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TN Department of Agriculture



**PESTICIDE CERTIFICATION EXAMINATIONS
 CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

The Tennessee Department of Agriculture has contracted with PSI Services LLC (PSI) to conduct the certification examination program. PSI provides these examinations through a network of computer examination centers in Tennessee and various locations throughout the United States.

Department of Agriculture
Pesticide Section
Ellington Agricultural Center, Porter Building
P.O. Box 40627
Nashville, Tennessee 37204
Phone: 615-837-5148
E-mail: Pesticide.Exam@tn.gov

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Examination Fee \$25

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.
THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site. The ID# is the first four letters of your last name; last 4 digits of ssn; and your zip code.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. If you prefer to test at a location outside the state of Tennessee, a drop down menu allows you to select a different state. Once you select the desired examination site, available dates will appear.

TELEPHONE

Call (800) 733-9267, PSI registrars are available to receive payment and to schedule your appointment for the examination.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 6:00 am and 7:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.



STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at www.psiexams.com or call PSI at (800) 733-9267. You must wait 2 weeks between attempts.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION ACCOMMODATIONS (ADA)

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Candidates who require special accommodations will need to complete the necessary forms prior to registering for an exam with PSI. Please contact the Department for more information.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation via telephone and email. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

Clarksville	Austin Peay State University, 601 College St., Clarksville, TN 37044
Chattanooga	6918 Shallowford Rd, Suite 314, Chattanooga, TN 37421
Dyersburg	Dyersburg State Community College, 401 Country Club Rd, Rm. 126 - Security Bank Learning Center., Dyersburg, TN 38024
Jackson	368 North Parkway, #3, Jackson TN 38305
Johnson City	904 Sunset Drive, Ste 7A, Johnson City TN 37604
Knoxville	301 South Gallaher View Rd Suite 114, Knoxville TN 37919
Memphis	6099 Mt. Moriah Extended, Suite 17, Memphis TN 38115
Nashville	1100 Kermit Drive, Suite 103, Nashville TN 37217

If you would like to request to test out of state [Click Here](#).



Following are the sessions scheduled for each site. These sessions are subject to change.

Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Chattanooga		9am/1pm	9am	9am	9am	9am
Clarksville			8:30am			
Dyersburg			12n			
Jackson	9am		9am/1pm	9am/1pm		9am
Johnson City	9am	9am/12n	9am	9am/1:30pm	9am	9am
Knoxville	9am/1:30pm	9am/3pm	9am/1:30pm	9am/1:30pm	9am/1:30pm	9am
Memphis	8:30am/1pm	11:30am/5pm	8:30am	11:30am/5pm	11:30am	8:30am
Nashville	8:30am/5pm	8:30am/1:30pm	8:30am/1:30pm	8:30am/1:30pm	8:30am/5pm	8:30am/1pm

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

REQUIRED IDENTIFICATION (with photo) - Choose One

- State issued driver's license
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - Canadian Government Issued ID
 - Tennessee issued pesticide license or certification identification card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator. You may not bring your own calculator. You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may only take approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty.



The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.



The screenshot shows a computer interface for a test. At the top, there is a function bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View All, and Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**



SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

EXAMINATION INFORMATION

Exam Title	# Items on exam	Exam Timing (mins)	Passing %	Exam Fee
C01 - Agricultural Plant	100	120	70	\$25
C02 - Forest Pest Control	100	120	70	\$25
C03 - Ornamental and Turf Pest Control	100	120	70	\$25
C04 - Seed Treatment	100	120	70	\$25
C05 - Aquatic Pest Control	100	120	70	\$25
C06 - Right-of-Way Pest Control	100	120	70	\$25
C07 - Industrial, Institutional, Structural & Health Related Pest Control	100	120	70	\$25
C08 - Public Health Pest Control	100	120	70	\$25
C10 - Demonstration, Research and Regulatory Pest Control	100	120	70	\$25
C11 - Wood Preservatives	75	120	70	\$25
C12 - Pesticide Dealer	100	120	70	\$25
C13 - Antifouling Marine Paint	70	120	70	\$25
C14 - Microbial Pest Control	100	120	70	\$25
C16 - Sewer Line Treatment	60	120	70	\$25
LHA - Limited Herbicide Applicator	100	120	70	\$25
AER - Aerial	100	120	70	\$25

All examinations are closed book. If you fail, you must wait 2 weeks between attempts.





TN PESTICIDE EXAMINATION REGISTRATION FORM

Be prepared with the following information before you begin the registration process. Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. Registration forms that are incomplete or not accompanied by the proper fee will be returned unprocessed. Examination fees are **not** refundable or transferable.

