

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF PESTICIDE SERVICES**

PO Box 526 • Richmond, VA 23218  
102 Governor Street, Lower Level, Richmond, VA 23219  
Phone: (804) 786-3798 • Fax: (804) 786-9149 • [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

**PESTICIDE REGISTERED TECHNICIAN REQUEST  
FOR AUTHORIZATION TO TAKE  
PESTICIDE APPLICATOR EXAMINATION  
(Do not use for initial certification or certificate renewal)**

**RT-B**

In accordance with of the Virginia Pesticide Control Act, and regulations adopted thereunder, application is hereby made to take the written examination for Registered Technician.

**Please check the reason for requesting examination:**

- ☐ Retesting (previous exams not passed or taken). Customer Number: \_\_\_\_\_  
(On prior authorization letter).
- ☐ Reinstate an expired certificate. Certification Number: \_\_\_\_\_
- ☐ Recertify in lieu of attending a recertification course. All fees waived if the test is administered prior to August 29<sup>th</sup> and the non-refundable renewal fee has already been paid. Certification Number: \_\_\_\_\_

The two-year non-refundable certification fee is \$30.00. Please make check payable to: **Treasurer of Virginia.**  
Mail application and check to the above address. Federal, State, and Local Government employees are exempt from fee.  
Certificates expire on June 30.

**Please type or print the following information:**

SOCIAL SECURITY NUMBER (REQUIRED): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_  
(Last) (First) (M.I.)

MAILING ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
(Street or RFD)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: ( ) - \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMPLOYED BY (Company or agency you work for): \_\_\_\_\_

DATE OF HIRE OR TRANSFER (REQUIRED): \_\_\_\_\_

PESTICIDE BUSINESS LICENSE NO.: \_\_\_\_\_ BUSINESS PHONE NO.: ( ) - \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
(Street or RFD)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

I certify by signing below that I am the person applying for certification and that I have received at least 40 hours of training in the skills necessary to properly apply pesticides in the performance of my job. I agree to abide by all the laws and regulations governing pesticide usage.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Certificate No.: \_\_\_\_\_  
Date Keyed: \_\_\_\_\_  
Keyed By: \_\_\_\_\_

APPLICATION FEE: \$30.00  
VDACS ACCT. 756-09-02437  
VDACS-07212-B 09/16

(SEE REVERSE SIDE FOR TESTING INSTRUCTIONS)

## INSTRUCTIONS FOR COMPLETING REGISTERED TECHNICIAN CERTIFICATION PROCESS

1. Return the completed application with payment. (Government employees are fee- exempt). Upon agency review and approval, you will be sent a Notice of Authorization to take the certification exam.
2. Individuals must take the exam within 90 days of being hired or transferred into a position where duties and functions involve the commercial use of pesticides. *Individuals failing to take and pass the exam within 90 days of the initial examination may not apply pesticides commercially, even under the direct on site supervision of a certified commercial applicator, until they reapply, following the procedures outlined in 2VAC5-685-20 and pass the examination.*
3. After receiving a Notice of Authorization, report to an approved VDACS or DMV testing location to take the written examination, a 50 question multiple choice test. Computerized exams at the DMV Customer Service Centers are scored as you are taking them, and you will be notified of your score as you complete each exam. Written exams taken at VDACS testing centers will be sent to the Office of Pesticide Services in Richmond to be scored.
4. If you pass the Registered Technician examination, the Office of Pesticide Services (OPS) will notify you, and send you your certificate, generally within 10 work days. If you take and pass your exam at one of the DMV Customer Service Centers, you will be issued a temporary certificate which is good for seven days. Your permanent certificate will be mailed to you by OPS within seven days.

***Upon certification, Registered Technicians may apply general-use pesticides unsupervised and restricted-use pesticides only under the direct supervision of a Certified Commercial Applicator.***