



## Certified Pesticide Applicator and Registered Technician Exams

### Examination Process

The Michigan Department of Agriculture and Rural Development (MDARD) offers two ways in which to take Certified Pesticide Applicator and Registered Technician exams: paper-based testing through MDARD and computer-based testing through Metro Institute. Regardless of which method is utilized, an [application](#) with the [appropriate fee](#) must be submitted prior to testing. Please make checks/money orders payable to "State of Michigan".

If taking paper-based exams, take the application and fee with you to the exam site. If taking computer-based exams, mail in the application and fee before taking the exam(s). You will not be able to submit the application or fee at the computer-based exam sites. Failure to submit the application before taking exam(s) may delay your certification card from being issued even if all exams are passed during that session.

Applicants must be 18 years of age or older. All exams must be passed with a score of 70% or better. Results of the exams will be given before the applicant leaves the testing location. Applicants who fail their exam(s) may schedule to retake the exam(s) without having to submit another application fee within six months after the initial application date.

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## Paper-based testing

Paper-based tests are completed using Scantron bubble sheets and a paper exam booklet. Exams are multiple choice and each question in the test booklet will have a corresponding number on the bubble sheet. The applicant will bubble in what s/he believes to be the correct answer using a No. 2 pencil only. The applicant is not to write in the test booklet but will have a piece of scrap paper or a blank area in which to make notes or calculations. The applicant will not be able to keep the scrap paper. Exam sessions are typically 3 hours long.

## Fee

There is no additional fee to take paper-based tests.

## Location

Paper-based tests are given at State office or MSU Extension building locations on pre-determined dates and times. The dates and times of these tests can be viewed at [www.michigan.gov/pestexam](http://www.michigan.gov/pestexam). A PDF of the master schedule is listed on the right side of the page under 'Next Steps' and it is titled "Pesticide Exam Schedule."

## Registering

You may also search for upcoming exams by selecting the 'Search' button located in the upper right-hand corner of the page. The 'Search' button will take you to a map of Michigan with certain counties colored green. The green counties have upcoming exam sessions, the white counties do not. Simply select the county that you are interested in and select 'register now' for the exam session that you would like to attend. Follow the onscreen instructions and be sure to read all of the information on that page before selecting the 'Submit Registration' button. If an email was provided during registration (recommended), then an electronic confirmation will be sent to that address.

If you have questions about using the online registration system or if you do not have access to the internet to register yourself, you may contact our Customer Service Center for assistance at 1-800-292-3939, Monday through Friday, 8 am to 5 pm. **PLEASE BE ADVISED: As of January 1, 2016, MDARD is only allowing individuals to register for one exam session at a time. If you attempt to register for more than one exam session, only your first reservation will be valid and any additional reservations will be cancelled. You may not be notified of the cancellation of duplicate reservations.**

## Day of Exam

On the date of the examination, arrive by the start time listed on your reservation. Consider traffic conditions when determining drive time. If you are applying to be a commercial applicator, it is your responsibility to know which exams you need. Please verify with your employer before arrival.

### What to bring with you to the exam:

- 1) **You MUST bring a picture ID. You will not be able to test without your picture ID.**
- 2) Please bring a pen and a #2 pencil
- 3) Bring the application fee with you to the exam site. Make checks/money orders payable to "State of Michigan." **Cash and/or credit cards are not accepted.**
- 4) If you are retaking an exam or returning to finish your exams, **you MUST bring your receipt from the previous session. (If you are attending a paper-based exam after FIRST attending a computer-based exam, you MUST bring a copy of the certification application and a copy check/money order that was mailed to MDARD.)**
- 5) Calculators, if needed, will be available from the exam proctor. **Personal calculators or cell phone calculators are not allowed.**

**If you need to cancel your reservation because you are unable to attend, call 1-800-292-3939 at least 24 hours in advance.**

After passing your exams, you will be issued a receipt and temporary credential with your exam results on it. You must keep that with you while making applications until you get your card in the mail in 4-8 weeks.

