



# OREGON PESTICIDE LICENSING GUIDE

Oregon Department of Agriculture Pesticides Program  
<http://oregon.gov/ODA/programs/Pesticides/>

## When Licensing Is **Needed**

- Buying, applying or supervising the use of Restricted Use Pesticides (RUPs).
- Advising others on the use of RUPs.
- Applying pesticides to someone else's property (private or public land).
- Applying pesticides as a public employee using machine-powered equipment and/or applying RUPs.
- Applying pesticides on school properties.

## When Licensing Is **Not Needed**

- When applying pesticides, other than RUPs, to property owned by you or your employer.
- Applications of general use pesticides by public employees with non-powered equipment, **except on school properties**.
- Advising others on general use pesticides.
- Applying pesticides as a part of landscape maintenance under specific conditions. Call ODA for more information.

For a description of "Restricted Use Pesticides," see Page 1.

**OREGON DEPARTMENT OF AGRICULTURE**  
635 Capitol St. NE, Salem, OR 97301-2532, Phone: 503-986-4635, FAX: 503-986-4735

# Table Of Contents

Restricted Use and General Use Pesticides .....	1
Reciprocity for Licensing/Certification .....	1
Pesticide Certification and Licensing .....	1
Pesticide Licenses	
Commercial Applicator .....	2
Commercial Operator .....	2
Immediately Supervised Trainee .....	3
Pesticide Apprentice .....	3
Pesticide Consultant .....	3
Pesticide Dealer .....	3
Private Pesticide Applicator .....	3
Public Pesticide Applicator .....	3
Suggested Study Materials for Pesticide Exams	
Laws and Safety .....	4
Private Pesticide Applicator .....	4
Pesticide Consultant .....	4
Demonstration and Research .....	4
Agriculture Categories .....	5
Aquatic.....	5
Forest.....	5
Marine Fouling.....	5
Right-of-Way .....	5
I.I.H.S. Categories.....	6
Ornamental and Turf Categories .....	6
Public Health .....	6
Regulatory Weed .....	7
Seed Treatment .....	7
IPM in Schools .....	7
Exam Testing Sites .....	8
Exam Scoring .....	9
License Fees.....	9
License Recertification.....	10
Recordkeeping Requirements.....	11-13
ODA Field Offices.....	13

**Pesticides** include herbicides, insecticides, fungicides, rodenticides, and many other substances used to kill, harm, or repel pests.

**General Use Pesticides** may be bought over the counter without a pesticide license.

**Restricted Use Pesticides (RUPs)** are a category of products that pose a higher risk to people, animals, or the environment. They can only be purchased by a person with a pesticide license; use requires supervision by a licensed applicator.

**RESTRICTED USE PESTICIDE**  
**DUE TO GROUND AND SURFACE WATER CONCERNS**  
FOR RETAIL SALE TO AND USE ONLY BY CERTIFIED APPLICATORS OR PERSONS UNDER THEIR DIRECT SUPERVISION, AND ONLY FOR THOSE USES COVERED BY THE CERTIFIED APPLICATOR'S CERTIFICATION.

**LICENSING MAY TAKE THREE WEEKS TO PROCESS, SO PLAN AHEAD. DO NOT APPLY PESTICIDES UNTIL THE DEPARTMENT ISSUES THE LICENSE.**

## Reciprocity

Reciprocity is when one state recognizes pesticide certification/licensing of another state to eliminate duplicating test requirements. ODA will issue an Oregon Private Applicator license based on a valid Idaho or Washington Private Applicator license.

Other license types and license categories are on a case-by-case basis. ODA must have the same category and other factors may be considered.

ODA may issue a Private Pesticide Applicator license based on either 1) an active Oregon Pesticide Consultant license or 2) an active Commercial or Public Pesticide Applicator license with the Agriculture Herbicide, Agriculture Insecticide/Fungicide, or Forest category.

## Know the difference between Pesticide **CERTIFICATION** and Pesticide **LICENSING**

**CERTIFICATION** is the process of demonstrating a person knows how to handle and apply pesticides in a safe and responsible manner. Certification examinations must be taken in specific categories of application to obtain a pesticide license. A passing score of 70% or higher on pesticide exams is required to become certified.

