

THE CERTIFICATION, RECERTIFICATION AND LICENSING PROCESS

(FOR TN EXTENSION AGENTS)

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PSEP Website
<http://leppserver.ag.utk.edu/psep/psep.htm>

PESTICIDE SAFETY EDUCATION PROGRAM PSEP

IMPORTANT

IT IS VERY IMPORTANT THAT EXTENSION AGENTS READ AND BECOME FAMILIAR WITH THE CERTIFICATION AND LICENSING PROCESS. YOUR OFFICE WILL RECEIVE MANY CALLS WITH REGARD TO THE PSEP PROGRAM.

EXTENSION AGENTS MUST BE CERTIFIED:

In order for Extension Agents to make chemical recommendations and put out control demonstrations with chemicals, they must be certified in certification Category 10, Demonstration, Research & Regulatory. In order for Extension Agents to become a Worker Protection Standards (WPS) Trainer, they must be certified in Category 15, WPS.

In order to take the certification exams, Extension Agents will complete the Tennessee Department of Agriculture's *Commercial Certification Exam Application* (Pre-pay form), indicating the date and location you would prefer to take the exam. Write on the bottom of the form that you are an Extension Agent or UT employee and you will not have to pay the \$15 fee. Send the application to the TDA, Regulatory Services Division, PO Box 40627, Nashville TN 37204 or fax it to (615) 837-5012. The address is also on the form. This form is on the PSEP website under TDA forms.

The study materials may be ordered from my office at no charge to Extension Agents. Call 865-974-1286 to order the manuals.

We do not offer training in C10 except for groups. We do offer the CORE, C07 and C03 the first Wednesday of each month in Knoxville and by ITV at ETSU, UT Chattanooga, UT Extension District office in Nashville and West TN Center in Jackson. With the expense of ITV, a certain number of people are required to preregister at each site before the training is offered at that site. For the previously mentioned categories, six people are required at the UT ITV sites and 10 people for the ETSU site. For the *UT Commercial Applicator Annual Recertification Program*, six people are required for the UT ITV sites and eight people for the ETSU ITV site.

Agents, new and seasoned, are welcome to call my office, 865-974-7959, at anytime you have any questions about the certification, recertification or licensing process.

INTRODUCTION:

The UT's Pesticide Safety Education Program (PSEP) is an educational program for the state's pesticide certification and licensing process. The certification program is designed to help private and commercial pesticide applicators qualify to buy, sell and use restricted-use pesticides. The licensing program primarily deals with helping commercial companies, who charge a fee for their services, qualify to apply pesticides safely for the public. Some institutions and companies, who do not charge a fee, are also required to have someone certified and licensed applying the chemicals or supervising a certified applicator who applies the chemicals. The County Extension Service is responsible for conducting educational sessions to assist Private Applicators in becoming certified and also training on the Worker Protection Standards. UT Extension Specialists are involved in conducting educational seminars for Commercial Applicators in helping them prepare to take the certification and licensing exams and holding recertification educational meetings, so they can become recertified and better serve their clientele.

The UT PSEP and TDA's, Certification & Licensing Section addresses and phone numbers are as follows:

Pesticide Safety Education Program (PSEP)
University of Tennessee
Dept. of Entomology & Plant Pathology
2431 Joe Johnson Dr.
Rm. 205 Ellington Plant Sciences
Knoxville, TN 37996-4560
865-974-7138
<http://eppserver.ag.utk.edu/psep/psep.htm>
gburgess1@utk.edu

Tennessee Dept. of Agriculture
Certification & Licensing Section
Box 40627
Porter Bldg.
Nashville, TN. 37204
615-837-5148
<http://www.tennessee.gov/agriculture/regulate>
mary.borthick@state.tn.us

We have a PSEP hot line, which is 865-974-0875. The hot line will answer most questions that one may have dealing with certification, recertification and licensing.

