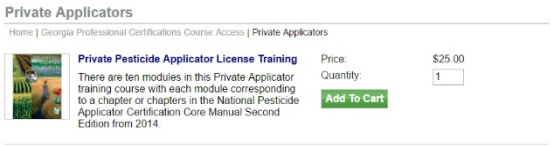
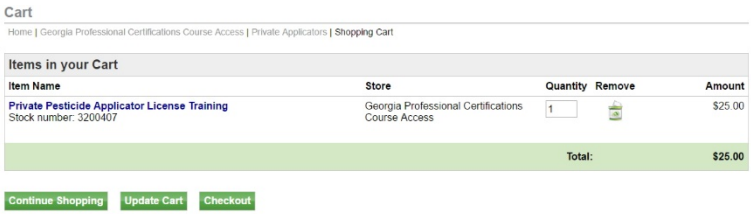
Go to the Georgia Professional Certifications Course Access storefront on the UGA marketplace. You will see three categories of courses shown here.

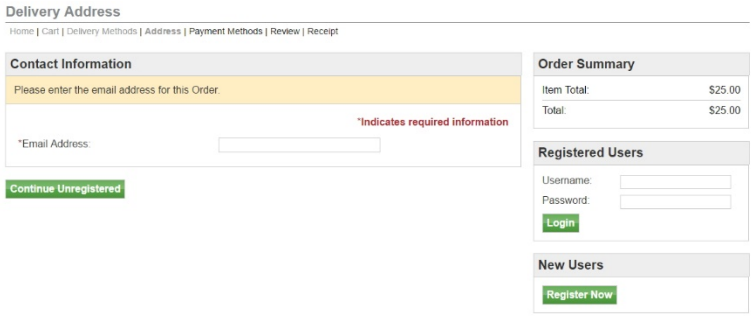
Click on the "**Private Applicators**" course category name. This will open the Private Applicators course description page. **Click** the "**Add To Cart**" button.



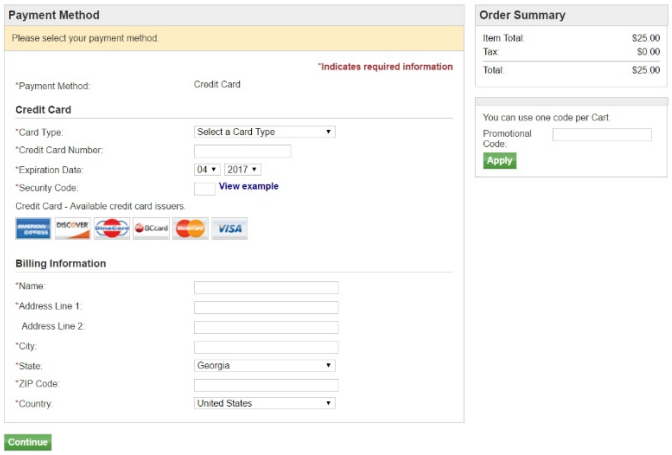
This will open your Cart, and you will see a list of "Items in your Cart" and three options under the Total.



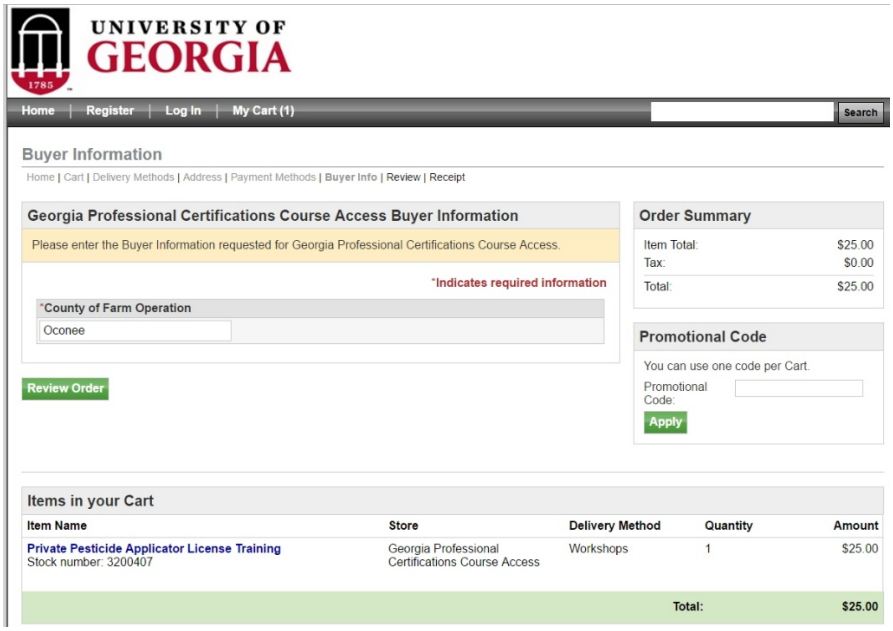
Click the "**Checkout**" button and the Address page for Contact Information will open asking you to enter your email address.



