Private Applicator Certification Training

Private Applicator Recertification Training

WPS Certified Trainer Training

Certified - Private

Certified - Commercial

Date of Training: _____

Name: _____

S.S. No. _____

(Trainee's Residence)

County: _____

Home Address: _____
(Street)

_____ (City/State)

Zip: _____

Method of Fee Payment (preferably by check) fee: \$10

Phone: (____) _____

Check (Check No. _____)

Money Order (M.O. No. _____)

Other (_____)

Check Amount Paid:

Private _____

WPS Trainer _____

NOTE: This form is not valid for the purchase of restricted-use chemicals.

(No charge for Workers or Handlers)

(Make checks payable to the TENNESSEE DEPARTMENT OF AGRICULTURE)

- Do Not Write Below This Line -- Extension Office Use Only -

County: _____
(Location of Training)

Extension Agent
Verifying Training: (signature)

Mail fee and TDA Copy to:

Tennessee Department of Agriculture, Box 40627, Porter Bldg., Melrose Station, Nashville, TN 37204
TDA phone 615/837-5148

White: TDA Copy

Yellow: Private Applicator Copy

Pink: Extension Copy