DEFINITIONS:

- A. **CERTIFIED APPLICATOR:** Any individual who is certified by TDA to buy, sell, use or supervise the use of restricted-use pesticides.
- B. **PRIVATE APPLICATOR (PA):** PAs are farmers, greenhouse or nursery operators, who buy, use or supervise the use of any pesticide which is classified for restricted-use. This is for purposes of producing an agricultural commodity on property owned or rented by the individual or the individual's employer or if applied without compensation other than trading of personal services between producers of agricultural commodities, on the property of another person. If a PA applies a pesticide on another person's property and charges a fee, he/she becomes a CA and must obtain a license.
- C. **COMMERCIAL APPLICATORS (CA):** CAs are all certified pesticide applicators who buy, use or supervise the use of restricted-use pesticides for any use, or for use on any property other than as defined under PA. Technicians who work for chartered companies that apply pesticides for a fee (Terminix, Orkin, etc.) must become certified as a CA.
- D. **CHARTER:** An instrument issued by TDA authorizing a person, firm or corporation to engage in the business of commercial pest control operations.
- E. **COMMERCIAL PEST CONTROL OPERATOR:** A person or business entity who engages in the custom application of pesticides or inspection of real property for the purpose of issuing a wood destroying insect infestation inspection report and who has demonstrated to the satisfaction of the pest control licensing and advisory board their qualifications to design and direct pest control and inspection operations. Each person or entity chartered must have a commercial pest control operator, who usually is the owner or operator, for the main or supervisory office.
- F. **LICENSED PEST CONTROL OPERATORS:** Individuals who qualify by passing a licensing exam to supervise the pest control operations at each office or branch office of chartered companies and supervise the application of pesticides in buildings used for food preparation and service, lodging, educational purposes or commercial food processing..
1. **Chartered companies** (Chartered Licensee) - Every business that applies a pesticide for a fee must have a business charter and a Licensed Pest Control Operator at each outlet supervising the commercially certified technicians who apply the pesticide.
 2. **Non-chartered institutions, businesses, etc.** (Non-Chartered Licensee) – An institution or business that does their own pest control must have at least one employee certified and licensed in that category. And, the Licensed Pest Control Operator supervises whoever does the pest control, who must be at least commercially certified. This includes buildings used:
 - a. For preparation or serving of food.

- b. For temporary or permanent lodging of others, excluding an individual's dwelling or a multi-unit dwelling in which the owner resides and which contains not more than three additional units.
- c. Primarily for educational purposes, except buildings used primarily for religious instruction or for providing education to not more than ten persons.
- d. For any commercial food processing facility.

INITIAL CERTIFICATION PROCESS FOR PRIVATE APPLICATORS:

- A. **Only Certified Extension Agents** may train farmers, greenhouse or nursery operators to become PAs. The state Extension Pesticide Coordinator may assist upon request.
- B. **Applicants for initial Private Applicator certification** should view the initial certification CDs or DVDs.
- C. It is suggested that the Extension Agent **update** their **county data** on the crops and number of acres each farmer grows when conducting certification meetings.
- D. Administer the **Pretest / Posttest** : Give at each meeting. Send the average pretest and posttest grades to the PSEP Office in Knoxville.
- E. **How to Report PA Initial Certification Training:**

E&PP Info #318A – Send to Gene Burgess at the UT PSEP office.

AG-0562 ----- Send to TDA.

"Registration Form and Roster for Private Applicators and Worker Protection Standards Trainers," (TDA's triplicate form) – Make sure the applicator enters his/her complete SSN. The farmer sends the first copy together with \$10 to TDA, (Certification and Licensing Section, TDA, Porter Bldg., P.O. Box 40627, Nashville, TN 37204). The farmer keeps the 2nd and 3rd copies. Do not keep a copy of the TDA's triplicate form in the your Extension office and do not send a copy to the PSEP office. Extension is not supposed to keep forms with full SSNs. These forms are obtained from Mary Borthick with the Regulatory Services Division of TDA. Phone is 615-837-5310.

E&PP Info #318B – Have the applicator sign this roster for the agents files.

- F. A **county list of Private Applicators** may be obtained from the Certification and Licensing Section, TDA, at 615-837-5148.
- G. In one of the older resource tapes, the Federal pesticide recordkeeping tape, the penalties for violation of the Federal pesticide recordkeeping requirements changed. The penalty is incorrect in the county video tape. Please make note of this to those who view the tape.

The civil penalties for a certified applicator who violates any provision of the regulations will:

- For the first offense, be subject to a fine of not more than \$550 (previously \$500).
- For subsequent offenses, be subject to a fine of not less than \$1,100 for each violation (previously \$1,000). The penalty shall be less than \$1,100 if the Administrator of USDA Agricultural Marketing Service, or his or her designee, determines that the certified applicator made a good faith effort to comply.

RECERTIFICATION PROCESS FOR PRIVATE APPLICATORS (PA):

- A. Only Extension Agents may train PAs for recertification. The next recertification deadline is October 21, 2008.
- B. The recertifying of Private Applicators takes place the last year of the three year period.
- C. 2008 Recertification program is available at Online@UT.
- D. Give the Pretest / Posttest. Send the results to the PSEP Office.
- E. How to report when in the recertification year:

E&PP Info #318A – Send to Gene Burgess at the UT PSEP office.