**Certification is the first step to obtaining a pesticide license.**

Certification is valid for up to five (5) years and begins when the required tests are passed and ends on December 31st of the fifth calendar year. If you qualify for certification in the last 45 days of the year (November 17th through December 31st), the certification period is extended through the calendar year and the next five (5) years. For example:

Test Date	Certification End Date
January 2, 2013	December 31, 2017
November 16, 2012	December 31, 2016
November 17, 2012	December 31, 2017

### **JUST PASSING PESTICIDE EXAMS DOES NOT MEAN AN INDIVIDUAL IS LICENSED!**

**LICENSING** is the process to obtain the actual license that shows that a person has met certification requirements to make specific pesticide applications under that license. To get a license: (1) After passing the exams, fill out the correct form, (2) pay the license fee and any other associated fees; (3) submit both to ODA. All licenses are renewed annually, except for the Private Applicator license, which is renewed every 5 years.

ODA can not issue a pesticide license to anyone under the age of 18.

## Choose the Type of Pesticide-Related License that Fits Your Situation and Need

# Step # 1

### WOOD DESTROYING ORGANISM (WDO) INSPECTIONS

WDO inspectors who provide pest reports to lending institutions (e.g. FHA, VA), for property transactions may need a license number to complete these federal forms. A Commercial Pesticide Applicator license with the IIHS - Structural Pests category may be used for pest inspections but is NOT required by the state.

This license does not confer any special authorization to conduct these inspections. Contact the Construction Contractor's Board for home inspector requirements at 503-378-4621 Ext. 4900

1. **COMMERCIAL PESTICIDE APPLICATOR LICENSE** is a license for a person to:
  - Apply or supervise the application of ANY pesticide (general use, restricted use, organic, and 25b products) on the land or property of others while employed by a Commercial Pesticide Operator.
  - Apply restricted-use pesticides (RUPs) to non-agricultural land or property that belongs to you or to your employer (e.g., golf courses, resorts, feed mills, etc.).
  - Apply general use pesticides (including organic and 25b products) on the property of any Oregon pre-kindergarten, public and private K-12 schools, community colleges, federal Head Start programs, Oregon School for the Deaf, Oregon Youth Authority residential academy, or education service districts (IPM in Schools law, Oregon Revised Statutes 634.700-750).
  - Supervise an Immediately Supervised Trainee or Pesticide Apprentice.
  - Provide others with technical information about restricted-use pesticides. You are only allowed to provide information in the specific application category(ies) listed on your license.
  - Solicit to apply pesticides to someone else's property, even if you don't charge them.
  - **Required exam(s): Laws & Safety and at least one category exam**
2. **COMMERCIAL PESTICIDE OPERATOR LICENSE** is a license for ANY business that makes pesticide applications (general use, restricted use, organic, and 25b products) to the property of others.
  - If the business is some type of a corporation, at least one employee must be licensed as a Commercial Pesticide Applicator.
  - If the business is a sole proprietor or partnership, the owner, or at least one partner, must be licensed as a Commercial Pesticide Applicator.
  - License categories of the Commercial Pesticide Operator license must match the type of pesticide work that will be done and must also be on the Commercial Pesticide Applicator license of the qualifying person(s) for the business.
  - A Commercial Pesticide Operator may only use licensed Commercial Pesticide Applicators, Pesticide Apprentices, or Pesticide Trainees to make pesticide applications with matching license categories for the work being conducted.
  - The business must provide proof of insurance to maintain their Operator's license.
  - The Operator license cannot be issued to a public agency.
  - **Required exam: None**

3. **IMMEDIATELY SUPERVISED PESTICIDE TRAINEE LICENSE** is for individuals who work under the supervision of a Commercial or Public Pesticide Applicator. Trainees may only make applications within their supervisor's categories.
  - The supervising applicator is responsible for training the Immediately Supervised Trainee **AND**,
  - Must be on-site at all times with the trainee when making pesticide applications, **AND**
  - Be able to reach the trainee's location within five (5) minutes.
  - **Required exam: None**
4. **PESTICIDE APPRENTICE LICENSE** is available for individuals who work under the supervision of a Commercial or Public Pesticide Applicator. Apprentices may only make applications within their supervisor's categories.
  - The supervising applicator is responsible for training the apprentice.
  - The supervising applicator does not need to be onsite when the apprentice is making pesticide applications, **BUT** the apprentice must be able to reach the supervising applicator at all times.
  - The Pesticide Apprentice is not a certified applicator. In order to renew this license, beyond the first year, the apprentice will need to attend eight (8) hours of approved continuing education classes. The eight hours must consist of at least four (4) hours of CORE credits. If the apprentice does not accrue the required credit hours, they will need to retake the Laws & Safety exam to re-license.
  - **Required exam: Laws & Safety**
5. **PESTICIDE CONSULTANT LICENSE** is required for a person who provides technical information on restricted-use pesticides. This is not an applicator license.
  - **Required exam: Pesticide Consultant**

The Demonstration and Research category may be added to the Consultant License which allows a person to conduct demonstration plots and/or research trials of pesticides.

