

Temporary Registered Applicator Program: Guidance for Trainers

This document provides guidance from the Michigan Department of Agriculture and Rural Development (MDARD) to businesses and municipalities that wish to implement a temporary registered applicator training program during the declared state of emergency issued under Executive Order 2020-04 in response to the COVID-19 pandemic.

Background and Overview:

Act 451, Part 83, Section 8314 (1) states, "A person shall not apply a pesticide for a commercial purpose or in the course of his or her employment unless that person is either a certified applicator or a registered applicator."

To become a registered applicator in Michigan, Regulation 636, Rule 8 requires a person complete an MDARD-approved training program provided by an MDARD-approved trainer; and successfully pass an exam covering the general standards for pesticide use (i.e. core material). With few exceptions, registered applicators are applicators who can apply general use pesticides under the supervision of a certified applicator.

Traditionally, MDARD-approved trainers are required to study the *Registered Technician Approved Trainer Manual* and pass a written exam administered by MDARD. Trainers are also required by Regulation 636, Rule 11, to develop a registered applicator training program that must be approved by MDARD prior to implementation. Approved trainers then use the approved training program to train prospective registered applicators. Once an applicator has successfully completed the training program, they must then pass the commercial core exam (typically administered by MDARD).

Due to the suspension of in-person certification exams as part of the state's COVID-19 response, MDARD is implementing this program to: 1) approve certified applicators wishing to become MDARD-approved trainers of registered applicators; and 2) allow approved trainers to administer exams to applicators wishing to become registered for the first time.

NOTE: This program is a temporary solution intended to solve some of the challenges of not being able to conduct in-person exams. As such, the *Temporary Registered Applicator Program* is only in effect during the declared state of emergency issued under Executive Order 2020-04.

Temporary Requirements for Trainers of Registered Applicators:

Regulation 636, Rule 11 (2) allows MDARD to authorize trainers of registered applicators. If you meet the following requirements, MDARD will consider you an approved trainer under this Temporary Registered Applicator Program:

- 1) You are currently a certified pesticide applicator in the State of Michigan.
- 2) Have at least 2 years of experience as a certified applicator.
- 3) You have read and understand this guidance document.
- 4) You have passed the Registered Applicator Trainer exam administered by MDARD as part of this temporary program.

Approved Training Program for Registered Applicators:

Regulation 636, Rule 8 (3) requires that training programs for commercial registered applicators to be approved by MDARD. A training program developed by Michigan State University has already been

approved by MDARD to be used along with category specific training, designed and administered by an approved trainer, to train registered applicators under this Temporary Registered Applicator Program. For more information, click on the link below:

https://mediaspace.msu.edu/media/Private+Pesticide+Applicator+CORE+review/1_9aj0rutb

Exam Administration:

Under this Temporary Registered Applicator Program, MDARD is providing approved trainers an exam they can administer to applicators who've completed an approved training program (i.e. MSU video and category specific training).

Important Information:

- According to Act 451, Part 83, Section 8311 (8), a commercial applicator is responsible for pesticide applications made by persons under his or her supervision. The Act also defines "Supervise" as: directing the application of a pesticide with or without being physically present during the application. In summary, a certified applicator who is supervising a registered applicator is not required to be physically present during an application. However, the certified applicator bears some responsibility for the registered applicator and therefore, must ensure the registered applicator understands how to properly apply the pesticide.
- According to Act 451, Part 83, Section 8306 (1), a registered applicator may only apply general use pesticides. Under no circumstances may a registered applicator apply a restricted use pesticide (RUP) for commercial purposes.
- Under this Temporary Registered Applicator Policy, registered applicators may only make applications in the categories that the supervising (certified) applicator is currently certified in and for which they have received category-specific training.

Steps for Implementing this Temporary Registered Applicator Program

- 1) Read and understand this guidance document to ensure you qualify to be a trainer, you understand your responsibilities, and you understand how to implement the program.
- 2) Schedule your Registered Applicator Trainer exam, which will be administered over the phone, by emailing Kevin Kern, MDARD's Certification Program Specialist, at KernK@michigan.gov
- 3) Train your prospective registered applicator. You **MUST** use the Michigan State University video listed above to train your applicator in the required general standards (i.e. core information). It is your responsibility to develop and train your prospective applicator in the specific categories they will be making applications in. At a minimum, the category-specific training must include identification of common pests and training on application equipment. As a reminder, trainers may only provide training in the category/categories they are currently certified in.
- 4) Administer the provided examination (Att. 1) to the prospective applicator.
- 5) Score the exam using the provided answer key (Att. 2). A score of 70% or more is considered passing. A failed exam may be retaken until a passing score is achieved.

