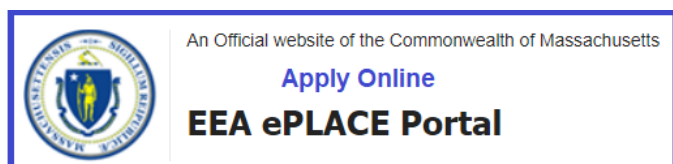


# CY 2023 PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN

*Dear Pesticide Exam and Licensing Candidate:*

The Pesticide Examination and License Information Bulletin is your guide to pesticide examination for the purpose of obtaining a Massachusetts pesticide applicator license or certification.

The Massachusetts Department of Agricultural Resources, Pesticide Program (Department) now uses an “e-Licensing” system made available by the EEA ePLACE Portal and an online examination system provided through Everblue Online Training. All exam registrations, online exam sessions, results, license applications and renewals will now use these online systems. We are no longer scheduling “in-person” exam.



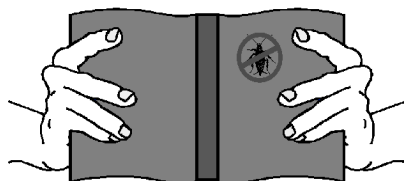
The Massachusetts Department of Agricultural Resources (MDAR) conducts closed-book online examinations that use your webcam to monitor your exam sessions. as appropriate performance testing to measure competency for the use and application and sale of pesticides in Massachusetts.

Please take the time needed to read this bulletin and acquaint yourself with the prescribed deadlines and online processes so that you can successfully obtain either a pesticide applicator license or certification in the Commonwealth of Massachusetts.

**Please note that all exam registrations now include a payment within the ePLACE Portal and payment for the Everblue Online Training!** Please review the information in this bulletin and visit the EEA ePLACE Portal webpage to start your online application.

Sincerely,

Steven Antunes-Kenyon  
Pesticide Operations Coordinator



Visit the MDAR Pesticide Program website at:  
[www.mass.gov/pesticide-examination-and-licensing](http://www.mass.gov/pesticide-examination-and-licensing)

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## AT-A-GLANCE

	<b>#1 Applicator License (Core)</b>	<b>#2 Private Certification</b>	<b>#3 Commercial Certification</b>	<b>#4 Dealer License</b>	<b>#5 Catch Basin Permit</b>
<b>Who Needs One?</b>	<p>If you intend to do pesticide work using <i>general use pesticides for hire</i> and have never had a pesticide license before, you must obtain the <b>Applicator License</b>.</p> <p>This document is usually obtained by individuals working in Exterminating, Lawn Care, Landscape and Ornamental Tree Care Industries—<b>not agriculture</b>.</p> <p>This also includes individuals working <i>not for hire</i> such as office building groundskeeper, apartment building landlord, custodian, condominium maintenance personnel, golf course superintendent.</p>	<p>If you intend to <b>produce agricultural commodities</b> using <i>restricted use pesticides</i> on property owned or rented by you or your employer, then you must obtain a <b>Private Certification</b>.</p> <p>This document is usually <b>obtained by individuals working as farmers and growers of produce</b>.</p>	<p>You must take and pass the appropriate Commercial Certification category exam and have two years of relevant experience (see enclosed Resume Form on page 13).</p> <p>If you intend to do pesticide work using <i>restricted use pesticides for hire or not for hire</i> you must obtain a <b>Commercial Certification</b>.</p> <p>Similar to the Applicator (Core) License, this document is usually obtained by individuals working in the Exterminating, Lawn Care, Landscape and Tree Care Industries.</p>	<p>If you intend to do pesticide work <i>selling restricted use pesticides</i>, you must obtain a <b>Dealer License</b>.</p> <p>This document is <b>obtained by individuals who are employed by distributors and dealers of pesticides</b>.</p>	<p>If you are a Municipal, State, or Federal Government Employee and intend to apply dry formulations of mosquito larvicides to catch Basins or storm drains you must obtain a <b>Catch Basin Permit</b>.</p> <p><b>For Government Employees Only</b></p>
<b>Exam Registration and Online Exam Fee</b>	\$75 + \$25	\$125 + \$25	\$125 + \$25	\$125 + \$25	\$0 + \$25
<b>Time Allowed for Online Exam</b>	125 questions (2 Hours)	125 questions (2 1/2 Hours)	125 questions (2 1/2 Hours)	125 questions (2 Hours)	50 questions (1 Hour)
<b>Passing Score</b>	70% ( 87 or > out of 125)	75% ( 94 or > out of 125)	75% ( 94 or > out of 125)	75% ( 94 or > out of 125)	<b>70% ( 35 or &gt; out of 50)</b>
<b>Exam Workshops</b>	An Applicator License Training Workshop is available through the UMass Extension Pesticide Education Program. <b>See Pages 14</b>	Not Available	Not Available	Not Available	Not Available
<b>Study Materials</b> (See order form pages 9 - 10)	Core Manual w/ supplement, Massachusetts Pesticide Control Act and Pesticide Regulations	All Core Study Materials Listed and the Corresponding Private Certification Manual	All Core Materials Listed and the Corresponding Commercial Certification Manual	All Core Study Materials Listed and Dealer's Study Package	Catch Basin Applicator Exam Preparation Manual (free download)
<b>Insurance</b>	Required	Not required	Required	Not Required	Not Required
<b>License Fees</b>	\$100	\$100	\$150	\$300	
<b>Expiration Dates</b>	December 31 <sup>st</sup>	December 31 <sup>st</sup>	December 31 <sup>st</sup>	February 28 <sup>th</sup> or 29 <sup>th</sup>	December 31 <sup>st</sup>
<b>Continuing Education</b>	6 Contact hours	12 Contact hours	12 Contact hours per category	3 Contact hours	Not Applicable
<b>Annual Renewal Fees</b>	\$100	\$100	\$150	\$300	Not Applicable

Visit the MDAR Pesticide Program website at [www.mass.gov/pesticide-examination-and-licensing](http://www.mass.gov/pesticide-examination-and-licensing)

# GENERAL INFORMATION

## DETERMINE YOUR PESTICIDE CREDENTIAL NEEDS

The first step is to determine which kind of pesticide license or certification you need. As outlined on page 2, in Massachusetts there are four different kinds of pesticide licenses and one permit. These correspond to five distinct exam registration types:

- #1) Applicator License (core)
- #2) Private Certification License (**Agriculture**)
- #3) Commercial Certification License
- #4) Dealer License
- #5) Catch Basin Permit

► **Choose #1 Applicator License (core) if you have never had a pesticide license in Massachusetts**, or if you did and it lapsed 5 or more years ago, and you plan to use pesticides on the property of another **for hire** or as part of your current job duties on the property of your employer or leased by your employer. This license is not intended for farmers or workers producing agricultural commodities.