  - **Required exam: Demonstration and Research**
6. **PESTICIDE DEALER LICENSE** is required for each pesticide sales facility that sells, offers for sale, handles, displays, or distributes restricted-use pesticides (RUPs) to pesticide users.
  - Dealer licenses expire on December 31st of each year and are renewable annually
  - Dealers must prepare and maintain sales and distribution records for all restricted-use pesticides for a period of three (3) years. (Oregon Administrative Rule 603-057-0140).
  - **Required exam: None**
7. **PRIVATE PESTICIDE APPLICATOR LICENSE** is needed to purchase, apply, or supervise the use of restricted-use pesticides (RUPs) on land in agricultural production that a person, or their employer owns, leases, or rents. This includes farmland, rangeland, forests, greenhouses, nurseries, orchards, etc. No pesticide license is needed to apply "general use" pesticides.
  - The license **AND** certification are valid for a period up to five (5) years.
  - **Required exam: Private Pesticide Applicator**
8. **PUBLIC PESTICIDE APPLICATOR LICENSE** is required of employees of federal and state agencies, counties, cities, municipalities, irrigation districts, drainage districts, soil and water conservation districts or other special districts, public utilities, and telecommunication utilities who in the course of their work:
  - Use or supervise the use of restricted-use pesticides, (RUPs) **and/or**;
  - Use machine-powered equipment to apply any pesticides (general or restricted)
  - Apply pesticides (including organic and 25b products) on the property of any Oregon pre-kindergarten, public and private K-12 schools, community colleges, federal Head Start programs, Oregon School for the Deaf, Oregon Youth Authority residential academy, or education service districts
  - **Required exam: Laws & Safety and at least one category exam.**

# Step # 2

## Suggested Study Materials for Each Pesticide Exam

The Commercial Pesticide Applicator, Commercial Pesticide Operator, Immediately Supervised Trainee, Pesticide Apprentice, Pesticide Consultant, Pesticide Dealer, and Public Pesticide Applicator licenses are renewed every year. Private Pesticide Applicator licenses are issued for up to five (5) years.

### Laws and Safety Exam

Stand-alone test for the Pesticide Apprentice license and is required for most Public and Commercial Pesticide licenses. It is available in English and Spanish.

- Oregon Core Manual Addendum\*
- National Pesticide Applicator Certification Core Manual\*
- Chemeketa Community College Bookstore, 503-399-5131  
<http://bookstore.chemeketa.edu/home.aspx>
- Oregon Revised Statutes Chapter 634\*
- Oregon Administrative Rules Chapter 603 Division 57\*
- Oregon Administrative Rules Chapter 340 Division 109\*
- Spanish: Manual para Aplicadores Privados de Pesticidas (EM020S) WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>

### Private Pesticide Applicator License Exam

A stand-alone test for the Private Pesticide Applicator license and is available in English and Spanish.

- Oregon Pesticide Safety Education Manual (EM 8850), OSU Extension Service, 1-800-561-6719, <http://extension.oregonstate.edu/catalog>
- Oregon Pesticide Licensing Guide\*
- Oregon Revised Statutes Chapter 634\*
- Oregon Administrative Rules Chapter 603 Division 57\*
- Oregon Administrative Rules Chapter 340 Division 109\*
- Spanish: Manual para Aplicadores Privados de Pesticidas (EM020S) WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>
- How to Reduce Bee Poisoning from Pesticides (PNW 591), OSU Extension Service, <http://extension.oregonstate.edu/catalog>
- Worker Protection Standard, OR-OSHA\*

### Pesticide Consultant License Exam

A stand-alone test for the Pesticide Consultant license.

- Agriculture Herbicide Study Manual\*  
Chemeketa Community College Bookstore, 503-399-5131,  
<http://bookstore.chemeketa.edu/home.aspx>
- Oregon Pesticide Safety Education Manual (EM8850), OSU Extension Service, 541-737-2513 or 1-800-561-6719,  
<http://extension.oregonstate.edu/catalog>
- Oregon Pesticide Licensing Guide\*
- Oregon Revised Statutes Chapter 634\*
- Oregon Administrative Rules Chapter 603 Division 57\*
- Oregon Administrative Rules Chapter 340 Division 109\*
- Introduction to Insect & Disease Management, (EM051), WSU Bulletin Office, 1-800-723-1763,  
<http://pubs.wsu.edu>
- Pacific Northwest Disease Control Handbook★
- Pacific Northwest Insect Control Handbook★
- Pacific Northwest Weed Control Handbook★  
★ OSU Extension Service, 541-737-2513 or 1-800-561-6719, or <http://pnwhandbooks.org/>
- How to Reduce Bee Poisoning from Pesticides (PNW 591), OSU Extension Service,  
<http://extension.oregonstate.edu/catalog>

### Demonstration and Research Category Exam

The use of pesticides in field research and educational demonstrations.

