

# POLK COUNTY FACTSHEET

## Pesticide Exams on Computer: Frequently Asked Questions Publication #2 August 2016

The purpose of this factsheet is to describe the option for pesticide exams on computer. Computer exams require prior registration and are administered at the same time as paper exams. The advantage to taking computer exams is that you will find out your score right away. Computer exams are different each time, as questions are randomly selected from a bank of questions. Computer exams are limited to two hours per exam except for four hour PCO exams. For more information on the general exam process see Factsheet #1.

### When are the exams?

In Polk County, computer exams are administered the first working Monday of the month beginning at 9:15 a.m. Check the calendar page of [www.polksmallfarms.com](http://www.polksmallfarms.com) for dates and training opportunities. Computer exams are available at many Extension offices around the state and their schedules are available through the exam registration website.

### Which exams are offered?

All Florida Department of Agriculture and Consumer Services (FDACS) Bureau of Licensing and Enforcement exams are now available to take on computer, administered at the Extension office.

### Which exam(s) do I need?

The process is much smoother if you already know the specific name of the exam(s) you need, although there is a guide available to help during the process. Find detailed licensing information at [www.polksmallfarms.com](http://www.polksmallfarms.com).

The process will begin by asking if you want an agricultural or structural license and varies slightly based on which one you choose. Restricted use exams, like aquatics and natural areas, are under agricultural. Structural licenses include all of the limited licenses. Note that several lawn and ornamental related exams have very similar names. See “Licensing of Lawn and Ornamental Pesticide Applicators in Florida” available at <http://edis.ifas.ufl.edu/pi006> to sort out which one applies to you. If you get through registering for a limited exam without seeing the \$150 fee, you probably chose an agricultural license by mistake.

### What information do I need to have handy?

Often someone other than the applicator, such as office staff, registers the applicator for the exam. In this case, note that an email address is required and results will be sent to the email used to register.

You will need to know if you want to get a new license, renew or add a category. You will also need to know the applicator’s birthday, mailing address, phone number and employer. Some

licenses require a four digit PIN. For a new license, this is a number of your choice. If you have had a license for many years but can't remember your PIN, FDACS had previously used the last four digits of your social security number as your PIN.

## What do I need to bring to the exam?

Bring a current form of state issued identification. Cell phones will be collected, so it's easier if you leave them in the car. Once you register, you will receive a voucher number. Be sure to bring your voucher number to the exam.

## How much does it cost?

For restricted use licenses, there is no charge to take exams. There is an application and fee to take all structural exams including the limited exams. The computer registration process now includes the option to pay online, and payment is required before taking a structural exam on computer.

## How do I register step by step?

### First establish a user name and PIN:

1. Start the registration process for computerized exams at: <https://pesticideexam.ifas.ufl.edu>. Click on "Apply for examination". This takes you to an FDACS website.
2. On the left side of the next page, click "New User? Sign Up" or if you already have a PIN, enter your email and PIN.
3. Enter your name and email address. After you click submit, you will be sent an email from "fl-ag-online" to activate your account.

### Next log in and get a voucher number:

1. Go to your email to get your assigned 5-digit PIN. Save it for future reference.
2. Click on the link in the email to activate your account, then click "Return to login".

3. Login with your email address and 5-digit PIN.
4. On the next page, choose which type of license you need: agricultural or structural.
5. Note the options from this point on are different based on which type of license you chose. For both groups you will choose if you are getting a new license or renewing/ adding a new category. Note there are other actions you can take on this site besides registering for an exam.
7. Next you will fill out basic information about yourself and where you work.
8. On the next page, choose the exams you want to register for. You can register for up to three exams at one time. The exams don't all have to be taken on one day. Click "Review".
9. A page opens that lists your registration information. Select "Edit" to make any changes.
10. The next page is the Application Confirmation. It will have a voucher number on it. Print the page, and email it to yourself. The voucher number is REQUIRED to take an exam.

### Final Step: Schedule the time and location:

Below the "Print" button, click on the link to schedule an exam. Choose the location, date and time you want to take the exam. Note that exams are given in two hour time blocks. For the full time allowed, register for a separate time slot for each exam.

### Where can I find more information?

See upcoming exam dates and more detailed information at [www.polksmallfarms.com](http://www.polksmallfarms.com). For registration website specific questions contact FDACS at (850) 617-7870.

### Or, Call your County Extension Agent:

Mary Beth Henry, Integrated Pest Management Extension Agent II, [mbhenry@ufl.edu](mailto:mbhenry@ufl.edu), 863-519-1049.