► **Choose #2 Private Certification** if you are a grower or farmer or work in agriculture and plan to use restricted use pesticides (RUP's) on land that is owned or rented by you or your employer **for the purpose of raising agricultural commodities**. Agricultural commodities can include, but are not limited to, products like cranberries, potatoes, tomatoes, greenhouse plants, sod, nursery stock, blueberries, apples, corn and other field crops, etc.

► **Choose #3 Commercial Certification** if you have held an Applicator License (core) in Massachusetts or certification for two (2) or more years during the past five (5) years, and you plan to use restricted use pesticides (RUP's) on the property of another **for hire**.

► **Choose #4 Dealer License** if you plan to **SELL** restricted use pesticides (RUP's).

► **Choose #5 Catch Basin Permit** if you are a government employee and want to treat catch basins or storm drains containing mosquito larvae.

## ORDER YOUR STUDY MATERIALS

Once you have determined which kind of pesticide certification or license you need, you should order your study materials. Given the limited hours of business, it is generally recommended that you order your **self-study materials** online or by U.S. Mail (GO

TO PAGES 9 and 10). Please understand that it will take a few weeks to receive the manuals.

If you turn to the **Manual Order Form** (GO TO PAGE 9), you will note that the self-study boxes are numbered to correspond with the certification and license types discussed on this page. Select the **SELF-STUDY BOX NUMBER** that corresponds with the number associated with the certification or license type you need. Order all of the study materials specified in the box.



The Massachusetts Department of Agricultural Resources, Pesticide Program (Department) is pleased to announce the introduction of online examination and licensing through a partnership with the EEA ePlace Portal and Everblue Online Training. All exam registrations, exam sessions, results, and license applications will use these new online systems. There are no more in-person exams or exam schedules to worry about.

Once you are ready to register for your exam you will need to create an account in the EEA ePLACE Portal website. This online system will be the home for your examination and licensure records and will allow you register for pesticide exams and apply for the related license or category.

The MDAR has prepared a detailed step by step guide found on Mass.gov, but the below is quick breakdown of the process:

- Register/Pay for the exam in EEA ePLACE
- Complete payment to Everblue for Online Exam
- Take exam using Everblue Online System
- Receive Exam Results from EEA ePLACE
- Submit License Application and Proof of Insurance (as may be required)
- Receive your Pesticide License via email
- Renew your license via EEA ePLACE Portal

To create your account, you will need a valid email address where the EEA ePLACE Portal and Everblue will send all notifications, and payment and online exam links.

Your Massachusetts Pesticide Examination and Licensing journey starts at the following website:

<https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal>

Please taking the time needed to review the Step by Step Guide to Applying for a Pesticide Exam or Catch Basin Permit. This time spent will help make your online examination process much easier and less frustrating.

Making both your exam registration and Everblue online exam payment online by credit card or checking account, will complete the transaction faster and provide immediate confirmation and receipt via email.

#### Exam Fees in EEA ePLACE Portal

#1 Applicator License Exam (core)	\$75
#2 Private Certification Exam	\$125
#3 Commercial Certification Exam	\$125
#4 Dealer License Exam	\$125
#5 Catch Basin Permit Exam	Free
A nominal convenience fee applies to all online payment transactions in the EEA ePLACE Portal.	

#### Everblue Online Exam Fee

All Online Exam Sessions incur the same charge	\$25
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**Please Note:** The new EEA ePLACE Portal in collaboration with Everblue Online Training, provides the pesticide exams via your laptop or desktop computer.

You no longer need to worry about scheduling exam dates or traveling to exam locations to take your exams. All exams may be completed using your webcam and microphone enabled computer.

Since there are no in-person exams, there are no Exam Rosters or Results posted online. After you have successfully paid \$25 to Everblue Online Training you will **120-days** to complete your online exam.

Your exam date is the date you or your employer choose for you to take your exam.

### Computer Requirements

You must use a laptop or desktop with webcam and microphone. The laptop or webcam will need to be mobile to show your surroundings via the "room scan." The computer may be a PC or Macintosh, but it CANNOT be a Chromebook or smart phone or tablet.

You must use only one reliable internet connection. You cannot change networks once the exam starts.

### The Everblue System Uses Your Webcam and Microphone to Record Your Exam Session

Do not attempt to change computer networks once the exam starts—as the exam session will end abruptly.

Assure that your webcam and microphone are not covered or blocked for the exam duration.

If at any point you are not visible via the webcam, you may be found to be cheating and disqualified. Do not look down or away from your screen--focus on the exam.

Once the exam session starts, applicants should only use their computer mouse to navigate the exam. Do NOT use the keyboard.

**Note that all exam sessions record both audio and video for signs of cheating and are carefully reviewed. There are no refunds for failure to follow the above rules.**

### MDAR Rules for Pesticide Exams – Strict Enforcement Applied to all Examinees!

All Pesticide Exams are closed book and use of any notes, manuals, study aids or other assistance is strictly prohibited.

Find an appropriate well lighted and quiet room where you will NOT be disturbed. Be sure that you have strong-reliable internet connection and have sufficient power for the computer or laptop.

Accessing notes, manuals, etc. or cellphones or other devices during your exam is strictly prohibited. Be sure to use the restroom before the online exam session. Once your exam session starts you cannot leave the exam room, or stop your exam session, or block your webcam.

As part of the State and Federal requirements, you will be asked you to produce photo positive government issued **identification** e.g. driver's license, passport, or military identification. If you cannot produce such positive government issued photo identification, you will not be allowed into the exam.

In this process, your picture will be taken and then compared to your identification.

**Remember all examinations are “closed book”.** While the online exam system has a built-in calculator and notepad, the use of any notes, manuals, etc. or cellphones or other devices during your exam is strictly prohibited.

With the exception of the Catch Basin Permit Exam, all other exams have 125 multiple-choice questions. All exams are timed limited. You will be allowed *two hours* for the commercial applicator (core) and dealer license exams, *two hours and 30 minutes* to take commercial and private certification exams and *one hour* for the Catch Basin Permit Exam.

## RECEIVE NOTIFICATION OF YOUR EXAM RESULTS

You will not receive your exam results immediately. The Everblue Online Exam System will send you an email notification that confirms you have completed your exam, but before reporting your results, it not only corrects your exam, but reviews both the video and audio recordings of your exam session. The system will closely review your behavior as recorded by your webcam and your microphone as it looks for signs that you may be cheating.

Upon finding that your exam session was without any concerns or issues, the results are sent directly to the EEA ePLACE Portal and entered into the data system. A *notification* of your exam results will be automatically sent to your email address maintained as part of your online account. This notification will indicate either PASS or FAIL with the raw score for the exam! Please contact the Department if you do not receive your test results within 1-week of the exam date.

