



DATE: \_\_\_\_\_

TO: PSEP, University of Tennessee, Dept of Entomology and Plant Pathology, 2431 Joe Johnson Dr.,  
Rm. 205 Ellington Plant Sciences Bldg., Knoxville, TN 37996-4560

FROM: \_\_\_\_\_ County \_\_\_\_\_ Date of Training \_\_\_\_\_  
(Signature Required of Extension Agent verifying training) Phone \_\_\_\_\_

SUBJECT: **Extension --Private Applicator** Initial Certification & Recertification Training  
Report

**Instructions**

**County Directors, Extension Agents and/or staff members** should indicate the number certified, recertified and the average pre-test and post-test scores.

**When certifying PAs**, mail the first page of this form (EPP Info #318A) together with a check for 1/2 of the certification revenue to the PSEP office. The PA should mail one copy of TDA's triplicate form, No. 83566, with \$10 to TDA for PA initial certification training. And, the agent should have the applicator sign EPP Info #318B for your Extension files. Do not use the third page of this form, EPP Info #318C, for initial certification.

**When recertifying PAs** (only from January 1 - October 21 of the 3<sup>rd</sup> year of the certification period), mail EPP Info #318 A & C together with a check for 1/2 the recertification revenue to the PSEP office and EPP Info #318C, instead of triplicate form, to TDA. And, keep a copy in your Extension files, which is o.k., since it does not have the complete SSN.

**Certification / Recertification Data**

Total Number Certified	Total Number Recertified (Use only from Jan 1 - Oct 21, 08)	Average Pre-Test Score:	Average Post-Test Score

Note: PSEP forms may be found at <http://eppserver.ag.utk.edu/psep/psep.htm>

Comments:

**(FOR EXTENSION AGENTS' FILE ONLY! DO NOT SEND TO TDA!)**



**EXTENSION – ROSTER FOR PRIVATE APPLICATOR  
INITIAL CERTIFICATION PROGRAM**

***(The PA sends TDA a copy of TDA's triplicate form with the \$10 Fee)***

**(If a copy of TDA's triplicate form is preferred over this form for the agents file, destroy or black out the SSN on the agent's copy of TDA's triplicate form.)**

Date \_\_\_\_\_

County \_\_\_\_\_

NAME	ADDRESS	PHONE NO.	E-MAIL
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- Note:**
1. This form, EPP Info #318 B, is for the Extension Agent's file only. This form is used in order for Extension to keep a record of who they have trained without having the PA's SSN.
  2. The PA will continue sending a copy of TDA's triplicate form with fee to the TDA office in Nashville. Extension is not to keep a copy of the triplicate form with SSN on file, unless the SSN is destroyed or blacked out.
  3. The Extension Agent is to continue sending EPP Info #318A to the PSEP office in Knoxville, when initially certifying or recertifying PAs.
  4. EPP Info #318C is to be sent to TDA only when recertifying the PA during the 3<sup>rd</sup> year of the certification period.

