



# **Wyoming's Private Pesticide Applicator Training Program**

## **Instructor's Information**

**September  
2006**

# Materials Needed

**Instructor's Information see web site:**

<http://uwadmnweb.uwyo.edu/UWces/UWPMC.asp>

**Private Pesticide Applicator Certification presentations (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

**Federal Recordkeeping Video or PowerPoint Presentation (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

**Pesticide Label presentation (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

**1/128 Method of Calibration presentation (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

**Fact sheet samples (see web site:**

<http://www.uwyo.edu/plants/wyopest/factsheets.html>

**Private Applicator Certification Application Form (get from Wyo Dept of Ag)**

**Program Evaluation Form (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

**Recordkeeping Form (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

**Federally Registered Restricted Use Pesticides, EC99-2500-A (see web site:**

<http://www.uwyo.edu/plants/wyopest/PowerPt.html>

# Wyoming Private Pesticide Applicator Training

## Instructor's Information

1. What to do first.
  - a. Get the message out. Make sure you adequately advertise the training session. Plan far enough in advance to avoid scheduling problems and to make sure people that need a private applicator license or need recertified are notified. Sometimes a phone call or personal contact works better than a mass mailing or notice in the newspaper or radio. Use the Weed & Pest to help with the training session and advertising; they can be a valuable source of information and support.
2. Make sure the room is set up as comfortably as possible. Greet people as they come in.
3. Make sure you have the necessary equipment and that it is working properly.
  - A. Multi-media projector or slide projector or overhead projector
  - B. Lap-top computer for PowerPoint Presentations
  - C. Screen
  - D. Extension cord
  - E. Pesticide Safety Equipment
4. Plan for a short break. It doesn't have to include coffee and donuts. People just need to get up and stretch after they have been sitting for an hour.
5. Include other people in the training session. For example let the Weed & Pest supervisor explain their program. Could be weed identification, cost share programs, etc.
6. Make sure you have plenty of handouts/factsheets. They are available on the internet at: <http://www.uwyo.edu/plants/wyopest/PowerPt.html>
7. Example program
  - a. Introduce yourself and any other speakers. Explain what the training is for and explain the program agenda. Relax the group with an amusing story or joke.
  - b. The first presentation should be the [Wyoming's Pesticide Applicator Training Program \(146 kb\)](#).  
This presentation explains the private and commercial pesticide applicator training programs. It should take 10 to 20 minutes.
  - c. The second presentation should be [Federal Recordkeeping Requirements \(279 kb\)](#)  
It takes about 10 to 15 minutes. Make sure you have plenty of recordkeeping manuals/forms. If you don't have any contact the

University of Wyoming Extension Pesticide Coordinator at 307 766 -5381.

- d. The third presentation could be on the [The Pesticide Label \(4,263 kb\)](#). This presentation is the bulk of the program. It can take from 45 minutes to 2 hours depending on how you present the material. This is a good presentation to show and explain the pesticide safety equipment when you get to a point in the presentation that says pesticide applicators need to wear the proper safety clothing and equipment. You may want to take a break somewhere in the middle of this presentation.
  - e. The final presentation could be the [128th Method of Pesticide Equipment Calibration \(224 kb\)](#). It is difficult to train people how to calibrate pesticide application equipment in this amount of time. An adequate calibration program could last all day. People need to work with the equipment to learn how to use it. You can only give them the basics in this amount of time. Explain to them that you or the Weed & Pest supervisor is a good source of information for more in depth instruction on calibration. This presentation will take from 20 to 30 minutes.
  - f. Try and keep the program as short as possible. You should be able to get through it in 2.5 to 3 hours.
  - g. Make sure you have plenty of Private Pesticide Applicator Certification Application Forms (your office should also have this form). These are available through the Wyoming Department of Agriculture: 2219 Carey Ave., Cheyenne, WY 82002. 307 777-6590.
  - h. Don't pass out the forms until the end of the program. Collect the forms and make sure they are filled out properly. You need to sign the form on the Approving Official line, date it, and send it to: Director of Technical Services, Wyoming Department of Ag, 2219 Carey Ave., Cheyenne, WY 82002. People should get their license in 2 to 4 weeks. It helps to have people sign in before the training session begins and make copies of the completed application forms. That way you have a record of who was there. This might be important if the application forms get lost.
8. Remember this is your program and you can set it up any way you want as long as the basic information listed above is included so that EPA minimum standards are met.
  9. Also remember there other ways a person can get certified. They can take the exam (Available from the Wyo Dept of Ag. Your office should have a copy of this ) or fill out a Home Study Workbook (available from the University of Wyoming Extension Pesticide Coordinator).
  10. If you need more information, equipment, or a train-the-trainer session please contact the Extension Pesticide Coordinator at 307 766 -5381 or ferrell@uwyo.edu.

**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.

Activation Date: _____
Expiration Date: _____
License Number: _____

Wyoming Department of Agriculture  
Pesticide Applicator Licensing  
2219 Carey Avenue  
Cheyenne, WY 82009  
**PRIVATE APPLICATOR**

**LICENSE INFORMATION:** Is this license: \_\_\_\_\_ New \_\_\_\_\_ Recertification\*  
Please enter the last 5 digits of your license here. REQUIRED!

NAME: \_\_\_\_\_  
Last First and Middle Initial

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ TELEPHONE \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

**Incomplete Applications will be mailed back. Please complete all the above blanks.**

To be completed by Wyoming Residents with an out-of-state mailing address. By signing this section of the document, I certify under penalty of perjury, that I am a resident of the State of Wyoming.\*\*\*

PHYSICAL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Private Applicator Licenses are valid through April 30<sup>th</sup> of the fourth year of issue. (For example: if your license is issued October 15, 1999, the license is valid until April 30, 2004. There is no charge for a private license.

Check the category(s) for which you are applying. **\*\*Instructor/Trainer MUST sign and date Training/Date columns below.\*\*** Shaded area below for WDA use only.

✓	CODE	LICENSE TITLE	**TRAINING (list type)	DATE**	EXAM/WB	DATE
	1001	General Certification				
	1002	Product Specific				
	1003	M-44				
	1004	Livestock Protection Collar				
	1005	Chemigation				

I verify that I have read and understand all applicable Wyoming Standards and Regulations and I agree to abide by the laws and regulations set forth therein. I also understand that each section of the laws and regulations is separately and collectively enforceable.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
\*\*Proctor, Trainer, or WDA Official

\_\_\_\_\_  
\*\* Date

\*\*\* If you are NOT a legal resident of the State of Wyoming, you are *required* by § 35-7-360(d) to sign a Power of Attorney.

# WYOMING PRIVATE PESTICIDE APPLICATOR TRAINING PROGRAM

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

1. Please provide an overall rating of this training program:

Very Good

Good

Fair

Poor

2. Did this program meet your expectations for information relevant to the safe and proper use of pesticides?

Yes

No

3. If no, what additional information is needed?

4. Do you feel this training prepared you to become a certified applicator?

Yes

No

5. If no, how would you strengthen the training?

6. What change in your use of pesticides will you make because you attended this training program?

7. Overall comments:

**THANK YOU FOR YOUR COOPERATION**