## REPEATING AN EXAM

Candidates who are unsuccessful in passing the exam may re-take the exam as permitted under the regulations. To re-take the exam, you must register, schedule and pay for a new online examination via your ePLACE Portal account and Everblue Online Training System.

State Pesticide Regulations require that candidates failing the exam twice must wait (3) three months before re-applying to take an exam. After failing an exam three times, you must wait (1) one year before re-applying.

## OBTAIN YOUR LICENSE OR CERTIFICATION

In addition to registering and paying for your examination via the ePLACE Portal, you will also use this online system to apply for the license or permit!



Apply Online >  
ePLACE Portal

Your online **application for a pesticide license or catch basin permit** is valid for one year from the date of the examination.

### Be Advised, that passing the exam does not equate to being licensed or permitted to use pesticides!

To receive your license or permit; log-in to your ePLACE Portal Account and “Apply for an MDAR Authorization” using the exam reference identification number provided to you via all related exam registration, scheduling and results notifications. This number is also indicated online and found under “My Records” within your ePLACE Portal Account.

Dashboard

My Records

My Account

You will need to provide the information requested via the online forms and may be required to upload an electronic copy (pdf) of your certificate of insurance as issued to you by your insurance agent or employer.

**Insurance is required for both Applicator License (core) and Commercial Certification License credentials. Insurance is not required for the Private Certification, Dealer License or Catch Basin Permit.**

## MAINTAIN YOUR LICENSE OR CERTIFICATION

### RENEWAL AND EXPIRATION DATES

- After you submit the application to obtain your license or permit, please allow a 2 -3 days for processing. After review and approval, the online system will send your pesticide license or permit via attachment to an email notification.
- State law requires you to carry the official license or permit credential document on your person **at all times while using pesticides.**
- Pesticide Applicator Licenses, both Commercial and Private, as well as Catch Basin Permits are valid for a period beginning with the actual date of issuance and ending on December 31<sup>st</sup> of the year issued unless it has been modified, revoked or otherwise suspended before that date. And the Dealer Licenses expire every February 28 or 29<sup>th</sup>.



## CONTINUING EDUCATION REQUIREMENTS

- In addition to annual renewal of your license or certification, there are also training requirements. As a holder of the license or certification, you must attend training and be **re-trained or re-certified** at the end of each three-year cycle, either through re-examination or by participation in approved continuing education programs or workshops within each three-year period.
- The UMASS Pesticide Education Program, as well as various trade groups and professional organizations provide training programs on an annual basis. Please check the Pesticide Program web site. Select the link for **Pesticide Applicator Continuing Education (PACE) Approved Programs**:  
<http://www.mass.gov/eea/agencies/agr/pesticides/pace-credits-and-contact-hours.html>
- You **MUST** obtain the required number continuing education contact hours to maintain your license or certification, or you will be required to retake the examination to maintain your license.
- You are required to retain all training certificates as proof of your continuing education and electronic copies of your credits must be uploaded into your EEA ePLACE Portal account at the time of annual renewal.
- The Department accepts training credits approved by other New England State Pesticide Programs within their borders as well as other training programs outside of New England—with **PRIOR** approval from the **MDAR PACE Training Coordinator**.
- Specific conditions apply to earning credits from online sources. Individual may obtain all their CEUs in an online/computer based/virtual format however, no and no more than half an individuals' credits for any one license/category can be obtained through an "On-Demand Training." Please see the MDAR Pesticide Applicator Continuing Education (PACE) web page for more details.

License Type	Number Contact Hours / CEUs Required Every 3 Years
Applicator (core) License	6
Private Certification	12
Commercial Certification	12 <b>per</b> category
Dealer License	3

(1 contact hour = 50 consecutive minutes of learning)

## INSURANCE REQUIREMENTS

### *(For Applicator (Core) License and Commercial Certification)*

In order to satisfy the insurance requirements, you or your employer (on your behalf) must secure comprehensive general liability coverage relating to bodily injury and property damage.

In addition, you must be sure your insurance policy has **"an endorsement that modifies any pollution exclusion provisions"** to cover you for "sudden and accidental" mishaps as it relates to the purposeful use of pesticides on the property of another. This **"Proof of Insurance"** must be uploaded into the ePLACE Portal.

Municipal, state, and federal employees (government employees) are exempt from insurance requirements. In lieu of insurance, you must provide and upload your **"Proof of Government Employee"** -- a letter on your Agency's letterhead attesting that your pesticide activities are part of your duties when you are working in your governmental capacity.

### **333 CMR (CODE OF MASSACHUSETTS REGULATIONS) 10.13**

#### **Financial Responsibility or Insurance**

*As a condition to obtaining or renewing a commercial applicator license or commercial certification, "an applicant shall be required by the Department to submit with his or her application an attestation by an insurance broker certifying that the insurance policy coverage in force and issued on behalf of said applicator meets or exceeds the standards set forth below, except as provided in 333 CMR 10.13(10). This attestation shall be on a form provided by the Department."*

You may call or email the Department to receive a copy of the insurance requirements.

## PROVISIONS FOR CANDIDATES WITH DISABILITIES

If you are unable to take the exam under the existing conditions outlined above, you may request a reasonable accommodation. Such requests are subject to approval by the Department upon submission and review of documentation needed by the Department and in accord with the applicable state and federal law, including but not limited to, the Americans with Disabilities Act, as amended. For more information, please send an email to [steve.kenyon2@mass.gov](mailto:steve.kenyon2@mass.gov) to request the Department's Pesticide Exam Disability and Accommodation Guidelines before you begin your online exam.

Order online: [www.umassextensionbookstore.com](http://www.umassextensionbookstore.com) (for VISA and Mastercard orders)

**#1 Applicator License**

- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)

**#2 Private Certification**

- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- EPA Worker Protection Manual (A4)
- Private Certification Manual (select one)

**#3 Commercial Certification**

- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- Commercial Certification Manuals  
(select one from page 10)

**#4 Dealer License**

- Core Manual w/ Supplement (A1)
- Massachusetts Pesticide Control Act (A2)
- Massachusetts Pesticide Regulations (A3)
- Dealer's Package

Basic Study Materials	Inventory #	Price	Quantity
Core Manual (3 <sup>rd</sup> Ed.) w/ MA Core Supplement (2014)	A1	\$75.00	_____
Massachusetts Pesticide Control Act (1978, amended 2015) (Chapter 132B M.G.L.)	A2	\$7.00	_____
For free download of the Pesticide Control Act: <a href="https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132b">https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter132b</a>			
Massachusetts Pesticide Regulations (1979, amended 2016) (333 CMR 1.00-14.00)	A3	\$13.00	_____
For free download of regulations: <a href="https://www.mass.gov/law-library/333-cmr">https://www.mass.gov/law-library/333-cmr</a>			