- Demonstration and Research Pest Control\*

\*Find ODA study material at: <http://oregon.gov/ODA/programs/Pesticides/Licensing/>

## Agriculture Category Exams

**Agriculture - Herbicide:** The use of herbicides on agricultural lands, including Christmas trees, commercial nurseries, and rangeland.

- Weeds of the West  
Chemeketa Community College Bookstore,  
503-399-5131,  
<http://bookstore.chemeketa.edu/home.aspx>
- Agriculture Herbicide Study Manual\*  
Chemeketa Community College Bookstore

**Agriculture - Insecticide/Fungicide:** The use of insecticides, fungicides, or nematicides on agricultural lands including Christmas trees, commercial nurseries, and rangeland.

- Introduction to Insect and Disease Management (EM051), WSU Bulletin Office,  
<http://pubs.wsu.edu>, 1-800-723-1763
- How to Reduce Bee Poisoning from Pesticides (PNW 591), OSU Extension Service,  
<http://extension.oregonstate.edu/catalog>

**Agriculture - Livestock Pests:** The use of pesticides for the control of livestock pests, such as insects, mites, and ticks.

- Pest Management Principles for the Pesticide Applicator, 1b Agriculture Animal, Cornell University, 607-255-4111, <http://store.cornell.edu/c-876-pmep-manuals.aspx>

**Agriculture - Soil Fumigation:** The use of soil applied fumigants on agricultural lands.

- National Soil Fumigation Manual (19283333)\*  
Chemeketa Community College Bookstore,  
503-399-5131,  
<http://bookstore.chemeketa.edu/home.aspx>

**Agriculture - Vertebrate Pests:** The use of pesticides in agricultural areas for the control of vertebrate pests other than livestock predators. It can also be used to control vertebrate pests in ornamental and turf areas.

- Animal Damage Control in Washington (EB1147) Part 1-9\*
- Controlling Moles (EC0987)\*
- Controlling Ground Squirrel Damage to Forage & Field Crops (EC1429)\*
- Controlling Pocket Gopher Damage to Agricultural Crops (EC 1117)\*
- Meadow Voles and Pocket Gophers: Management in Lawns, Gardens, and Croplands (PNW 627)\*

## Aquatic Category Exam

The use of pesticides in treating standing or running water.

- Aquatic Pest Control (EM039), WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>

## Forest Category Exam

The use of pesticides on forest lands or in the production of forest crops (does not include Christmas tree plantations or commercial nurseries).

- Forest Environment Pesticide Study Manual\*
- Forest Practice Notes- January 1997 No. 3\*
- Pacific Northwest Weed Management Handbook, OSU Extension Service, 541-737-2513 or 1-800-561-6719,  
<http://extension.oregonstate.edu/catalog>, or  
<http://pnwhandbooks.org/weed/>

## Marine Fouling Category Exam

The use of marine anti-fouling paints or coatings on boats or ships. (Laws & Safety exam is not required for this category).

- Oregon Pesticide Safety Education Manual (EM8850), OSU Extension Service, 541-737-2513 or 1-800-561-6719;  
<http://extension.oregonstate.edu/catalog>
- Pest Control Law Oregon Revised Statutes Chapter 634\*
- Oregon Administrative Rules Chapter 603 Division 57\*
- Oregon Pesticide Licensing Guide\*
- "Best Pollution Prevention Practices for Abrasive Blast Media Waste from Shipyard Repair Activities" (Appendix 1 to OAR Chapter 340, Division 101, Section 0040, in "Waters Requiring Special Management", Oregon Department of Environmental Quality, 503-229-5445 or <http://www.deq.state.or.us/regulations/rules.htm>\*)

## Right-of-Way Category Exam

The use of pesticides in right-of-way areas, including road shoulders, utility lines, and irrigation ditch banks.

- Rights-of-Way Vegetation Management (Oregon Edition) (EM 8863)\*

\*Find ODA study material at: <http://oregon.gov/ODA/programs/Pesticides/Licensing>

## Industrial, Institution, Health and Structural (IIHS) Category Exams

**I.I.H.S. - General Pest Control:** The use of pesticides, other than fumigants, in or around structures, institutions and industrial facilities, or structures with processed or manufactured products for the control of pests other than wood-destroying pests.

