

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



## Regulatory and Environmental Affairs Division/Pesticide Regulatory Programs Unit

### Prerequisites for Consultant licensing:

- 1.) Pesticide Examinations – Must be taken and passed by whomever will be making pesticide/herbicide recommendations for the business, in the state of West Virginia. One must have at least one year of pesticide/herbicide recommendation experience that can be verified, or a degree in a related field (Agriculture, Forestry, Biology, etc.), in order to be eligible to take the WVDA pesticide examinations. One must take and pass the General Standards (Core) and the category examinations, depending on what type of pesticide/herbicide recommendations they will need to make for the business, in the state of West Virginia.
- 2.) To request an exam application and study packet, contact Jessica Morris, Certification and Training Assistant/WVDA at 304-558-2209 or by email at [jmorris@wvda.us](mailto:jmorris@wvda.us).
- 3.) If using pesticide/herbicide recommendation experience in order to seek eligibility to take the WVDA's pesticide examinations, please have someone who can verify one year of pesticide/herbicide recommendation experience complete Section A of the exam application. This person will need to sign the exam application in front of a Notary. If using education in order to test, please include a copy of the person testing's college transcripts and only complete Sections B and D of the exam application. There is a \$20 examination fee (check or money order made payable to the West Virginia Department of Agriculture), which would need to be mailed to the WVDA with the exam application, in order to schedule and exam session. There are currently six locations where one may be scheduled to take their pesticide examinations. Each location tests once a month; Charleston, Parkersburg, Beckley, Inwood, Milton, and Morgantown. The one testing should receive an exam admission ticket, letting them know what date they are scheduled to test at the exam location they selected. This should be received via email, unless it is requested that the exam admission ticket be mailed.
- 4.) Once pesticide examinations have been taken and graded, exam results and follow up paperwork will be mailed to the Tester. If the proper examinations are passed, this would include the application to apply for a Commercial Applicator's license and for a Consultants license.
- 5.) The Commercial Applicator application would need to be completed and returned with the \$20 licensing fee (check or money order made payable to the West Virginia Department of Agriculture). If licensing a new Consultant business in the state of West Virginia, along with initially obtaining one's Commercial Applicator certification, the Consultant license application and fee (\$60 fee, check or money order made payable to the West Virginia Department of Agriculture) would need to be submitted with the Commercial Applicator application and fee.  
The business must have a WV State Tax ID number. Contact the WV State Tax Department to acquire (304) 558-3333. A copy of the Business Registration Certificate sent to the business by the WV State Tax Department, once a WV State Tax ID number is issued, is required to be sent to the WVDA, along with all other licensing paperwork and fees.

*\*Concerning reciprocity - WV does not have a "Consultant" category. If one is licensed in specific categories in the state of PA, MD, OH, or VA that they need to make recommendations in for the state of West Virginia, they would be able to reciprocate those categories, as long as all reciprocity requirements are met and they are still currently licensed in those categories in the state that they would be seeking reciprocity from. If categories are needed for WV recommendations that one is not currently licensed in, in the beforementioned states, the person would need to become licensed in those categories in the state that they are seeking reciprocity from or take the West Virginia pesticide examinations in those categories.*