Private Certification Manuals	Inventory #	Price	Quantity
*EPA Worker Protection Manual (2015) <b>needed for all private certification exams</b> or free at <a href="https://www.porh.psu.edu/wp-content/uploads/htcmanual-oct16.pdf">https://www.porh.psu.edu/wp-content/uploads/htcmanual-oct16.pdf</a>	A4	10.00	_____
Cranberries (cat. 30) 1999	PS-CRAN	\$7.00	_____
Dairy/Livestock (cat. 24) 1982	PS-LVST	\$6.00	_____
Greenhouse (cat. 26) 2002	PS-GRNH	\$43.00	_____
Nursery (cat. 29) 1982	PS-NRSR	\$7.00	_____
Poultry (cat. 28) North Carolina Extension	PS-PLTR	\$7.00	_____
Small Fruit (cat. 27) 1982	PS-SFRT	\$6.00	_____
Tree Fruit (cat. 25) 1984	PS-TRFT	\$7.00	_____
Vegetable (cat. 31) 1992	PS-VEGI	\$17.00	_____

Dealer License Materials	Inventory #	Price	Quantity
Dealer's Package (2004)	PS-DEAL	\$2.00	_____

Commercial Certification Manuals	Inventory #	Price	Quantity
Aerial Application (cat. 34) 2001	PS-ARIL	\$40.00	_____
Custom Agriculture Plant 2006 & Animal 1999 (cat. 33)	PS-CAGR	\$77.00	_____
Aquatic Weed Control (cat. 39) 2004	PS-AQUA	\$48.00	_____
Demonstration & Research (cat. 49) 1978	PS-DMRS	\$27.00	_____
Food Processing (cat. 50) 2005	PS-FOOD	\$50.00	_____
Forest Pest Control (cat. 35) 2006	PS-FRST	\$50.00	_____
Fumigation (cat. 42) 1993	PS-FUMI	\$33.00	_____
General Pest Control (cat. 41) <i>Truman's Scientific Guide to Pest Control 7<sup>th</sup> Edition, Purdue University</i>	PS-TRMN	\$135.00	_____
General Public Health (cat. 46) 2002	PS-GNPH	\$46.00	_____
Mosquito & Biting Fly Control (cat. 47) – <b>order cat. 46 manual above and Mosquito Supplement below</b>			
Mosquito Supplement (cat. 47) 1990	PS-MOSQ	\$7.00	_____
Rights-of-Way (cat. 40) 2012	PS-ROWY	\$50.00	_____
Sewer Root Control (cat. 55) 1996	PS-SWRL	\$40.00	_____
Shade Trees & Ornamentals (cat. 36) 1990	PS-ST&O	\$18.00	_____
Turf (cat. 37) <b>order cat. 36 manual above</b>			
Termite & Structural Pest Control (cat. 43) 1998	PS-TERM	\$34.00	_____
Tributyltin (TBT) (cat. 54) 1991	PS-TRIB	\$12.00	_____
Vertebrate Pest Control (cat. 44) <b>order cat. 41 manual above</b>			
Wood Preservative (cat. 52) 1986	PS-WDPR	\$12.00	_____
<b>SHIPPING &amp; HANDLING (PLEASE CHECK ONE)</b>			
<input type="checkbox"/> US Postal Service media rate (7-10 business days) Shipping & Handling for 1 <sup>st</sup> item \$8.00, S & H for each add'l item _____ @ \$1.00 each Total _____			
<input type="checkbox"/> UPS Ground (3-7 business days) Shipping & Handling for 1 <sup>st</sup> item \$17.00, S & H for each add'l item _____ @ \$1.00 each Total _____			
<b>Subtotal</b>			_____

Total Amount Enclosed \$ \_\_\_\_\_

Name/Company _____		
Mailing Address (street address needed for UPS Ground) _____		
Town _____	state _____	zip _____
(_____) _____ Daytime phone #		

### INSTRUCTIONS

Order online using Mastercard and Visa only:

<https://extensionsalesportal-umass.nbsstore.net/state-pesticide-exam-study-manuals>.

Please do not create orders to be paid by check in the online bookstore - use this order form!

or

Make check (or money order) payable to the **University of Massachusetts**

Send payment and completed form to the:

**UMass Pesticide Exam Manuals**

**230 Stockbridge Rd, French Hall,**

**Amherst, MA 01003-9316 Phone: 413-545-1044**



This **optional** three-day workshop helps individuals prepare for the pesticide applicator license exam. Workshop is a live online workshop using Zoom video conference. Topics covered: Pest Identification, Pesticide Types and Formulations, Pesticides and Human Health, Pesticide Label, Pesticides and the Environment, Integrated Pest Management, Pesticide Laws and Regulations, and Sampler Practice Exam. If you have any questions about this workshop call: **(413) 545-1044** or email Natalia Clifton [nclifton@umass.edu](mailto:nclifton@umass.edu)

## Time

Three days: 8:00am-12:30pm See dates below

## Registration Information & Fee

\$170.00/person (This covers the cost of the workshop only. Study manuals and exam fees are not included.) Pre-registration is required.

## Study Manuals Needed & Other Information

Please purchase your study manuals separately using the order form enclosed. The 3<sup>rd</sup> edition of the Core Manual, 2014 MA Core Supplement, MA Pesticide Law and Regulations are required for the exam. This workshop gives you to an opportunity to discuss questions regarding the study manuals. Therefore, you **should read** the study manuals prior to attending the workshop. This workshop will not cover information in the certification manuals. Individuals who participated in this workshop in 2019 and 2020 had a higher exam-passing rate compared to individuals who did not take the workshop.

**Your Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

No. Street

Town State Zip code

Daytime/work phone number

Email address (required)

## Zoom Video Conference Information

This workshop is conducted using Zoom video conference. Participants need to provide an email address to receive the Zoom workshop invitation.

## Special ADA Accommodations

Please contact the Pesticide Education Program as soon as possible if you require any ADA special accommodations for the three-day workshop.

## Refunds

There will be no refunds in the event that an individual cannot attend a workshop. Instead, another individual may take his/her place, or he/she can attend another workshop. Please notify the Pesticide Education office two days prior to the workshop to make a change.

## Cancellations

We reserve the right to cancel a workshop if there are less than 10 people pre-registered. Registration fees returned if workshop is canceled.

Registration Fee is \$170.00 per person.