E&PP Info #318B – Send to TDA, Certification & Licensing Section (instead of triplicate form). Since there is no fee for recertification of Private Applicators, #318B is substituted for the triplicate form. Keep a copy of your files. The certification number is preferred. However, if the SSN is used, only the last 4 digits should be recorded.

- F. A list of Private Applicators for each county may be obtained from TDA upon request. Contact Mary Borthick at 615-837-5148.

CERTIFICATION PROCESS FOR COMMERCIAL APPLICATORS:

- A. **Educational Seminars:** UT, Dept. of Entomology & Plant Pathology, offers educational seminars for CAs in preparation for the Certification Exams in Core (*Applying Pesticides Correctly*), C3 (Ornamental & Turf) and C7 (General Household and Structural Pests). They are offered the first Wednesday of each month by ITV at the following locations (This may be changed to the Centra system at some point.):

- UT Knoxville, Ag Campus, Plant Biotech Bldg. Rm. 156-157.
- East Tennessee State University
- UT Chattanooga
- UT Extension Central District Office in Nashville,
- UT West TN Center for Ag Research, Extension and Public Service (West TN Experiment Station) Jackson

If an outlying site does not have enough preregistered, it will be dropped, due to the expense of ITV. This will not be a problem when we switch to Centra.

- B. **Pre-Pay for Certification Exams:** Commercial applicators must prepay TDA to take the CA certification exam. Use the TDA prepay form, "Commercial Certification Exam Application." This is located on the PSEP website. One indicates on the form when and where they want to take the certification exam. TDA will reply indicating the closest time available to your request for the exam. The applicant should indicate if they intend on taking the C3 and/or C7 training offered by EPP, so they may be assigned to take the exam the day of the training.
- C. **Registration Fee for Training Seminars:** Registration fee for the CORE training is \$30 and Categories 3 and 7 are \$10 each. Educational seminars in preparation for exams for other categories are not offered by UT, except by special request for groups. CAs may register several different ways. Form 817 may be used to preregister. Send the form with fees to Gene Burgess at the PSEP office in Knoxville. The address is on the form. One may also preregister by using MasterCard or Visa by calling 865-974-7138 or by e-commerce at <http://ecommerce.cas.utk.edu/agstore>.

D. **Location and Frequency of Certification Exams from TDA without Training:**

- Chattanooga** - Tuesday & Thursday at 9 a.m. and 2 p.m. at the Hamilton Co. Extension Office, 6183 Adamson Circle (Bonnie Oaks Industrial Part), (423) 855-6113.
- Clarksville** - Tuesday & Thursday at 9 a.m. and 1:30 p.m. at the Montgomery Co. Extension Office, 1030 Cumberland Heights Rd., (931) 648-5725.
- Jackson** - Tuesday, Wednesday & Thursday at 9 a.m. in Rm. 237 at the West Tennessee Center (WTES), (731) 423-5647.
- Jonesborough**-Tuesday & Thursday at 9 a.m. at the Washington Co. Extension Office, 206 W. Main St., (423) 753-1680.
- Knoxville** - Tuesday and Thursday at 9 a.m. and 1 p.m. at the TDA Office, 3211 Alcoa Hwy., (865)594-6098.
- Memphis** - Tuesday, Wednesday & Thursday at 8:30 a.m. and 1:30 p.m. at the Shelby Co. Extension Office (901) 544-0243.
- Murfreesboro**- Tuesday & Thursday at 8:30 a.m. at the Rutherford Co. Extension Office (615) 898-7710.
- Nashville** - Tuesday, Wednesday & Thursday at 8:30 a.m. and 1:30 p.m. at the Ellington Agricultural Center, Regulatory Services Division, (615) 837-5148.

RECIPROCITY WITH OTHER STATES:

TDA will reciprocate certification with other states, when possible. To receive reciprocal certification, obtain a reciprocity form from one of the TDA office's or PSEP office and complete it according to the instructions. Applicants will not receive reciprocal certification unless a current home address and social security number are provided. Reciprocal agreements with other states may be found in UT publication EPP Info No. 671, *Reciprocal Agreements*.

