

DEC Pesticide Applicator Exam Procedures for Cornell Employees

The exam consists of two parts: the core exam and at least one category exam. The core exam is a 50 question, closed-book test. You are allowed to miss 15 questions total, with no more than 3 wrong answers in the section on the pesticide label. If you have four or more wrong answers on the pesticide label, you automatically fail the core exam. Each category exam is a 50 question, open-book test. Again, you can miss 15 questions. You must have the newest core and category manual(s) to take the exam.

Bring the following:

- 1) A small calculator.
- 2) NYS drivers license and a #2 pencil.
- 3) Manuals for all category exams. (This includes Article 33 (2016) and Part 325 (2004) of the NYS Environmental Conservation Law. For those taking category 1A, 2 & 11 exams, you will also need the Federal Worker Protection Standard How-To-Comply manual). Certification manuals can be obtained from the Cornell Campus Store (<https://departments.cornellstore.com>) or your local Cooperative Extension Office. Article 33 and Part 325 can be obtained from my office or your DEC Regional Pesticide Office.)
- 4) A Cornell check, personal check, or money order made out to NYSDEC to pay for the exam. The Core exam + one category exam will be \$100.00. Each additional category exam is \$100.00. [Note: If you pass the core and one category exam, you will have to pay an additional \$450.00 in order to receive your certification card. Each additional category obtained is \$150.00 more.] You will receive a receipt from DEC. Cornell departments will reimburse for exam and certification expenses. Check with your supervisor or administrative manager for proper procedures for reimbursement.
- 5) Proof of experience (letter) or education (certified copy of college transcript, not a Xerox copy).

If eligibility is based on having an associate's degree or better in an agricultural science, please send an official transcript to the regional NYS DEC office prior to the exam date as proof. Eric Harrington will provide a letter to the DEC for Ph.D.s, stating that their credentials are on file with Cornell, therefore Ph.D.s do not have to bring further proof of eligibility to the exam.

– OR –

If eligibility is based on experience working under the direct supervision of a certified applicator (for at least two years or two full growing seasons), a letter from the supervisor on the appropriate letterhead should be submitted as proof. The supervising applicator must include his/her current certification number in the letter, as well as the statement that s/he directly supervised and trained the applicant to apply pesticides for

the time stated. **The letter must be notarized** - please check with the business administrator in your department to find the nearest notary. If all else fails, you can have the letter notarized at a CFCU branch, but call first to make sure a notary is available.

You are allowed 1.5 hours to complete each exam. As soon as you finish one exam, you can start the next.

Once you take the exam, you will receive a pass/fail notice in the mail. If you fail the core exam, you are eligible to retake the exam. If you fail the core exam a second time, you must successfully complete a DEC-approved 8-hour course prior to re-examination. If you pass the core but fail the category exam, you may re-take just the category exam, but you must do so within 6 months.

If you pass, your pass/fail notice will also serve as a certification bill. You must submit the certification fee to receive your ID card. You are not considered certified until you receive your applicator ID card. Your records will be forwarded to the Regional Office covering the county in which you reside, and any questions regarding your certification should be directed to that office. Eventually, everyone will receive a card from the NYS DEC Central Office in Albany that will be good for three years. At the end of that time you will be due for recertification. You will be billed at the end of three years by DEC and asked to submit your recertification credits to maintain your certification.