Register online with a credit card at [www.umass.edu/pested](http://www.umass.edu/pested)

There is a \$10.00 discount for individuals choosing to pay by check. Make check or money order payable to

**University of Massachusetts for \$160.00.**

**Mail to:** Pesticide Education, 230 Stockbridge Road  
French Hall, UMass, Amherst, MA 01003-9316

Send Governmental purchase orders via email to  
[nclifton@umass.edu](mailto:nclifton@umass.edu) Fed ID Code 043167352

**Please select your workshop. Each workshop runs three consecutive mornings from 7:45am (first day) and 8am-12:30pm (day two and three) using Zoom video conference.**

- |                                      |                                   |                                   |                                  |
|--------------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> January 18-20  | <input type="radio"/> Mar 29-31   | <input type="radio"/> June 21-23  | <input type="radio"/> Oct. 18-20 |
| <input type="radio"/> February 1-3   | <input type="radio"/> April 12-14 | <input type="radio"/> July 12-14  | <input type="radio"/> Nov. 8-10  |
| <input type="radio"/> February 15-17 | <input type="radio"/> April 26-28 | <input type="radio"/> Aug 16-18   | <input type="radio"/> Nov29-Dec1 |
| <input type="radio"/> March 1-3      | <input type="radio"/> May 10-12   | <input type="radio"/> Sept. 6-8   | <input type="radio"/> Dec. 13-15 |
| <input type="radio"/> Mar 15-17      | <input type="radio"/> May 23-25   | <input type="radio"/> Sept. 27-29 |                                  |
| <input type="radio"/>                |                                   |                                   |                                  |

Please list your exam date: \_\_\_\_/\_\_\_\_/23

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
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CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

JOHN LEBEAUX  
Commissioner

**TO:** Pesticide Industry/Stakeholders  
**FROM:** MDAR Pesticide Program  
**DATE:** 01/09/2023  
**REGARDING:** Online Pesticide Exams

The Massachusetts Department of Agricultural Resources, Pesticide Program ("Department") is pleased to announce that it will be providing pesticide exams online. The online exam will allow for applicants to take the pesticide exam any time of day and any day of the week, giving industry much more flexibility than the "in-person" or "paper and pencil" exams. The Department has ensured that the online exam maintains the integrity and security of the exam with its security measures which include recording the exam session and monitoring for any cheating behaviors during the session. Through these security measures, the Department will be able to ensure that:

- The individual taking the exam is the same individual that has signed up for the exam
- Applicants are not allowed to "leave" once the exam has started
- Exams are closed-book—meaning applicants cannot use notes, study materials, etc.
- Exam questions are secure and cannot be recorded in any way
- Applicants are NOT receiving assistance from any other party while taking their exams

### OVERVIEW OF PROCESS

Individuals signing up to take the exam will do so using the EEA ePLACE Portal and will register for the exam—paying the applicable MDAR exam registration fee. Applicants will then be sent several emails from [eipas@mass.gov](mailto:eipas@mass.gov) confirming the registration and online payment. Two additional emails will also be sent from Everblue Online Training—the host of the online exams. The first of these is an Everblue Online Exam Payment Link email and the second is an Everblue Online Exam Access Links—these links will facilitate the online exam process.

Before attempting the exam the Department **strongly** recommends reviewing the guide titled **Applying for a Pesticide Exam or Catch Basin Permit** and the **Rules and Requirements for Online Exams**. These documents and much more are all found on the MDAR Pesticide Examination and Licensing Page—see links provided on page 11.

**Please note that the online test does not work with Chromebooks or mobile devices; such as, smartphones or tablets** but requires the following:

- The computer may be a desktop or laptop PC (Windows OS 10 or higher) or an Apple, Inc., Macintosh Computer (macOS 10.11 or higher), but it CANNOT be a Chromebook or smart phone or tablet. It must have a webcam that the applicant can move around for a 360-degree view of the exam room. This can be a camera that is embedded in a laptop or an external webcam as used with desktop computers.
- A quiet room where the applicant can take the exam alone without being disturbed. A valid government issued photo positive I.D. (e.g. state driver's license or passport) that can be displayed to the computer's camera.

- MS Edge or Google Chrome Web Browser is required to access the online exam.
- Additional time, beyond the length of the exam, to watch the required tutorial prior to the exam and make any final exam preparations.

Once the applicant has paid the Everblue online exam fee, they will receive the Everblue Online Exam Enrollment and Access Link connecting them to their exam. Please note that after completing this Online Exam Fee Payment, the applicant will have just 120-days to take the exam. If the applicant does not take the exam within that timeframe, they will be considered a “no show” and will have to register and pay for the exam again. Prior to taking the exam, applicants will be required to take a tutorial about the online exam and allow Everblue’s system to perform a number of computer and network “system checks”. Once these are all completed the applicant may begin the exam.

The webcam audio and video are recorded during the exam and closely reviewed for any suspicious behavior. If there are no flagged behaviors that would require further review, the Department anticipates that applicants will receive their results within 4-days. The results will be sent to the applicant by email via their EEA ePlace Portal Account.

As described above, in this process applicants receive multiple emails from the EEA ePLACE Portal and Everblue Online Training (Everblue). Please be sure to check your email (including your junk mail folders) for emails from the following addresses:

- [eipas@mass.gov](mailto:eipas@mass.gov) (email from EEA ePLACE Portal)
- [no-reply@ma.pesticide.onlinetestportal.com](mailto:no-reply@ma.pesticide.onlinetestportal.com) (emails from Everblue Online Training)

Please note that the Department will no longer be providing in-person paper exams unless an individual has a properly documented disability that would prevent them from taking an online exam. The Department recognizes that some applicants may not have immediate access to the required laptop or desktop computer. In such cases, the Department makes the following recommendations:

- Ask to borrow a laptop or webcam enabled computer from family or friends
- Contact your local library to determine if they loan out such equipment
- Contact a pesticide retailer to determine if they offer any assistance
- Contact your industry association to determine if they offer any assistance

Should you have any questions please email: [PestExamLicense@mass.gov](mailto:PestExamLicense@mass.gov)