RECERTIFICATION PROCESS FOR COMMERCIAL APPLICATORS:

Pesticide Recertification Point Requirements

Rev. 12/20/05

Commercial Pesticide Applicator Certification Categories	Certified Prior to 10/21/05 Before 10/21/06	Certified On or After 10/21/06 Before 10/21/07	Certified On or After 10/21/07 Before 4/21/08	Certified On or After 4/21/08
01 -Agricultural Pest Control	18	12	6	0
02 -Forest Pest Control	12	8	4	0
03 -Ornamental & Turf	18	12	6	0
04 -Seed Treatment	12	8	4	0
05 -Aquatic Pest Control	12	8	4	0
06 -Right-Of-Way Pest Control	18	12	6	0
07 -Industrial, Institutional, Str.	30	20	10	0
08 -Public Health Pest Control	18	12	6	0
10 -Demonstration & Research	18	12	6	0
11 -Wood Preservatives	9	6	3	0
12 -Dealers	18	12	6	0
13 -Antifouling Paint	9	6	3	0
14 -Microbial Pest Control	9	6	3	0
15 -Worker Protection Standards	0	0	0	0
16 -Sewer Line Chemical Weed	9	6	3	0

Additional Requirements for Commercial Recertification:

- A. No points may be carried over from one recertification period to the next.
- B. In-house points are limited to 50% of your total point requirement.
- C. All training must be submitted to the TDA or UT office no later than 30 days prior to the date of the training session. Those approving the certification training reserve the right to reject assigning points for educational sessions submitted late.
- D. All points cannot be accrued in one year. If the minimum number of points are not accrued by the end of the third year, a recertification exam will be required that year.
- E. Rosters must be submitted into TDA 30 days after training or applicators are subject to a reduction in points or losing points for that meeting.
- F. Approved topics for in-house and external recertification training are as follows: anything about the pests, pest control, WPS, pesticides, pesticide safety, IPM, labeling, environmental issues (wildlife, endangered species and water quality) and pesticide laws and regulations.

- G. The sponsor of a meeting must agree to permit representatives from TDA and/or UT to attend training sessions without registration fees or costs. After attending a training session, TDA or UT Extension Service, upon consultation between these two agencies, may re-evaluate the training and point assignment. The point assignment may be withdrawn or revised as deemed necessary.
- H. All points cannot be accrued in one year, unless certified between October 21 and April 21 of the third year of the recertification period. If the minimum number of points are not accrued by the end of the third year, a recertification exam will be required that year.

Classes & Procedures:

- A. Attend any meeting, approved by UT or TDA, in the respective certification category to earn points
- B. Attend UT's CA annual recertification meetings on ITV in March of each year for points in all categories. This meeting is held in Knoxville and down-linked by ITV to East TN State University, UT Chattanooga, the Extension district office in Nashville and the UT West TN Center in Jackson. If one is unable to attend the March program, they may attend the same meeting in July in Knoxville when offered by UT or other dates offered by the PSEP office or a county extension office. Preregistration for the March meeting in the outlying ITV sites is important. If no one preregisters the meeting will be cancelled. Therefore, preregister at the UT PSEP office, (865) 974-7138.
- C. Mary Borthick, TDA, Certification & Licensing Section, assigns points primarily for industry
- D. Gene Burgess, UT/EPP, assigns points primarily for educational institutions
- E. Points are only assigned to certification / recertification related topics
- F. For approved educational classes, publications & other information check the following:
 - 1. Department of Entomology and Plant Pathology PSEP web site:
<http://eppserver.ag.utk.edu/psep/psep.htm>
 - 1) *Upcoming Meetings: Current Workshops / Seminars*
 - 2) *Annual meetings*
 - 3) Publications, fact sheets and forms

Hard copies may be obtained by calling (865) 974-7138.
 - 2. The Registration Review, for a fee, published by TDA.
 - 3. TDA web site: <http://www.tennessee.gov/agriculture/regulate>

For recertification Point standings:

Click on Ag Inputs & Pesticides, then Online Pesticide Systems and then CA Point Standings

Other Topics at This Site:

- 1) Registered Pesticide Products
- 2) Pesticide Training Schools
- 3) Charter Companies

- 4) Aerial Applicators
- 5) Private Applicators Status
- 6) Workers / Handlers Status
- 7) Registered Dealers Status
- 8) Plant / Nursery Dealers

- 4. Professional associations for meetings in your category.
- 5. Check with your local Extension agents for county meetings in your category.

