

**TIPS FOR FAST ACTION BY
THE WYOMING DEPARTMENT OF AGRICULTURE
FOR
COMMERCIAL AND PRIVATE
APPLICATOR LICENSE RENEWALS AND INITIAL CERTIFICATION**

The following issues come up very often every year and can delay the timely processing an applicant's renewal application or initial license approval for weeks, especially during the very busy spring renewal season. The Wyoming Department of Agriculture (WDA) is looking at a more automated system for this process, but it may be a year or two before it is available. Until then, keep these tips and suggestions in mind when working with a client. You may even want to hand them a copy of this document to improve their chances of a smooth flawless approval process.

APPLICATIONS:

- Neatness - the application is part of an official record for the applicator, as such they are subject to inspection and audit - please do not fold the forms more than once.
- Do not send the forms inside a private applicator workbook. They are difficult to locate sometimes.
- Legibility - if WDA cannot read the application or the test, WDA cannot issue a license.
- Completeness - make sure all the requested information is completed - many applications are held up needlessly because they have not filled out all the information.
- Signatures - all applications **MUST** be signed by the applicant and the person proctoring the exam - the proctor must also date the application so we have a time frame.
- Government exempt - if the applicator is claiming government exemption, they **MUST** supply the name and address of the government agency for which they work - licenses, in turn, will be sent to the government entity, and the applicator does not owe the \$25.00 fee. A government exempt license is the property of the government agency and should be retained by that agency if the employee is no longer employed.
- Recertification and adding categories - if either of these conditions exists, **we only need the last five (5) digits of the applicator's license number**, and it must be entered in the licenses number space in the box in the upper right-hand corner - no other information needs to be added to this box.
- Currentness of form - the current date on the application forms (private and commercial) is 08/03 - the date can found in the upper left-hand corner of the application - if yours are other than that, please call and WDA will mail you a new master.
- Expiration: - An applicator cannot renew an expired license - if they do not have their license with them, which indicates the expiration date, please use the latest applicator list we provided to find it.
- Residency: Current policy at WDA requires an applicant to be a resident of Wyoming. Private applicators also have to own or lease land in Wyoming. On rare occasions WDA has issued a license to a non-resident that also has adjoining land in Wyoming, but this is rare.

Private Applicator Training - if a test proctor is providing training for a private applicator, please initial the training space on the application form as well as sign and date the form.

EXAMS:

- Make sure the applicant is taking the correct exam(s) for the certification category required and the version of the exam you are giving them is the most current - they should all be dated between August and September of 2003.
- WDA only has the grade key for the most current exams.
- Make sure all the pages are there - the exams are numbered as to page number and total pages: i.e., 1 of 12.
- A private applicator cannot add a commercial category to their private license.
- All commercial applicators will take the general exam for **commercial** applicators as well as a

- specific category. Wyoming does not license on the general exam only.
- Private applicators who are testing must take the **private** general exam.
- Please do not have the applicants call for their scores. This GREATLY slows down the processing of applications.
- WDA regulations say we have up to 30 days, from the time they receive applications in Cheyenne, to inform applicants of their scores. If they pass, the license is their notification. If they fail all or a portion of the tests, a letter of notification is sent. WDA has hundreds of licenses to process during peak periods, but we try to get them out within two or three weeks.
- Please do not tell applicants they will have their license in a few days - However, if they do not have a license after 3 weeks, they can call to check on the status of their application. Nine or ten calls are not necessary and take valuable time away from the licensing process.
- WDA will send out a letter to persons lacking something for their license, i.e., money, failed test scores, missing required exams. Test scores are included in this letter.
- The notification letter must be sent back with any re-testing. During the spring, our peak season for applications, we have a pending file of about 150 in-state applications that are missing something or have failed an exam; the letter tells WDA we already have a file on the individual and a time frame of reference.
- If applicants pass their exams and WDA has all the required documentation, a license will be issued; the license serves as the notification letter.

Private:

- Workbooks must be fully completed before a license will be issued - about 15% of the workbooks we receive range from somewhat incomplete to completely blank.

Summer Help:

- Please make sure they have the correct HOME address, not their summer residence address.
- Make sure they have the correct government entity address.
- WDA gets a lot of summer help licenses back because they put an incorrect address under government.
- A government exempt license is the property of the government agency and should be retained by that agency if the employee is no longer employed.

POWER ATTORNEY:

- This is required for *everyone* who has an out-of-state address *whether they are a Wyoming resident or not*.
- This legal document must be sent to us as an original.
- It must be witnessed by a Notary Public.
- The document both establishes domicile and allows the director of the department of agriculture to receive services of legal processes issued against the applicant.
- Please see WY § 35-7-360 for further information.

RECIPROCITY:

- The process for reciprocity begins with a letter of good standing being mailed or faxed directly to this office from the domicile state.
- WDA cannot send any paperwork until we have possession of this letter.
- Upon receipt of the letter of good standing, a reciprocity packet will be sent to the requesting individual.