**Guidance Documents are Found on the mass.gov website below:**

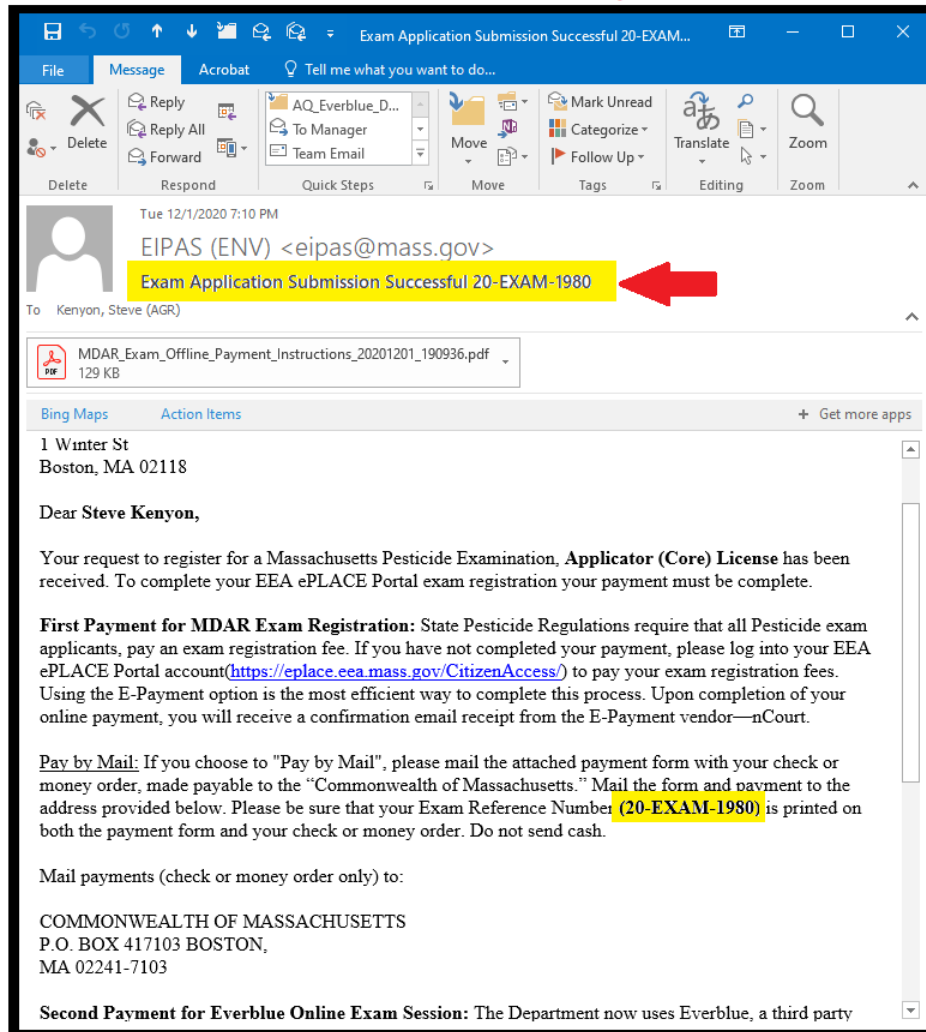
<https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal>

**Applying for a Pesticide Exam or Catch Basin Permit**

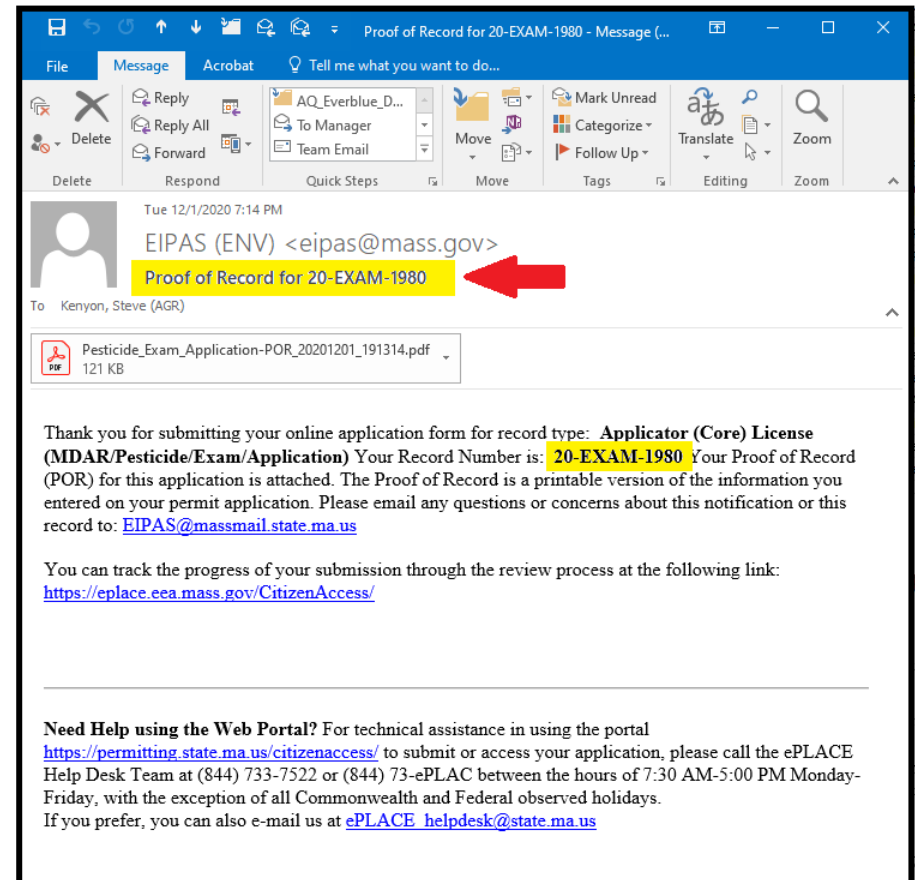
<https://www.mass.gov/doc/applying-for-a-pesticide-exam-or-catch-basin-permit/download>

After you have completed your exam registration and corresponding payment in the EEA ePLACE Portal, an Exam Record Number is assigned to your registration and included in your email notification sent from [eipas@mass.gov](mailto:eipas@mass.gov)