Last Name		Full First Name		Full Middle Name	
First four letters of last name; last 4 digits of ss#; and full zip code			Phone Number (including area code)		
_____			(_____) _____ - _____		
Mailing Address					
City		State		Zip Code	
County			Email Address		

Total Fee: \$25. Pay by credit card, company check, money order or cashier's check, made payable to PSI. Please note your Social Security Number on your check. **Cash and personal checks are not accepted.**

Exam Title	
<input type="checkbox"/> C01 - Agricultural Plant	<input type="checkbox"/> C10 - Demonstration, Research and Regulatory Pest Control
<input type="checkbox"/> C02 - Forest Pest Control	<input type="checkbox"/> C11 - Wood Preservatives
<input type="checkbox"/> C03 - Ornamental and Turf Pest Control	<input type="checkbox"/> C12 - Pesticide Dealer
<input type="checkbox"/> C04 - Seed Treatment	<input type="checkbox"/> C13 - Antifouling Marine Paint
<input type="checkbox"/> C05 - Aquatic Pest Control	<input type="checkbox"/> C14 - Microbial Pest Control
<input type="checkbox"/> C06 - Right-of-Way Pest Control	<input type="checkbox"/> C16 - Sewer Line Treatment
<input type="checkbox"/> C07 - Industrial, Institutional, Structural & Health Related Pest Control	<input type="checkbox"/> LHA - Limited Herbicide Applicator
<input type="checkbox"/> C08 - Public Health Pest Control	<input type="checkbox"/> AER - Aerial

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

If paying by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

If you are registering by mail, email or fax, sign and date this registration form on the lines provided. Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration - TN PEST
3210 E Tropicana Ave * Las Vegas, NV* 89121
Email examschedule@psionline.com * Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



PESTICIDE CERTIFICATION & LICENSING STUDY MATERIAL ORDER FORM

NAME: _____

Date Ordered: _____

ADDRESS: _____

MAIL FORM & PAYMENT TO:

UT Pesticide Safety Education Program

2505 E. J. Chapman Dr, 370 PBB

Knoxville, TN 37996-4560

Phone (865) 974-1286 No Fax Orders Please

CITY: _____ STATE _____ ZIP _____

E-MAIL _____ PHONE (_____) _____

Make Check or Money Order Payable To: THE UNIVERSITY OF TENNESSEE and mail form and payment. When using Visa, MasterCard or Discover, order online at <http://tiny.utk.edu/UTIA-Pubs> (remember to select UTIA publications) or visit the PSEP website at <http://psep.utk.edu>. **For LHA certification, order PB 1109 (Core) and EPP 792 (TN Laws & Regs).**

*TAX EXEMPT AGENCY MUST SEND COPY OF TAX EXEMPT CERTIFICATE or NUMBER for a tax exempt purchase.

NOTE: the fee for study materials is non-refundable.

QTY.	Publication number	CERTIFICATION CATEGORY - Description	*TAX exempt or eCommerce	Non-Tax Exempt	Total
	PB 1109**	National Pesticide Applicator Certification "Core" Manual (used in all category testing) A Spanish version is available @ Michigan State University's website. http://msue.anr.msu.edu/resources/spanish_national_pesticide_applicator_certification_core_manual_e3073sp	22.88	25.00	
	PB 1738	C1 -- Agricultural	22.88	25.00	
	PB 1708	C2 -- Forest Pest Control	13.73	15.00	
	PB 1652	C3 -- Ornamental and Turf	22.88	25.00	
	PB 1773	C3 -- Control de plagas de cesp�ed y plantas ornamentales (Spanish version)	27.46	30.00	
	PB 1713	C4 -- Seed Treatment	13.73	15.00	
	PB 1705	C5 -- Aquatic Pest Control	13.73	15.00	
	PB 1707	C6 -- Right-Of-Way	22.88	25.00	
	PB 1732 & PB 1846	C7 -- Industrial, Institutional, Structural & Health Related Pest Control plus A Technician's Guide to Managing Pests in Schools	22.88	25.00	
	PB 1733	C8 -- Public Health Control	18.31	20.00	
	PB 1714	C10 -- Demonstration, Research and Regulatory Pest Control	13.73	15.00	
	PB 1715	C11 -- Wood Preservatives	13.73	15.00	
	PB 1716	C12 -- Pesticide Dealer	13.73	15.00	
	EPP 91	C13 -- Anti-Fouling Marine Paint	9.15	10.00	
	PB 1718	C14 -- Microbial Pest Control	13.73	15.00	
	PB 1765	C15 -- How to Comply (with the Worker Protection Standards for Agricultural Pesticides)	9.15	10.00	
	PB 1680	C16 -- Sewer Line Treatment	9.15	10.00	
	EPP 792	TLR -- TN Laws and Regulations (RECOMMENDED for all categories and LHA)	4.58	5.00	
	PB 1846	-- A Technician's Guide to Managing Pests in Schools	9.15	10.00	