- Truman's Scientific Guide to Pest Control, Univar, USA, 1-800-888-4897

**I.I.H.S. - Moss Control:** The use of pesticides to control moss and algae on structures, sidewalks, and driveways (not lawns).

- Structural & Turf Demossing Study Manual (EB1962) WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>

**I.I.H.S. - Space Fumigation:** The use of fumigants in confined areas or structures for the control of pests (not soil fumigation and fumigants used in field treatment of utility poles, pilings, bridge supports, etc.).

- Fumigation (11), University of Nebraska-Lincoln, <http://marketplace.unl.edu/pested> (Commercial/Non/Commercial Study Manuals/tab)

**I.I.H.S. - Structural Pest Control:** The use of pesticides, other than fumigants, in or around structures for the control of wood-destroying pests (e.g. termites, carpenter ants, powderpost beetles).

- Truman's Scientific Guide to Pest Control, Univar, USA, 1-800-888-4897

**I.I.H.S. - Wood Treatment:** The use of pesticides, including fumigants, to treat wood products (e.g. lumber, poles, ties) before their use in construction, or to field treat utility poles, pilings, bridge supports and similar elements of construction.

- Wood Preservation and Wood Products Treatment Manual (EM 8403)\*
- Wood Pole Maintenance Manual, Research Contribution 15, <http://hdl.handle.net/1957/7660>

## Ornamental and Turf Category Exams

**Ornamental and Turf – Herbicide** The use of pesticides in the establishment and maintenance of ornamental plants and turf (does not include Christmas trees, commercial nurseries, sod farms, or forests).

- Turf and Ornamental Weed Management Principles (EM035), WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>
- Turfgrass Pests, University of California, available online at <http://www.ipm.ucdavis.edu/PMG/r785700999.html>

### Ornamental and Turf – Insecticide and Fungicide

The use of insecticides and fungicides in the establishment and maintenance of ornamental plants and turf (does not include Christmas trees, commercial nurseries, sod farms, or forests).

- Introduction to Insect and Disease Management (EM051), WSU Bulletin Office, 1-800-723-1763, <http://pubs.wsu.edu>
- Turfgrass Pests, University of California, available online at <http://www.ipm.ucdavis.edu/PMG/selectnewpest.turfgrass.html>
- How to Reduce Bee Poisoning from Pesticides (PNW 591), OSU Extension Service, <http://extension.oregonstate.edu/catalog>

## Public Health Category Exam

The use of pesticides for the control of any pest that may be harmful to the public's health, including mosquitoes and other vectors.

- Public Health Pest Control (EM034), WSU Bulletin Office, 1-800-723-1763 or order online at <http://pubs.wsu.edu>
- Pesticides and Public Health: Integrated Methods of Mosquito Management\*
- EXTOWNET Collection\*
- Public Health Pesticide Control, Pesticide Applicator Training Manual (SP318), University of Florida, 352-392-1764, or ODA website\*
- West Nile Virus brochure\*

\*Find study material at: <http://oregon.gov/ODA/programs/Pesticides/Licensing>

## Regulatory Weed Control Exam (Public Applicator Only)

The use of pesticides for the control of plants designated as noxious weeds.

- Noxious Weed Policy & Classification System\*
- Oregon Revised Statutes Chapter 569\* or Oregon Department of Agriculture, 503-986-4621
- Rights-of-Way Vegetation Management (Oregon Edition) (EM 8863)\*
- Oregon Department of Agriculture, Oregon
- Administrative Rules Chapter 603, Division 052, section 1200\*
- Weed Identification System CD, XID Services
- 800-872-2943, <http://xidservices.com>

## Seed Treatment Category Exam

The use of pesticides on seed.

- Oregon Seed Treatment Training Manual\*

Testing centers provide computer-based testing. You must know the TYPE of license and the SPECIFIC LICENSE EXAM(S) you want to take. Testing centers are not responsible for advising applicants on license or category requirements. For testing center locations, to make test appointments, and to find other exam information, please go to: <http://oregon.gov/ODA/programs/Pesticides/>

You must:

- BRING A GOVERNMENT ISSUED ID
- Know the last four digits of your Social Security number

Exams are closed book. You may bring a basic calculator to an exam.

# IPM in Schools

Effective July 1, 2012, Oregon Revised Statutes 634.700-634.750 requires all Oregon pre-kindergarten, public and private K-12 schools, community colleges, federal Head Start programs, Oregon School for the Deaf, Oregon Youth Authority residential academy, and education service districts to implement integrated pest management (IPM) practices.

## Public School Employees

The new IPM in schools law (ORS 634.700) now requires a public pesticide applicator license, apprentice or trainee license for every public school employee applying pesticides (except antimicrobials or insecticidal soaps).