G. Applications for points should be sent to the following (Using the form E&PP Info #82 for production meetings, which may be obtained from UT, Dept. of EPP):

For Educational Institutions:

UT PSEP
 2431 Joe Johnson Dr., Rm. 205 PSB
 Knoxville, TN. 37996-4560
 Phone: (865) 974-7138
gburgess1@utk.edu

For Industry:

Certification & Licensing Section
 TN Dept. Of Agriculture
 Porter Bldg.
 PO Box 40627
 Nashville, TN 37204
 Phone: (615) 837-5179
mary.borthick@state.tn.us

Note: Application for licensing exams and recertification rosters should also go to Mary Borthick, Certification & Licensing Section, at TDA.

- H. When Commercial Applicators attend any county Extension meetings (certification related topics) for points, Extension agents should send **E&PP Info #317**, when using PSEP tapes, CDs or DVDs to UT PSEP (Gene Burgess) for point assignment.
- I. **Each year**, videos, CDs or DVDs made by UT/EPP PSEP program of the **2002, 2003, 2004, 2005, 2006, 2007 and 2008 UT Annual Commercial Applicator Recertification meetings**, which were shown on ITV, may be available from the EPP/PSEP office. CA's may be able to view these once per year for points (2-4 points each year) from Extension and EPP offices. But, they are not for loan to individuals. A **\$40 registration fee** is charged to CAs for some of the annual CA recertification programs. Some are only two hours long, therefore the fee is reduced to **\$20**. After applicators have viewed the video program(s), the **agent** should complete **E&PP Info #317 CART A (Commercial Applicator Recertification Training)**. The **trainee** should sign the roster **E&PP Info #317 CART B**. **The fees are deposited** into an extension county account. **Both forms** together with the $\frac{1}{2}$ **the registration fees** should be sent to Burgess at the UT/PSEP office in Knoxville. The state portion of the fee is to defray the large cost of production and showing by ITV in five locations across the state.
- J. **Each year**, CAs may earn **one or five points** by watching the **PA recertification tapes** in the county office. There is a **\$30 fee** for the Initial Private Applicator Certification Program and additional fees for the Private Applicator Recertification Program. Complete the same forms and send with fees to Burgess, PSEP office, as described in the previous paragraph. See EPP Info #317 CART A & B.

LICENSING PROCESS:

Licensing exams are offered in January, April, July and October at the Ed Jones Auditorium, Ellington Agriculture Center, Nashville. HLT is offered at the UT & TDA testing sites for the certification exams in eight locations across the state (Chattanooga, Clarksville, Jackson, Jonesborough, Knoxville, Memphis, Murfreesboro and Nashville).

A. Prerequisite to the licensing exams:

1. **Certified** in respective category **AND**
2. **18 years of age** and **US citizen** **AND**
3. **Education** in **all categories**, except for WDO:
 - A. BS degree with major or minor in Agriculture, Biology, Chemistry, Forestry, Horticulture, Entomology, Plant Pathology, Plant Sciences or similar degree.
 - B. Pest Control Consultant
BS in field of pest control consultation offered.
4. **Education and Experience** Combination:

WDO:

- A. *Education:* BS degree in a field in 3A. **AND**
Experience: 1 year full time work experience in WDO.
- B. *Education:* MS or PhD in Entomology **AND**
Termite Technician School.

HLT, HRI, WEC or AGE Licensee – Can take Exam in Another One of These 4 Categories Provided:

- C. *Certified:* Certified in that category of license desired **AND**
Experience: 2 or more years work in that category (must be documented) **OR**
Education: 12 college semester hours **OR**
24 CEUs.

AGE & HLT:

- D. *Experience:* 2 years work experience (must be documented) **OR**
Education: BA degree **OR**
12 college semester hours related to AGE or HLT **OR**
24 CEUs related to AGE or HLT

Experience – Registered as a pest control technician or salesperson for 24 months of full-time work experience.

- A. **AGE & HLT:**
CCA certificate **AND**
1 year full-time work experience related to the licensing category **AND**
Certified in same category.
- B. **PHMC:**
Hold a GRC license **AND**
Public Health Control certification, C8.

Note: Adapted from pages 1 and 23 of the Rules of the Pest Control Operators in the *Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Use Pesticides* (Revised September, 2007 & September 26, 2008.)

B. Prerequisite to take the Public Health Mosquito Control (PHMC) licensing exam:

One must have one of the following to qualify to take the PHMC licensing exam in order to apply mosquito control on public lands and public waters:

1. A **B.S. degree** or its equivalent with a major or minor in a related field and certified in **C08 (Public Health) OR**
2. Hold a current **GRC** license and **C08** certification, Public Health **OR**
3. **Two years** of verifiable work **experience** under a licensee in **GRC or PHMC** and **C08** certification **OR**
4. A license (**GRC, or Public Health or PHMC**) from another state and C08 certification.