Carefully type in your email address and then **click** on the "**Continue Unregistered**" button under the Email Address box. You will be taken to the Payment Methods page where you will enter your credit card information.



Once you have done that, **click** on the "**Continue**" button. That will take you to the Buyer Information page (see the image below) where you will enter the county in which your farming or forestry operation resides (answer this question: which county's Extension agent do you call for advice and help?)



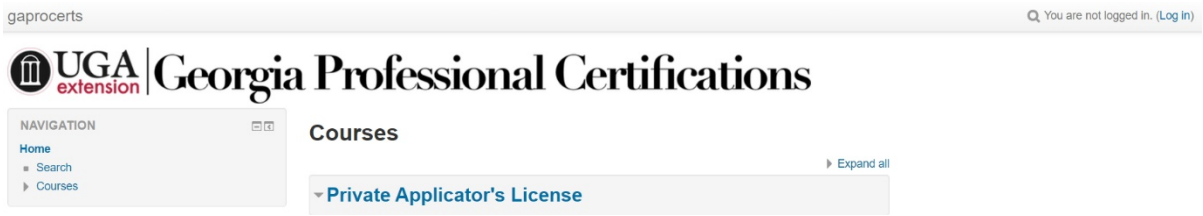
We entered Oconee as our example in this case. Click on the "**Review Order**" button to go to the Review Order page.

Review your order carefully and when you are satisfied **click** on the "**Submit Order**" button.

This will bring up your Order Receipt, which you can print for your records.

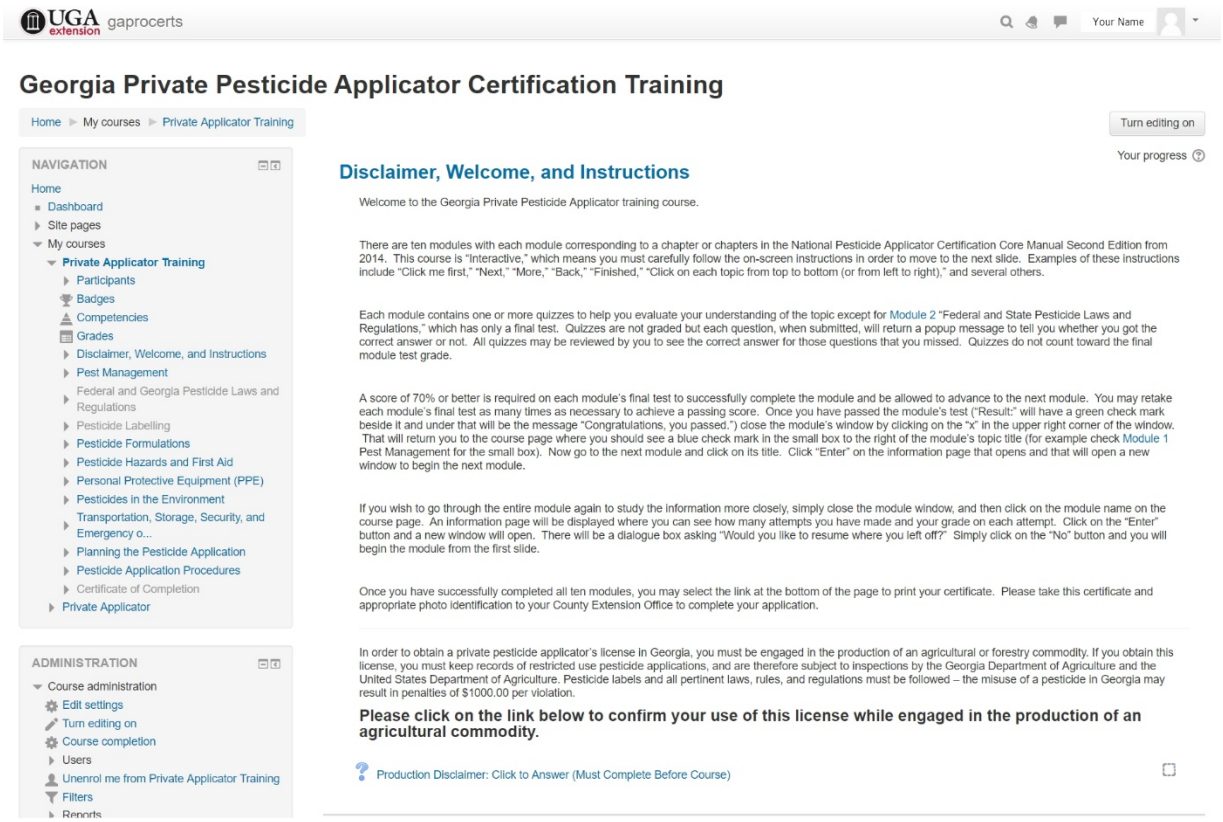
A copy of your Order Receipt will also be sent to your email address. The following steps will occur automatically once you submit your order. Dr. Mickey Taylor will immediately receive a notification of your order, including the name you entered on the Payment Methods page and your email address. Dr. Taylor will enroll you and other students who also have ordered the Private Applicator Training Course approximately twice each workday, around 10:00 AM and 5:00 PM. He will send you an email with your user name and a temporary password. You will be required to change this temporary password when you log onto the gaprocerts.com site for the first time.