QTY	PUB NO	LICENSING MANUALS Description			
	PB 1701	Aerial -- Aerial Applicators	32.04	35.00	
	PB 1737	AGE -- Ag - Ground Equipment	32.04	35.00	
	PB 1702	AQW -- Aquatic Weed Control	22.88	25.00	
	PB 1665	BDC -- Bird Control	13.73	15.00	
		FUM -- Structural (Order from Texas A&M @ http://www-aes.tamu.edu)	Purchase from	Texas A&M	
	PB 1695	FUS -- Fumigation Soil (Agri.)	18.31	20.00	
	PB 1673	GRC -- General Pest & Rodent Control	41.19	45.00	
	PB 1666	HLT -- Horticulture - Lawn & Turf	32.04	35.00	
	PB 1698	HRI -- Horticulture - Interior	18.31	20.00	
	PB 1685	PHMC -- Public Health Pest Control (TN Mosquito Control Handbook)	27.46	30.00	
	PB 1706	WEC -- Weed Right-Of-Way	27.46	30.00	
	PB 1703	WDO -- Wood Destroying Organisms	22.88	25.00	
	EPP 792	TLR -- TN Laws and Regulations (RECOMMENDED for all categories and LHA)	4.58	5.00	
	Payment:	<input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> E-Commerce <input type="checkbox"/> Check <input type="checkbox"/> Cash	TOTAL		

**PB1109 is used for LHA certification (Also, known as Limited Herbicide Applicator)

 For Departmental Use: Check # _____ Receipt # **AG** _____ E-Comm. Order No. _____

CEU'S REQUIRED TO MAINTAIN CERTIFICATION

CEU's may not be accrued prior to obtaining certification. All certifications will expire on June 30, 2020 if the required number of CEU's is not accrued. **All CEU's cannot be accrued in one certification year (Ending June 30th each year).** You must attend two meetings.

Categories	Certified prior to Jan 1st, 2018 & before June 30, 2018	Certified on or after July 1st, 2018 & before June 30, 2019	Certified on or after July 1st, 2019 & before June 30, 2020	Certified on or after July 1, 2020.
C 1	18 ceu's	12 ceu's	6 ceu's	Rollover to 2023
C 2	12 ceu's	8 ceu's	4 ceu's	Rollover to 2023
C 3 or LHA*	18 ceu's	12 ceu's	6 ceu's	Rollover to 2023
C 4	12 ceu's	8 ceu's	4 ceu's	Rollover to 2023
C 5	12 ceu's	8 ceu's	4 ceu's	Rollover to 2023
C 6	18 ceu's	12 ceu's	6 ceu's	Rollover to 2023
C 7	30 ceu's	20 ceu's	10 ceu's	Rollover to 2023
C 8	18 ceu's	12 ceu's	6 ceu's	Rollover to 2023
C10	18 ceu's	12 ceu's	6 ceu's	Rollover to 2023
C11	9 ceu's	6 ceu's	3 ceu's	Rollover to 2023
C12	18 ceu's	12 ceu's	6 ceu's	Rollover to 2023
C13	9 ceu's	6 ceu's	3 ceu's	Rollover to 2023
C14	9 ceu's	6 ceu's	3 ceu's	Rollover to 2023
C16	9 ceu's	6 ceu's	3 ceu's	Rollover to 2023

Example: If you were certified on December 31, 2017 in category 7 and category 8, you will need 30 CEU's in cat.7 and 18 CEU's in cat. 8 by June 30, 2020.

All CEU's cannot be accrued in one certification year unless you became certified within the 3rd year and must attend two meetings.

Examples: If you become certified on February 15, 2018 in category 6 you will need 18 CEU's by June 30, 2020. If you become certified on July 14, 2018 in category 3 you will need 12 CEU's by June 30, 2020.

Examples: If you become certified on April 18, 2019 in category 7 you will need 20 CEU's by June 30, 2020. If you become certified on July 25, 2020, you are certified through June 30, 2023 and would begin accruing CEU's on January 1, 2021.

NOTE:

Individuals certified on or after July 1, 2020 will be certified through June 30, 2023 and will begin accruing CEU's on January 1, 2021

You cannot earn more than 75% of your total point requirement at any one school. No more than 50% of the total required number of CEU's can be 'In-House' CEU's.

***LHA - Limited Herbicide Applicator**

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121