#### Submission Successful Email Sent by EIPAS

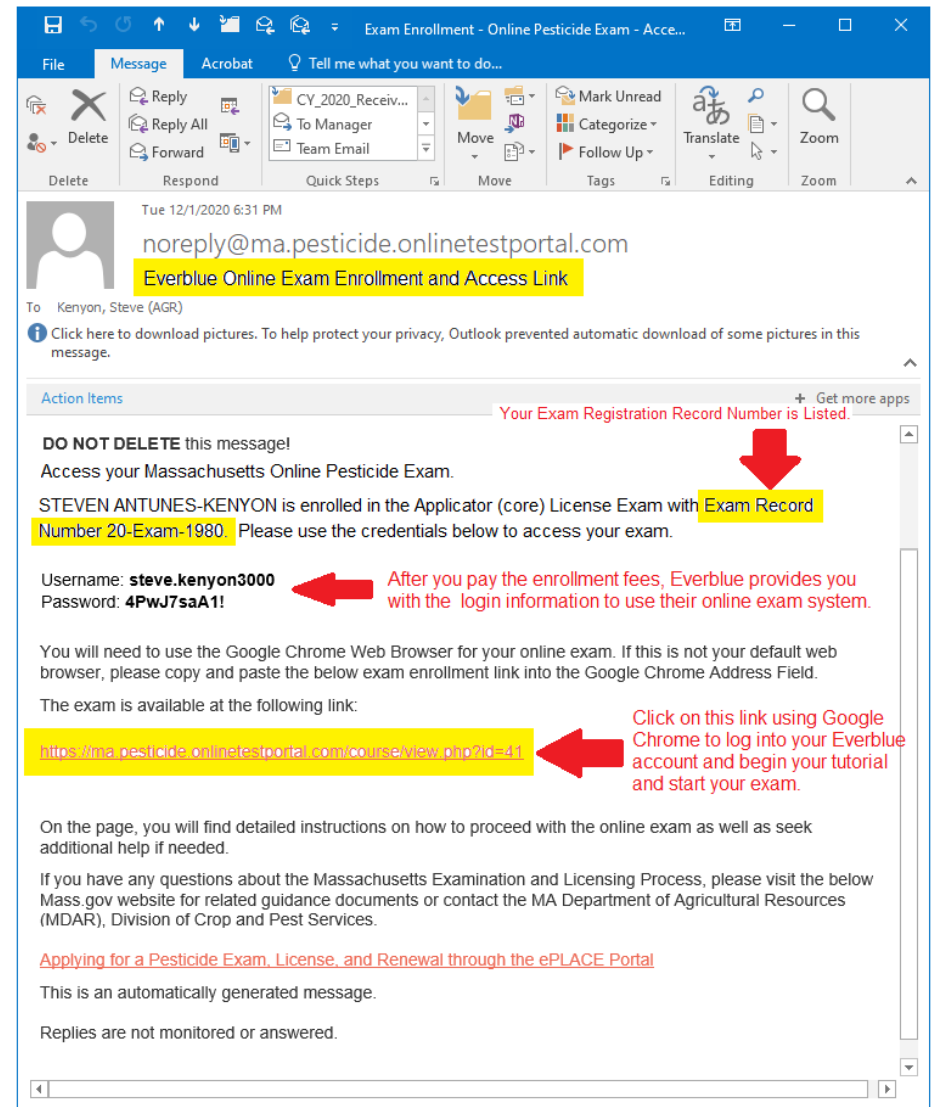
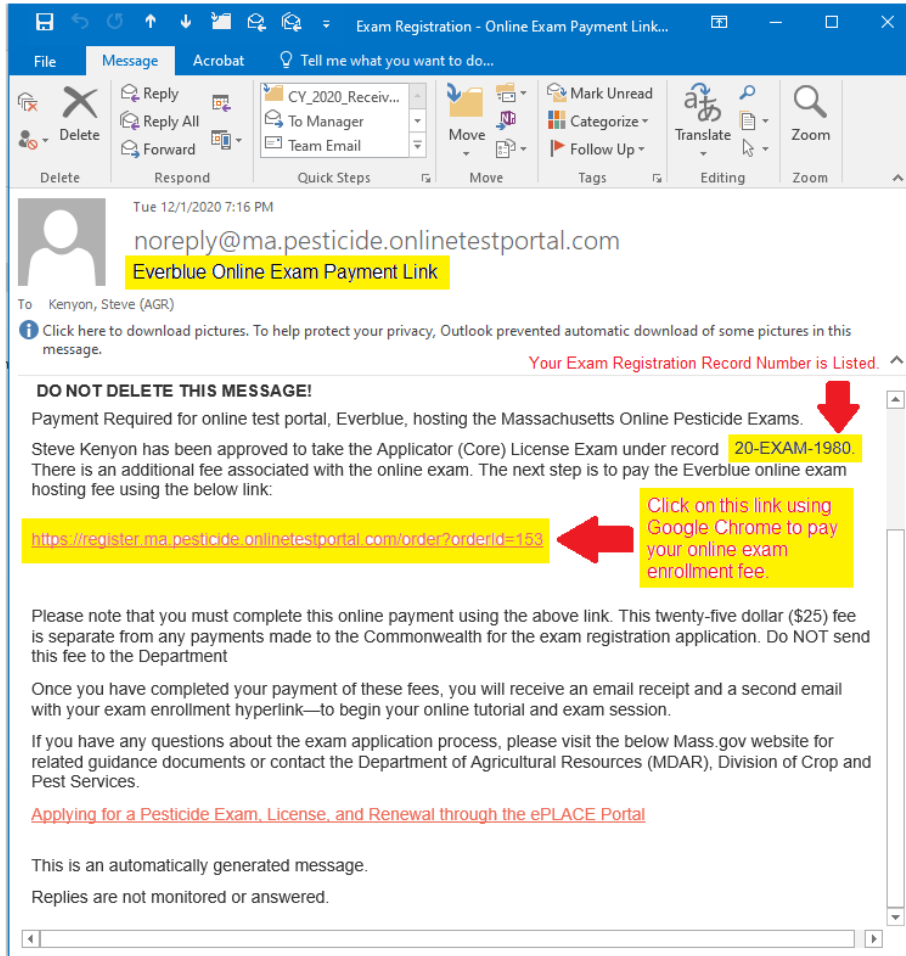


#### Proof of Record Email Sent by EIPAS



The EEA ePLACE Portal is also known as the Environmental Information and Public Access System (EIPAS). Emails from this system are sent from EIPAS.

Exam applicants must also pay a \$25 online exam fee to Everblue Online Training. This payment is completed using a payment link sent via email from [no-reply@ma.pesticide.onlinetestportal.com](mailto:no-reply@ma.pesticide.onlinetestportal.com). After the online exam payment is complete, the applicant then receives an email titled Everblue Online Exam Enrollment and Access Link. Use the Exam Enrollment and Access Link, together with the Google Chrome web browser, and the user name and password provided in the email, to log into your online exam session. The exam applicant has 120-days from the Everblue Online Exam payment date to complete the Online Exam.



# MODEL RESUME FORM



Apply Online >  
ePLACE Portal

Are you seeking to register for a Commercial Certification Exam? Please note that you must have had a Commercial Applicator (core) License prior to seeking a Commercial Certification Exam! When applying for the exam, the new ePLACE Portal requires that you provide the pesticide license number issued to you and that you upload an electronic copy (pdf) of your resume – proving 2 or more years or applicable experience. See below model resume for your use.

NAME: \_\_\_\_\_  
LAST FIRST MI  
STREET ADDRESS: \_\_\_\_\_  
STREET APT #  
CITY STATE ZIP  
COMPANY/EMPLOYER: \_\_\_\_\_  
(If Any)

## License History

(Attach additional sheets if necessary)

List or write in the years and categories you have held a certification or license in Massachusetts or another state.

Years Certified/Licensed

State(s)

Categories of Certification

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## Education History

Name of College(s) or  
Technical school(s) attended \_\_\_\_\_

☐ one year ☐ four year ☐ certificate program ☐ Other \_\_\_\_\_

Year graduated \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Please Enclose verification (i.e. copy of diploma, transcripts, etc.)