Note: There are no reciprocal agreement with any other state for the PHMC. TN has reciprocal agreement with Arkansas, Kentucky, Mississippi, South Carolina and Alabama for C08, Public Health. Georgia reciprocates with governmental employees only.

One must have one of the following to qualify to take the GRC licensing exam in order to apply mosquito control in and around homes for a fee, excluding public land and public waters:

1. A **B.S.** degree or its equivalent with a major or minor in a related field and certified in **C07 (Household and Structural) OR**
2. **Two years** of verifiable work **experience** under a licensee in GRC and C07 certification **OR**
3. A license (**GRC**) from another state and **C07** certification.

C. Procedure for taking the licensing exams:

1. An application must be completed and arrive in TDA's office or postmarked by the 10th of the month preceding the month of the exam
2. A \$150 fee must accompany the application with a college transcript, proof of two years work experience in that category under a licensed applicator or other requirements in a respective category.
3. TDA will inform the applicant if they are accepted to take the exam and where and when to take the exam.

D. Educational Seminars for the Licensing Exams:

1. UT, Dept of E&PP offers educational seminars in HLT (Horticulture, Lawn & Turf), PHMC (Public Health Mosquito Control), GRC (General Pest & Rodent Control) and WDO (Wood Destroying Organisms) the day prior to the exams in Nashville.
2. There is a \$50 pre-registration fee or \$75 registration fee on site for each category. **Form 819** should be completed and sent with the registration fee to UT PSEP, Dept. Of Entomology & Plant Pathology, 2431 Joe Johnson Dr., Rm. 205 Ellington Plant Sciences, Knoxville, TN. 37996-4560. Or, one may pre-register with MasterCard or Visa by phone at 865-974-7135 or by e-commerce at <http://agriculture.tennessee.edu/emarketplace>.

CHARTER REQUIREMENTS:

Each applicant for a charter must:

- A. Complete an application.
- B. Show proof of \$10,000 corporate surety bond (\$50,000 bond for C07 the first three years).
- C. Show proof \$250,000 / \$500,000 liability insurance
- D. For Wood Destroying Organisms, WDO, only – show proof of \$100,000 / \$300,000 errors and omissions insurance.
- E. Have for each office or branch office, a licensed commercial Pest Control Operator for each category of service offered.
- F. List with TDA all salespersons and persons handling, transporting, or applying pesticides, and pay a \$40 or prorated fee for each.
- G. Pay the \$400 or prorated charter fee.

WORKER PROTECTION STANDARDS:

A. **Definitions:**

1. **Trainer** – One who has been trained in WPS (optional) and passed the WPS exam.
2. **Worker** – One who does hand labor on a farm, forest, greenhouse or nursery and does not come into contact with pesticides.
3. **Handler** – One who transports, mixes, loads and applies pesticides.

B. **How to train:**

1. **Trainer** – Should watch the “Overview for the Worker Protection Standards” and the Michigan Handler tapes. Take and pass the WPS exam to become certified in Category 15, WPS.
2. **Worker and Handler** – Should watch the Michigan Handler tape. The Oklahoma tape may be used, but it is not as good. Corrections have to be read with it.

C. **Reporting:**

Send the **front** of **E&PP Info #342** to Gene Burgess at the UT PSEP office and the **back of #342 (#342B)** to TDA, Certification and Licensing Section’s office. And, keep a copy for your files. Cut off and destroy the column of SSns after a copy is sent to TDA.

TRAINING PRIVATE APPLICATORS AND TRAINING IN THE WORKER PROTECTION STANDARDS:

Extension is the sole agency responsibility of training PAs to become certified. We also have the responsibility to train in the Worker Protection Standards. However, others (non-extension) may qualify to become a WPS trainer. Agents need to keep farmers up-to-date on their WPS requirements, which means they need to know the standards. Extension Agents should keep on file and review the *WPS How To Comply Manual*.

Note:

1. County Extension Offices have one set of forms and everyone else (non-extension) uses another set of forms to make their PSEP and WPS reports.
2. All forms, annual meetings and current workshops may be found at the PSEP Web site:
<http://eppserver.ag.utk.edu/psep/psep.htm>

Reference:

- TDA. 2003. Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Pesticides
- EPP Info 650, *PSEP Training Materials and Forms*

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J:\Pubs\EPP 682 PAT&CertProcessRev8-13-08