- 6) Complete the *Registered Applicator Verification Form* (Att. 3). Retain a copy of the Registered Applicator Verification Form as a temporary credential upon successful completion of the training and examination.
- 7) Complete a Pesticide Applicator Certification/Registration Application for your registered applicator.
- 8) Mail the completed verification form, scored exam, completed registered applicator application, and check or money order (\$45) made payable to the State of Michigan to the following address:

MDOT-ASC
Michigan Department of Agriculture and Rural Development
P.O. Box 30776
Lansing, MI 48909-8276

- 9) Once all the above steps are completed, the registered applicator can begin working immediately. The applicator will receive their permanent registered applicator card, which will be valid for 3 years, in the mail in approximately 4-6 weeks.

Applicator Name _____
Address _____
Company Name _____
Score (# of correct questions /25 x 100) _____ %
Date _____
Scorer's Name _____

Registered Applicator Examination

For each question, circle the BEST answer.

1. In general, action should be taken to control a pest:
 - a. Based on a predetermined calendar date.
 - b. As soon as the pest is found.
 - c. When it is causing, or is anticipated to cause, unacceptable damage.

2. Rodents are classified as which type of pest?
 - a. Disease
 - b. Vertebrate
 - c. Invertebrate

3. Use of parasitic wasps is an example of this type of pest control:
 - a. Mechanical
 - b. Biological
 - c. Regulatory

4. Which statement about integrated pest management (IPM) is true?
 - a. IPM targets pests at their least susceptible life stage.
 - b. IPM often combines the use of several compatible pest control methods.
 - c. IPM always achieves eradication of the pest.

5. A person who uses a pesticide inconsistent with its label may be subject to civil or criminal penalties, or both.
 - a. True
 - b. False

6. A pesticide may be applied to control a target pest that is not specified on the label if, the pesticide is applied to a crop, animal, or site that is listed on the label.
 - a. True
 - b. False

7. Which of the following signal words indicates the lowest toxicity?
 - a. Warning
 - b. Danger
 - c. Caution

8. An applicator can find instructions on mixing and loading a pesticide in the Directions for Use on the pesticide label.
 - a. True
 - b. False

9. Labels are legal documents that provide directions on how to mix, apply, store and dispose of pesticide products.
 - a. True
 - b. False
10. If a pesticide is toxic to aquatic organisms, the user will find information about aquatic toxicity concerns in which section?
 - a. Signal Words
 - b. Environmental Hazards
 - c. Agricultural Use Requirements
11. What is the purpose of the signal word on a pesticide label?
 - a. To indicate the relative acute toxicity of the product to humans and animals.
 - b. To inform the user of what PPE to wear.
 - c. To indicate the first aid requirements.
12. Heat stroke victims may exhibit a lack of sweating.
 - a. True
 - b. False
13. Pesticide saturated Personal Protective Equipment (PPE) should be rinsed with water and stored in a container until the next use.
 - a. True
 - b. False
14. When should reusable personal protective equipment be cleaned?
 - a. Immediately after each use.
 - b. At the end of the work week.
 - c. After 10 uses.
15. The easiest method to prevent back-siphoning is to utilize:
 - a. A pressurized tank.
 - b. A funnel valve.
 - c. An air gap.
16. Instructions for use, re-use, and disposal of a pesticide container are found on the product's label.
 - a. True
 - b. False
17. The most important factor influencing off-target spray drift of pesticides from the target site is.
 - a. Surfactant index
 - b. Air movement
 - c. Boom length
18. Which technique would help to minimize off-target spray drift?
 - a. Spray during a temperature inversion to drive sprays down.
 - b. Increase the pressure to push the spray into the target.
 - c. Use the largest droplets that will provide appropriate coverage.