### Computer-based testing

Computer-based testing is offered through Metro Institute, a third-party testing organization that offers online pesticide certification tests for various states throughout the country. In Michigan, Metro Institute partners with various colleges and universities to provide Certified Pesticide Applicator and Registered Technician exams. You are able to schedule a computer-based test on a date and time that works best for you.

As with paper-based testing, all of the questions are multiple choice. However, there is no test booklet. The test is entirely on the computer. You may skip questions and return to them later. Scrap paper and pencils will be provided for the applicant. The applicant will have to turn in the scrap paper and pencils after the exam. If the test requires a calculator, the calculator will be built into the test. The applicant may not bring a calculator with them. Each test has a time limit of 2 hours.

### Fee

Metro Institute charges a \$55 fee **per test**. This fee is in **addition** to the application fee that is paid to MDARD. If you fail the computer-based test for a particular exam, and would like to retake it, you will have to reschedule and pay another \$55.

## Location

[Click here to view a map and listing of current locations.](#) You may also go to [www.metroinstitute.com](http://www.metroinstitute.com), select Michigan, and select 'Locate' under "Find a Testing Center" near the middle of the page. As demand for computer-based testing increases, testing locations will be added. If a testing site is not currently offered near you, check back occasionally to see if new sites have been added.

## Registration Process

Once you decide to test at Metro Institute location, you must register online through the Metro Institute website. It is recommended you start the application process at least a week before your intended test date. First, you must apply for a customer account with Metro Institute. Metro Institute requires your name, phone number, email address, and employer name in order to create the account. Once you have created your customer account, you will receive an email with a six-digit confirmation number which you will need to enter on the Metro Institute website to confirm your account and verify your email address. This email may take a couple minutes to arrive. If you do not see it within 20-30 minutes, you may need to contact Metro Institute for assistance. Metro Institute will also supply you with a unique password.

After you have created your customer account, you will need to be approved by MDARD to take exams. From [this page](#) select 'Apply Here!' under "Not approved to test?" **(Note, although Metro Institute may call this an "MDARD Application" or "General Application to Test," this is separate from the certification application [and fee] that must be submitted to MDARD prior to testing.)** This application requires your email address, name, last 4 digits of your social security number, home address, and telephone number along with the certification type, application type and certification number (if you are already certified). After you have submitted the application to be approved to test, MDARD will approve your application within 3 business days. You will receive an email confirmation when you have been approved. If you have waited at least 3 business days and have not been approved to test by MDARD, you may contact Faye Burns at 1-800-292-3939 to inquire about your approval request.

Once you are approved to test, you may schedule an exam with Metro Institute. Return to the Metro Institute website, login, and select "Schedule an Approved Exam." You should be able to view all of the exams and their associated fee (\$55 each). Select the test(s) you would like to take and continue to the next screen to select your preferred location. Continue on and confirm your test and location choices. The next screen will allow you to choose the time and date you would like to test. The date highlighted in orange is the *soonest* you will be able to test.

After you have selected your desired testing time, you will see a summary of your selection and will then need to make your payment. You will be asked for your billing information and then your credit card information. Metro Institute accepts Visa, MasterCard, American Express, and PayPal. You will receive an email confirmation of payment.

You may reschedule your exam at least 24 hours in advance with no charge. Failure to show up to the exam site at the scheduled time will result in a forfeiture of the \$55 fee per test.

## Day of Exam

On the date of the examination, arrive by the start time listed on your reservation. Consider traffic conditions when determining drive time. On the day of the exam:

- 1) **You MUST bring a government-issued photo ID. You will not be able to test without it.**
- 2) All personal belongings, including coat, bags, watches, and anything your pockets, will not be allowed in the exam room. There will be a secure location at the exam site where you can leave those things.
- 3) Be aware, your picture will be taken prior to taking the exam.

If you have further questions about how to sign up for an exam through Metro Institute or need to cancel a reservation, you may contact Metro Institute at 1-877-533-2900.

After passing your exam(s), you will be given a results print out sheet. You must keep that with you with a copy of the certification application and check/or money order that was mailed to MDARD until you get your certification card in 4 to 8 weeks.

If you have further questions that were not answered here, check out our [Pesticide Application Certification Details and FAQ](#) webpage, or contact Faye Burns at 1-800-292-3939.