## Private School Employees

Employees of private schools must have a valid commercial pesticide applicator license to apply any pesticide (except antimicrobials or insecticidal soaps) to private school property.

## Companies Contracted to Conduct Pesticide Applications on School Property

If a company is hired to apply pesticides on school property, the company must be licensed as a commercial pesticide operator and each individual applicator (person) must be licensed as either a commercial pesticide applicator, apprentice, or trainee. The licensing status of the company and applicator, including apprentices or trainees, should be verified by checking the ODA website: <http://oda.state.or.us/dbs/licenses/search.lasso?&division=pest>

**IPM** is a common-sense strategy that integrates multiple tactics to reduce pest populations to an acceptable level. Strategies include sanitation, pest exclusion; cultural, biological, mechanical control, while limiting the use of chemicals. IPM weighs the risks and benefits of pest reduction methods to determine the most environmentally and economically sound manner to manage pests.

\*Find study material at: <http://oregon.gov/ODA/programs/Pesticides/Licensing>

# Step # 3

## Find a Pesticide Testing Site Near You

All testing information is at: <http://oregon.gov/ODA/programs/Pesticides/Licensing/Pages/TakingPesticideExams.aspx>

Computer-based testing only is offered. For scheduling, call 1-877-533-2900 or make an appointment at: <http://oregon.metrosignup.com>. Testing fees will be collected by METRO INSTITUTE when you schedule your test.

Testing Sites			
<b>Albany</b> Linn-Benton Community College	541-917-4923	<b>McMinnville</b> Chemeketa Community College, Yamhill Valley Campus	503-316-3284
<b>Astoria</b> Clatsop Community College	503-338-2426	<b>Metro</b> <a href="http://oregon.metrosignup.com">http://oregon.metrosignup.com</a>	877-533-2900
<b>Bend</b> Central Oregon Community College	541-383-7539	<b>Ontario</b> Treasure Valley Community College	541-881-5799
<b>Burns</b> Treasure Valley CC, Harney County Outreach Center	541-573-1576	<b>Oregon City</b> Clackamas Community College	503-594-3283
<b>Coos Bay</b> Southwestern Oregon Community College	541-888-7405	<b>Pendleton</b> Blue Mountain Community College	541-278-5931
<b>Eugene</b> University of Oregon	541-346-3230	<b>Portland</b> Portland Community College, Rock Creek Campus	971-722-7300
<b>Gresham</b> Mt. Hood Community College	503-491-7647	<b>Roseburg</b> Umpqua Community College	541-440-7659
<b>Hermiston</b> Blue Mountain CC — Hermiston Campus	541-567-1800	<b>Salem</b> Chemeketa Community College	503-399-6556
<b>Klamath Falls</b> Oregon Institute of Technology	541-885-1790	<b>The Dalles</b> Columbia Gorge Community College	541-506-6011
<b>Klamath Falls</b> Klamath Community College	541-880-2258	<b>White City</b> Rogue Community College, Table Rock Campus	541-245-7820
<b>La Grande</b> Eastern Oregon University	541-962-3788	<b>Wilsonville</b> Clackamas Community College, Wilsonville Campus	503-594-0940

## Take Your Pesticide Exam(s)

# Step # 4

The passing score on all pesticide examinations is 70%. Scores will be sent by mail for hard copy exams or are immediately available to print out for computer-based exam(s). Individuals who have internet access may look up their scores on the ODA pesticide web site located at: [http://oda.state.or.us/dbs/pest\\_certification/search.lasso](http://oda.state.or.us/dbs/pest_certification/search.lasso). The last four digits of the social security number and the full date of birth (mm/dd/yyyy) must be entered to access an individual's scores.

### For computer based tests:

- Contact METRO 1-877-533-2900 or <http://oregon.metrosignup.com>
- Pay METRO by check, Visa, MC, AMEX or PayPal
- 48-hour notice is required to schedule, or reschedule any exam. There is no charge to reschedule with 48-hour notice.

### Things Not Allowed In The Testing Center

- Cheating or talking to others
- Cell phones, scanning devices, photo pens, or other such devices
- Removing any tests or supplies from the testing center
- Study materials, textbooks, etc.;
- Programmable calculators

## Exam Scores:

- Are **NOT** given out over the phone.
- Are good for two (2) years.
- Categories may be added at any time after licensing.