19. Before transporting a pesticide-concentrate the applicator should secure the container.
- True
 - False
20. The three C's of spill response include: controlling the source of the spill, containing the spill, and _____ the spill.
- Covering
 - Cleaning
 - Composting
21. When pouring a pesticide from its original container, keep the container and pesticide above face level so that you can always see it.
- True
 - False
22. It is permissible to exceed the pesticide labeled rate of application if you are utilizing rinsate from equipment cleanout.
- True
 - False
23. Registered applicators are not fully certified and therefore, are not required to follow the directions for use on a pesticide's label.
- True
 - False
24. When is it acceptable for a commercial registered applicator to apply a restricted use pesticide?
- Never
 - When his or her supervisor provides the application instructions.
 - When a certified applicator does the mixing and loading of the product.
25. When rinsing pesticide containers, the rinsate should be:
- Reused in the spray tank.
 - Poured into a sanitary sewer drain.
 - Delivered to a hazardous waste site.

Registered Applicator Exam Instructions and Answer Key

The MDARD-approved trainer is responsible for administering and scoring the registered applicator exam. The exam is to be taken by the applicator, without assistance, and without reference materials such as the internet or study manuals. A score of at least 70% is required to pass the exam. Although failed exams may be retaken, the trainer should use their discretion when determining how many times they will allow someone to retake an exam. It is important that trainers take their role and responsibility seriously as they can be held responsible for the actions of a registered applicator under their supervision (R285.636.16).

Answer Key

Question Number	Answer		Question Number	Answer
1	C		14	A
2	B		15	C
3	B		16	A
4	B		17	B
5	A		18	C
6	A		19	A
7	C		20	B
8	A		21	B
9	A		22	B
10	B		23	B
11	A		24	A
12	A		25	A
13	B			



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

GARY MCDOWELL
DIRECTOR

Registered Applicator Verification Form

This form is only to document completion of the Temporary Registered Applicator Program implemented during the declared state of emergency issued under Executive Order 2020-04 in response to COVID-19. Any individual who completes the temporary program will effectively become a registered applicator with the State of Michigan and will be issued an official credential by the Michigan Department of Agriculture and Rural Development (MDARD).

A completed and signed copy of this form will serve as the registered applicator's temporary credential until their official credential (plastic card) is issued by MDARD. A copy of this form must be in the possession of the registered applicator while making pesticide applications.

The undersigned trainer must keep a copy of this form on file for at least three years and provide it to MDARD upon request.

This section is to be completed by the MDARD-approved trainer.

By signing below, the trainer of the registered applicator is attesting to the following:

- 1) I am currently a certified applicator with the State of Michigan with at least two years of pesticide application experience.
- 2) I have read and understand the *Guidance for Trainers of Registered Applicators* document.
- 3) I have taken the Registered Applicator Trainer Exam administered by MDARD.
- 4) I have provided core training to the undersigned registered applicator using an MDARD approved training course (i.e. Michigan State University video).
- 5) I have provided the undersigned individual category-specific training in the following categories which I am currently certified in (list all applicable categories): _____

Trainers signature: _____

Trainer's printed name: _____

Date: _____

Trainer's Michigan Certification Number: _____

Date the below individual completed their training program: _____

Date the below individual passed their exam: _____

This section is to be completed by the registered applicator.

By signing below, I am attesting to the following:

- 1) I have received and completed core training.
- 2) I have received and completed category-specific training in the categories listed above.
- 3) I have taken the registered applicator exam and received a score of at least 70%.

Registered applicator's signature: _____

Registered applicator's printed name: _____

Date: _____



In accordance with 1994 Public Act 451, Part 83

Pesticide Applicator Certification/Registration Application

Applicant (Applicator) Information (Please print)

Name: _____
Home Address: _____
City: _____ State: _____
County: _____ Zip: _____
Phone: (____) _____ Cell Phone: (____) _____
Email: _____
Date of Birth: ____/____/____ Social Security Number: ____-____-____
1a. Are you applying for reciprocity?: [] Yes What state _____ [] No
1b. Are you certified in, and a resident of, that state?: [] Yes [] No

Blank Space
For Official Use Only

Employer Information

Employer Name: _____
Street Address of Employer: _____
City: _____ State: _____ County: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____ Email: _____

Exams/Categories (Please check all that apply for certification)

