



## West Virginia Department of Agriculture

### *Pesticide & Environmental Services Division*

#### **Prerequisites for Commercial Applicator licensing:**

##### **To the lands of others for hire (LPAB):**

- 1.) Pesticide Examinations – Must be taken and passed by those who will be making pesticide/herbicide applications for a business in the state of West Virginia, to the lands of others for hire. Those who need to take the West Virginia Department of Agriculture (WVDA) pesticide examinations are required to have at least one year of pesticide/herbicide application experience that can be verified or have a degree in a related field (Agriculture, Forestry, Biology, etc.). One must take and pass the General Standards (Core) pesticide examination and the category examinations, depending on what type of pesticide/herbicide applications they will need to make for the business that they work for in the state of West Virginia.
- 2.) To request an exam application and study packet, please contact the Pesticide Services office at 304-558-2209.
- 3.) If using pesticide/herbicide application experience to take the WVDA's pesticide examinations, please have someone who can verify one year of pesticide/herbicide application experience for the applicant complete Section A of the exam application and sign the application in front of a Notary. If one uses education to test, please include a copy of the applicant's college transcripts and only Sections B and D of the exam application will need completed. The completed exam application will need to be mailed to the WVDA with a valid government issued photo identification copy for the applicant, and the \$20 examination fee (check or money order made payable to the West Virginia Department of Agriculture), to schedule an exam session. There are currently six locations where one may schedule to take their pesticide examinations and each location tests once a month. The applicant will receive an emailed copy of their exam admission ticket, notifying them of the date they are scheduled to test at the exam location they selected. A copy of the exam admission ticket and a valid government issued photo identification will be requested by the Exam Proctor at the exam session.
- 4.) Once pesticide examinations have been taken and graded, exam results and follow up paperwork will be emailed to the one who took and passed their pesticide examinations. If the proper examinations are passed, this would include the application to apply for a Commercial Applicator's license.
- 5.) The Commercial Applicator license application would need to be completed and returned with a valid government issued photo identification copy for the applicant, and the \$20 licensing fee (check or money order made payable to the West Virginia Department of Agriculture). If licensing a new business to apply pesticides/herbicides to the lands of others for hire in the state of West Virginia, along with initially obtaining one's Commercial Applicator license, the Licensed Pesticide Application Business (LPAB) license paperwork and fee would need to be submitted with the Commercial Applicator application and fee. (See prerequisites for Business (LPAB) licensing).

##### **Regulated Pesticide Application Business (RPAB) employees:**

Pesticide Examinations – If one works for a business that is registered with the WVDA as a Regulated Pesticide Application Business (RPAB) – which is a business whose employees will only be performing pesticide/herbicide applications for the business and its property as part of their job duties in the state of WV (not for hire), these employees are not required to have one year of pesticide/herbicide application experience or a degree in a related field to be eligible to take the WVDA pesticide examinations. Those falling under an RPAB who need to take their pesticide examinations will be required to submit a copy of the "Simple" exam application to the WVDA with a valid government issued photo identification copy, and the \$20 exam fee (check or money order made payable to the West Virginia Department of Agriculture), to schedule an exam session. If one works for a business that is not already registered with the WVDA as an RPAB, the one who takes and passes their needed pesticide examinations will receive a copy of the RPAB application with their exam results and their Commercial Applicator license application. The RPAB application will need to be completed for the business and returned with the applicant's completed Commercial Applicator license application, a copy of the applicant's valid government issued photo identification copy, and the \$20 licensing fee (check or money order made payable to the West Virginia Department of Agriculture). There is no fee required for an RPAB license.