# Step # 5

## Apply for Your Pesticide License

### License Fees to be Paid When Submitting License Application

Commercial Pesticide Applicator*	\$50.00/yr
Commercial Pesticide Operator*	\$90.00/yr
Immediately Supervised Trainee	\$50.00/yr
Pesticide Apprentice	\$50.00/yr
Pesticide Consultant	\$40.00/yr
Pesticide Dealer	\$75.00/yr
Private Pesticide Applicator	\$25.00/5yrs.
Public Pesticide Applicator*	\$50.00/yr
Exam Retake Fee (except Private Applicator)	\$5.00/exam

\*Fee depends on the number of major categories

Upon passing the pesticide exam(s) required for a pesticide license, you will be mailed or emailed a pesticide license application. Complete and sign the application, attach the correct fee, and mail or fax it to the secure fax number listed on the form. **You must include your social security number on the license application for it to be processed.** Licenses may take up to a month to process.

**Check your license status online at:**

<http://oregon.gov/ODA/programs/Pesticides/Licensing>

# Maintaining Your License

In order to be eligible to maintain your license, you need to take a number of ODA-approved continuing education classes during your certification period. If you do not earn the required number of recertification credits, **then you will be required to retake and pass all exams.** The number of credit hours required during your certification period varies depending on the type of license held.

The current requirements are:

## Private applicators:

- Accumulate a total of sixteen (16) credit hours during the up to five year certification period: four (4) hours **MUST** be designated as “CORE” credits, and twelve (12) may be designated as “Other” credits.
- No more than eight (8) credit hours may be accumulated in any calendar year (January 1 – December 31).
- Credit hour accumulation begins the day after the pesticide applicator is certified.

**Pesticide Apprentices** are not certified applicators, however, beginning January 1, 2013, they must:

- Accumulate eight (8) hours of training accredited by ODA every year to qualify for annual license renewal.
- Four (4) of the eight (8) hours must be “CORE” programs.

## Commercial Pesticide Applicators, Pesticide Consultants, and Public Pesticide Applicators must:

- Accumulate a total of forty (40) credit hours during the up to five year certification period (training may include “CORE” programs).
- No more than fifteen (15) credit hours may be accumulated in any calendar year (January 1 – December 31).
- Credit hour accumulation begins the day after the pesticide applicator is certified.

Continuing education classes are offered by a variety of sources including Oregon State University Extension Service, community colleges, agri-chemical dealers, industry associations, and others. Licensees may find approved courses on the ODA’s web site at: <http://oregon.gov/ODA/programs/Pesticides/Pages/default.aspx>. Under "**Licensing Information**", click on the "Pesticide Applicator Recertification Classes" to reach the search page. New classes are added as they are approved.

- **Credit hours can not be carried forward into new certification periods.**

---

**You may not take the same recertification course twice in the same calendar year and receive credit both times. You will only get credit for the course one time.**

---

It is your responsibility to correctly fill out and sign the ODA attendance record at each recertification training session attended. You are responsible for making sure the class is approved by ODA **before** attending. It is also your responsibility to check the classes on your credit history to make sure ODA has listed them correctly. **IT IS YOUR RESPONSIBILITY** to check your credit hour report at: [http://oregon.gov/ODA/programs/Pesticides/under \*Licensing Information\*](http://oregon.gov/ODA/programs/Pesticides/under/Licensing%20Information) and then *Check your credit hours*. ODA will review possible course entry errors for the previous calendar year only. Errors more than one year old that were not brought to ODA’s attention will not be reviewed or considered in credit-hour calculations.

**Recordkeeping Requirements for Commercial Pesticide Operators,  
Commercial Pesticide Applicators not employed by an Operator,  
Pesticide Consultants for Demonstration/Research trials, and Public Pesticide Applicators**