Table with 11 columns and 2 rows of checkboxes for various pesticide categories: Private Core, Commercial Core, Registered Core, Field Crops (1A-1C), Vegetable Crops (1B), Livestock Pest Mgmt. (1D), Forest Pest Mgmt. (2), Wood Preservation (2A), Turfgrass Pest Mgmt. (3A), Ornamental Pest Mgmt. (3B), Seed Treatment (4), Aquatic Pest Mgmt. (5), Swimming Pools (5A), Microbial Pest Mgmt. (5B), Sewer Line Pest Mgmt. (5C), Right-of-Way Pest Mgmt. (6), General Pest Mgmt. (7A), Wood Destroying Pest Mgmt. (7B), Vertebrate Pest Mgmt. (7D), Interior Plant Pest Mgmt. (7E), Mosquito Mgmt. (7F), Domestic Animal Pest Mgmt. (7G), Public Health Pest Mgmt. (8), Regulatory Pest Mgmt. (9), Demo & Research Pest Mgmt. (10), Fumigation, Aerial.

Application Fees (Non-refundable)

[] Commercial Applicator \$75 AOBJ: 0188
[] Private Applicator \$50 AOBJ: 0343

[] Application Fees Exemption for honorably discharged veterans of the Armed Forces of the United States (private pesticide certified applicators only). A copy of your DD-214 must be submitted along with your application.

[] Commercial Registered Applicator \$45 [] Private Registered Applicator \$50 AOBJ: 0187

[] I am adding categories to my current certification. Certification Number: _____
Application fee for adding categories is same as above.

By signing below I certify that the foregoing is true and accurate to the best of my knowledge and belief and that I will comply with the provisions of 1994 Public Act 451, Part 83, as amended, and all regulations promulgated thereunder.

Payment Method: Check/Money Order No. _____ Amount enclosed: _____

Please make check/money order payable to the State of Michigan (see instructions on back of form).

Signature: _____ Date: _____

Please print your name here: _____

Instructions on the back of this form

This certification will NOT be issued without the above signature and date!

Pesticide Applicator Application Instructions

Be advised, it is a violation of the Natural Resources and Environmental Protection Act, 1994 Public Act 451, Part 83 to purchase or apply restricted use pesticides, or, to apply pesticides for a commercial purpose or during a work assignment, without a valid certification credential. Applicators not subject to the business license requirement and who use a general-use pesticide directly from its original container (ready-to-use) are exempt from certification requirements.

Commercial and Registered Applicator - This certification is intended for use by individuals who apply a pesticide in the course of their employment or other business activity. Commercial and registered applicators or firms that intend to apply pesticides for hire must also obtain a Commercial Pesticide Applicator License.

Private Applicator - This certification is intended for use by individuals or their employees who apply or supervise the application of restricted use pesticides for the purpose of producing any agricultural commodity on property:

- A. Owned or rented by an individual or his/her employer, or
- B. On property of another for no compensation other than trading of personal services between producers.

To Qualify For Certification/Registration Credential

1. Must be 18 years of age or older.
2. Submit appropriate fee and a completed application.
3. **Commercial** applicators must pass the commercial core exam and a minimum of one category exam in the applicant's area of pesticide application. If the applicator applies for more than one category, all exams must be passed before a credential will be issued. An additional standard is required for individuals who intend to use fumigant pesticides or apply pesticides by aircraft.

Registered applicators must pass the commercial core exam, and complete a Michigan Department of Agriculture and Rural Development (MDARD) approved training program coordinated by an MDARD approved trainer. The training program must be verifiable and category-specific. A Registered Applicator Verifiable Training form must be completed and returned to MDARD.

Private applicators must pass the private core exam. An additional exam is required for individuals who intend to use fumigant pesticides or apply pesticides by aircraft.

4. All exams must be passed with a score of 70% or better before a credential will be issued.
5. Applicants who fail their exam(s) may schedule to retake the exam(s) without an additional application fee within six months after the initial application date. (Note: Computer-based exams have an additional fee per test).

