

# 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 Registered Technician licensing:**

- 1.) Within 30 days of hire, a new employee is to complete the WVDA approved Registered Technician Training Program, in place for the business. If this is for a business that is not currently licensed/registered with the WVDA, the business must become licensed/registered as an LPAB/RPAB and have at least one active Commercial/Public Applicator working for the business, before a Registered Technician Training Program may be submitted to the WVDA for approval for the business. If interested in the information to set-up a Registered Technician Training Program with the WVDA, please contact Jessica Morris, Certification and Training Assistant, at [jmorris@wvda.us](mailto:jmorris@wvda.us) or by telephone at 304-558-2209.
- 2.) If a Registered Technician Training Program is in place for a business, an active Commercial/Public Applicator with the business must put the new employee(s) through the training program (within 30 days of hire).
- 3.) Once the training program is complete, the Applicator that put the employees through their training must complete a Registered Technician application for each employee that completed their training.
- 4.) The applications will be mailed with the \$20 licensing fee (check or money order made payable to the West Virginia Department of Agriculture) for LPAB's and RPAB's that are not government agencies/businesses. All government agency RPAB's will send the applications only (no fee required). These may be mailed, emailed or faxed to the WVDA for processing.
- 5.) An employee can only go through an LPAB/RPAB's Registered Technician Training Program once, to become certified. If an employee has been a Registered Technician for an LPAB/RPAB previously, and they lose their certification for any reason, the only way to reobtain their certification is to take and pass the WVDA's Registered Technician examination. Please contact Ms. Morris for the exam application and study guide for this examination.