Required Record Information	Explanation
1. The firm or individual for whom the pesticide application was made.	The full name, address and phone number of the business, firm or individual who owns or controls the crop or property sprayed. Do not use initials, nicknames, or partial names.
2. The location of the land or property where application was made.	The address or a geographic description of the application site (such as circle number, map number or township/section/range), GPS coordinates and the size of the area treated (acres, square feet, linear feet, etc.).
3. The date and approximate time of application.	The month/day/year of application, <b>and</b> the <u>beginning</u> <b>and</b> <u>ending</u> time of application.
4. The supplier of pesticides applied.	The full name of the individual or business that supplied the pesticide to you. Do not use initials, nicknames, or partial names.
5. The trade name and the strength of pesticides applied.	The EPA registration number <b>OR</b> the manufacturer, product name, and formulation type of each product applied.
6. The amount or concentration (pounds, ounces, or gallons per acre of active ingredient or concentration per approximately 100 gallons).	A. The amount of each pesticide product applied per unit of measure (ounces, pounds, pints, quarts, etc.) <b>and</b> ; B. The type and amount of carrier applied per unit of measure (acre, square feet, etc.) <b>OR</b> , where a specific unit of measure is not applicable, the total amount applied to site; <b>and</b> ; C. The amount and type of other material applied (such as spreader/sticker, wetting agent, or drift retardant).
7. The specific property, crop or crops to which the pesticide was applied.	For each pesticide product applied, the specific crop or site of application: <b>Agricultural applications</b> - the specific crop <b>"Pest Control Operator" (PCO) - "General" and "Structural" applications</b> - the specific area (exterior wall voids, kitchen cabinets, interior foundation, living room baseboards, etc.) <b>"Ornamental applications"</b> - the general area (front yard, hedge, fruit tree, etc.) <b>Other applications</b> - descriptions similar to the examples above.
8. The summary information of equipment, device or apparatus used and, if applied by aircraft, the F.A.A. number.	Identification of the application equipment used (aerosol can, speed sprayer, backpack sprayer, fogger, etc.) and, if applied aerially, the "N" number of the aircraft.
9. Name of applicator(s), apprentice(s) or trainee(s) who made application(s).	The <u>full name</u> of the applicator(s). However, if supervising a Pesticide Apprentice or trainee the <u>full name</u> <b>and</b> <u>pesticide</u> license number of the supervising applicator <b>and</b> the Apprentice and/or trainee is required.
10. Records kept for three years.	Records shall be maintained for at least three years from the date of application.

## Recordkeeping Requirements for Pesticide Dealers

Pesticide Dealers shall prepare and maintain records of sales of restricted-use and highly toxic pesticides for a period of three (3) years (OAR 603-057-0140).

Required Record Information	Explanation
1. Purchaser a. Name of Purchaser	The FULL name of the certified applicator to whom the restricted-use-pesticide is being sold. Do not use initials, nicknames, partial names, ranch, or company names. Although the sale of a RUP is made to a licensed certified applicator, the product may be picked up by an unlicensed employee or person designated by the purchaser.
b. Address of Purchaser	Residential or mailing address.
c. Current Valid License	Certified pesticide applicator's license number. Expiration date of license is recommended to ensure validity. Identify state if other than Oregon.
2. Date of Sale	Month/Day/Year
3. Trade Name of Pesticide(s)	EPA registration number or specific product name, formulation, and manufacturer's name.
4. Quantity of Product Sold	Gallons, pounds, containers, etc. (Define case lots: e.g., 1 case 24 x 15 ounce cans, 2 x 5 gallons, etc.).

## USDA Recordkeeping Requirements for Private Pesticide Applicators

Required Elements	Restricted-Use Pesticides
Applicator Name(s)	<input checked="" type="checkbox"/>
Applicator License Number	<input checked="" type="checkbox"/>
Month/Day/Year	<input checked="" type="checkbox"/>
EPA Registration Number	<input checked="" type="checkbox"/>
Active Ingredients	
Brand Name/Product Name	<input checked="" type="checkbox"/>
Crop, Commodity, or Site	<input checked="" type="checkbox"/>
Restricted Entry Interval (REI)	
Size of Area Treated	<input checked="" type="checkbox"/>
Total Amount Applied	<input checked="" type="checkbox"/>
Field ID/Location	<input checked="" type="checkbox"/>

❖ For more information: *USDA Recordkeeping Requirements Brochure: [www.ams.usda.gov/pestiderecords](http://www.ams.usda.gov/pestiderecords)*

## Additional Recordkeeping Requirements for Applications in Schools

This requirement is for **anyone** making pesticide applications on school properties. Records shall be maintained at the school for a period of four (4) years (ORS 634.750).

Required Record Information	Explanation
1. Pest Controlled	The pest condition that prompted the pesticide application.
2. Date and Time of Placement and Removal of Warning Signs	Month/Date/Year <i>and</i> time of warning sign placement <b>and</b> removal of warning sign Month/Date/Year <i>and</i> time.
3. Application Type and Effectiveness	Formulation type and application method. How effective the application was at resolving the problem.
4. Copies and Dates of Notices	Copies of all notices must be kept and the date that the notices were provided to school staff and attendees.
5. Copy of Product Label(s)	Complete label of any product applied.
6. Copy of MSDS	Material Data Safety Sheets must be maintained for all products applied.

## ODA Field Offices





**Oregon**  
Department  
of Agriculture

**Pesticides Program**

635 Capitol St. NE  
Salem, OR 97301-2532

Phone: 503-986-4635

Fax: 503-986-4735

Email: [pestx@oda.state.or.us](mailto:pestx@oda.state.or.us)