Instructions for Completing the Application

1. Type or print in pen.
2. You must complete all the requested information on the application form.
3. Check yes if you are applying for reciprocity by another state. Indicate which state and if you are certified and a resident there. Reciprocity is only available for residents of Indiana, Minnesota, Ohio, and Wisconsin.
4. Check type of applicator certification/registration required.
5. Check if you are adding category(ies) to your current credential.
6. Check the category(ies) in which you are seeking certification/registration.
7. Check aerial or fumigation standards if you intend to apply pesticides by aircraft or use fumigant pesticides.
8. Sign and date the application form.
9. Schedule online at www.michigan.gov/pestexam or call 1-800-292-3939 for paper-based exams. Schedule online at www.metrosignup.com for computer-based exams. (Note: Computer-based exams have an additional fee per test).
10. Take this application with a check or money order payable to the "State of Michigan" in the appropriate amount to a paper-based exam site. Credit cards and cash are not accepted. If you are testing exclusively at computer-based exam sites, mail the application and fee to the address at the top of the application. The application fee is non-refundable.
11. You must pass all the exams for the pesticide applicator categories you designate on your application within six months after the initial application date.

A certification/registration card will be issued within six weeks to each person who completes the requirements for certification/registration. The applicator must have the card in his/her possession when purchasing restricted use pesticides or applying any pesticides. The fee for a replacement credential is \$10.00.

An applicator's credential expires December 31 of every third year. Individuals will receive a renewal application and information approximately three months prior to the expiration of their credential. Renewal may be obtained by accumulation of seminar credits or by taking renewal examination(s). More information about renewing and certification may be found on our website at www.michigan.gov/mdardpestcert.

Temporary Registered Applicator Program Frequently Asked Questions

Q: I noticed the Michigan State University (MSU) training video is titled “*Pesticide Review for Private Applicators*”. Is this training relevant to commercial registered applicators?

A: Yes. The material covered in the MSU training video is core information that is relevant to all pesticide applicators.

Q: MDARD says this a “temporary” program. Does this mean if I become a registered applicator under the program it will only be temporary, and my credential will expire on September 30, 2020?

A: No. If you complete the program you will become a registered applicator and you will receive a credential valid until December 31, 2022. However, the process by which trainers are approved by MDARD and exams are administered by the trainer, expires on September 30, 2020.

Q: My firm has an existing MDARD-approved training program for registered applicators. How does this program affect me?

A: If your firm has an MDARD-approved registered applicator training program, you may continue to utilize it, or you can adopt the temporary program. If you choose to use your existing program, you need to utilize the self-test option allowed under the temporary program as there is currently no way to take an MDARD-administered exam.

Q: Do I have to use the MSU video for training since it covers core applicator principles?

A: Unless you have another MDARD-approved training program in place, the MSU video identified in the *Guidance for Trainers of Registered Applicators* document is the only training acceptable for the MDARD Temporary Registered Applicator Program.

Q: Can registered applicators needing to renew their credential use this program to renew?

A: Yes.

Q: If I renew my registered applicator credential under the temporary program, will my three-year renewal cycle change?

A: No. The registration cycle for this program is the same three-year cycle as for the traditional registered applicator program administered by MDARD.

Q: When will the credential expire for an applicator who obtains registration through the Temporary Registered Applicator Program?

A: The registration credential expires December 31, 2022.

Q: Will MDARD print and send registration cards like it does for the traditional certification / registered applicator program?

A: Yes. If you follow the instructions on the guidance document and submit a complete application, you should receive your credential in 4 to 6 weeks.

Q: Will the tested registered applicator be allowed to make pesticide applications even if MDARD has not received their paperwork and payment?

A: Yes. Registered applicators who have completed training and passed the exam must carry a copy of the *Registered Applicator Verification Form* as their temporary credential. This form is a valid credential until the applicator receives a registration card from MDARD via U.S. mail.

Q: Do the applicators have to stop applying pesticides and get certified or go through the traditional registered technician program after this temporary program expires September 30, 2020?

A: No. Applicators obtaining registration through the Temporary Registered Applicator Program are considered the same as those who went through a traditional registered applicator program. The applicator may legally apply pesticides as long as their credential is valid.

Q: Can a registered applicator apply restricted use pesticides?

A: No, only general use pesticides.

Q: Do these modified training and exam policies replace the existing policies for firms using the two-week (uncertified/unregistered) training program?

A: No. The firm is still able to utilize the two-week training program for uncertified/unregistered applicators working under the direct supervision of a certified applicator. Direct supervision requires the certified applicator to be onsite with the non-certified applicator during an application.