♦ Additional educational credit may be given for seminars, short courses, correspondence courses, conferences or training meetings that are pertinent to the category(ies) for which you are applying providing attendance is verified. Enclose copies of course descriptions and Certificates of Attendance.

## Pesticide Related Work History Experience

(Attach additional sheets if necessary)

Company/Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and  
Address \_\_\_\_\_

(if different from above)

Licensed in Category(ies) \_\_\_\_\_



## FREQUENTLY ASKED QUESTIONS (Q & A)

### **Q1 Are all exam registrations, exam sessions, and license applications now completed online?**

- A Yes. All Massachusetts pesticide exam registrations, pesticide exam sessions, and pesticide license applications are completed online using both the EEA ePLACE Portal. <https://eplace.eea.mass.gov/citizenaccess/> and the Everblue Online Exam System <https://ma.pesticide.onlinetestportal.com/login/index.php>.

### **Q2 What do I need to get started?**

- A In order to access the system for any of the services you will need to create an account on the EEA ePLACE Portal. To create an account you will need to provide your email address, phone number and mailing address. To obtain a commercial pesticide license you will need an electronic copy of the proof of insurance as required by the regulations.

### **Q3 How do I pay for the examination registration in the EEA ePLACE Portal?**

- A You may choose to pay the exam registration fees online or by mail. Paying online with a credit/debit card or online check (ACH) is the fastest way to complete your registration. If you chose to "Pay by Mail", then your exam registration process will be slower and you will need to print the Invoice sent to you via email and the mail it together with your check or money order to PO Box address provided. See page 11 of this Bulletin.

### **Q4 How do I pay the Everblue Online Exam Fee and schedule my exam?**

- A To pay your online exam fee, look for the Everblue email titled: Everblue Online Exam Payment Link that comes from [no-reply@ma.pesticide.onlineportal.com](mailto:no-reply@ma.pesticide.onlineportal.com). The email will include your payment link and list your Exam Registration Record Number. You must use the payment link to pay the \$25 fee online exam fee. No schedule is required. After completing your \$25 Everblue payment, you have 120-days to complete the online exam session from your home or work office using a mic and webcam enabled computer. Look for the Everblue email titled: Everblue Online Exam Enrollment and Access Link that comes from [no-reply@ma.pesticide.onlineportal.com](mailto:no-reply@ma.pesticide.onlineportal.com). See page 12 of this Bulletin.

### **Q5 Does MDAR have Rules and Strict Enforcement for Online Pesticide Exam Sessions?**

- A Yes. All Pesticide Exams are online tests taken by you the applicant in your own private space. Group exams are not permitted. The exams are "closed book" meaning, that the use of any notes, manuals, study aids or other assistance is strictly prohibited. You are to use an appropriate well lighted and quiet space where you will NOT be disturbed. You must have a strong-reliable internet connection and sufficient power for the computer or laptop. Accessing cellphones or other devices during your exam is also prohibited. Be sure to use the restroom before the online exam session begins. Once your exam session starts you cannot leave the exam room, or stop your exam session, or block your webcam.

### **Q6 Do I need a government issued photo identification to take the Everblue Online Exam?**

- A Yes. The Everblue Online System will use your webcam to take a photo of both you and your valid government issued photo ID. If you do not have a valid government issued photo ID, the system will fail your online exam session. You cannot block or cover your picture or identifying information found on your government issued photo ID.

### **Q7 Does the Everblue Online Exam System use my webcam and microphone to record my Exam Session?**

- A. Yes. You must assure that your webcam and microphone are not covered or blocked for the exam duration. If at any point you are not visible via the webcam, you may be disqualified. Do not look down or away from your computer screen but focus on the exam. Once the exam session starts, applicants should use only their computer mouse to navigate the exam. Do NOT use the keyboard. Note that all exam sessions record both audio and video and that all signs suspicious behavior are carefully reviewed. There are no refunds for failure to follow the above rules.

### **Q8 Can I stop my online exam session and change my computer network connection?**

- A. No. Once your exam session has started you may not stop or pause the exam session and you cannot change your computer network connection. Any attempts to change your network will terminate your exam session abruptly.

### **Q9 Will I receive my exam results immediately?**

- A. No. The Everblue Online Exam System will send you an email notification, confirming that you completed your online exam, but your picture and government issued ID as well as the audio and video of your exam session must be carefully reviewed prior to sending your exam results to the EEA ePLACE Portal System. Please note that your exam score will be sent to you from [eipas@mass.gov](mailto:eipas@mass.gov).

### **Q10 How do I receive my new Pesticide License?**

- A. If you passed the exam, then you will use your EEA ePLACE Portal Account to complete the License Application. During this process, you will upload your proof of insurance and pay the applicable licensing fees. Upon MDAR review and approval of your license application, the new license will be sent to you via email from [eipas@mass.gov](mailto:eipas@mass.gov).

See also: <https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal>

## IMPORTANT INFORMATION

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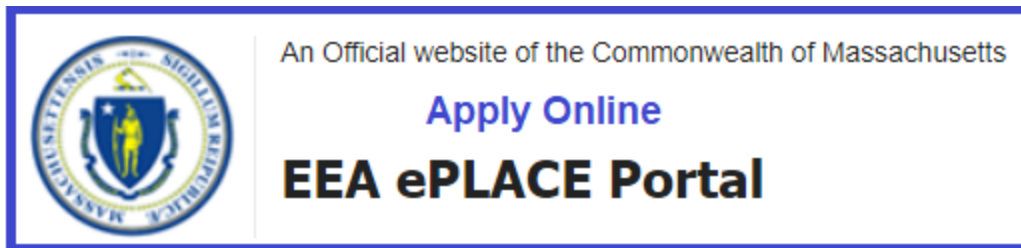
MDAR Pesticide Examination and License Voicemail: (508) 281-6787

Website: [www.mass.gov/eea/agencies/agr/pesticides](http://www.mass.gov/eea/agencies/agr/pesticides)

Please visit the below website to begin your online application.

[mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal](http://mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal)

<https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal>



Please check our web site for informational updates. The Pesticide Program web site has the latest information on **ALL** Pesticide Program activities and other important programs related to obtaining and maintaining your pesticide credential.

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Send Examination, Licensing and Certification Questions via email to:

[PestExamLicense@mass.gov](mailto:PestExamLicense@mass.gov)

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Department of Agricultural Resources  
**Pesticide Program**  
251 Causeway Street, Suite 500  
Boston, MA 02114-2151

To:

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### PESTICIDE EXAMINATION AND LICENSE INFORMATION BULLETIN

(2023 Edition) Previous Editions Are Obsolete

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