Your next step: After receiving your email from Dr. Taylor, go to the Georgia Professional Certifications webpage. The picture below is what you will see at the top of your screen (the list of courses will continue below Private Applicator's License). Click on (Login) in the upper right corner of the screen.



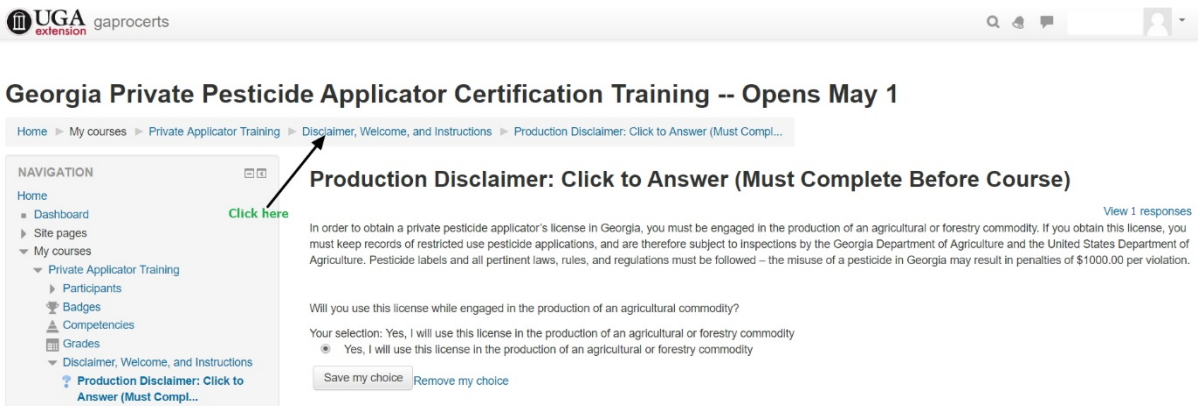
The screen will change to show the following. Enter your username and the temporary password provided by Dr. Taylor. Follow the instructions for changing your password to a permanent one of your choosing. Passwords must contain a minimum of 8 characters, at least one uppercase (capital) letter, at least one lowercase letter, one number (0-9), and one non alphanumeric character (! @ # $ % & *).

Once you have changed your password, you will go to the screen showing a list of available courses. Click on Georgia Private Pesticide Applicator Certification Training under the heading **Private Applicator's License**. You will then see the screen in the picture below.



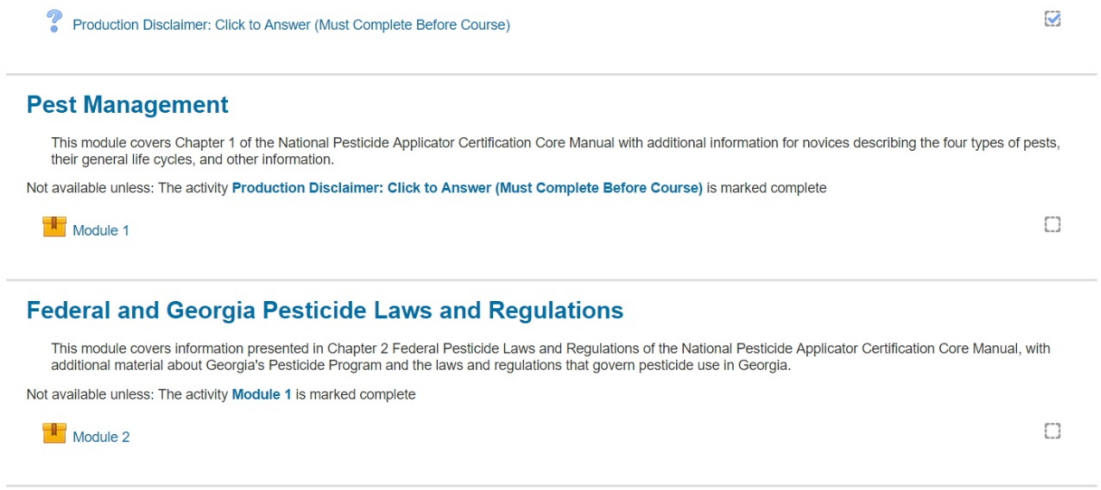
Carefully read the welcome and instructions as these will help you navigate through the training. Next, click on Production Disclaimer: Click to Answer (Must Complete Before Course) and answer the production disclaimer question. Click on the "Save my choice" button.

To return to the **Disclaimer Welcome, and Instructions** page click on the text at the end of the black arrow and green "Click here" in the picture below. (Your screen will not have the green text and black arrow; they are to show you where to click.)

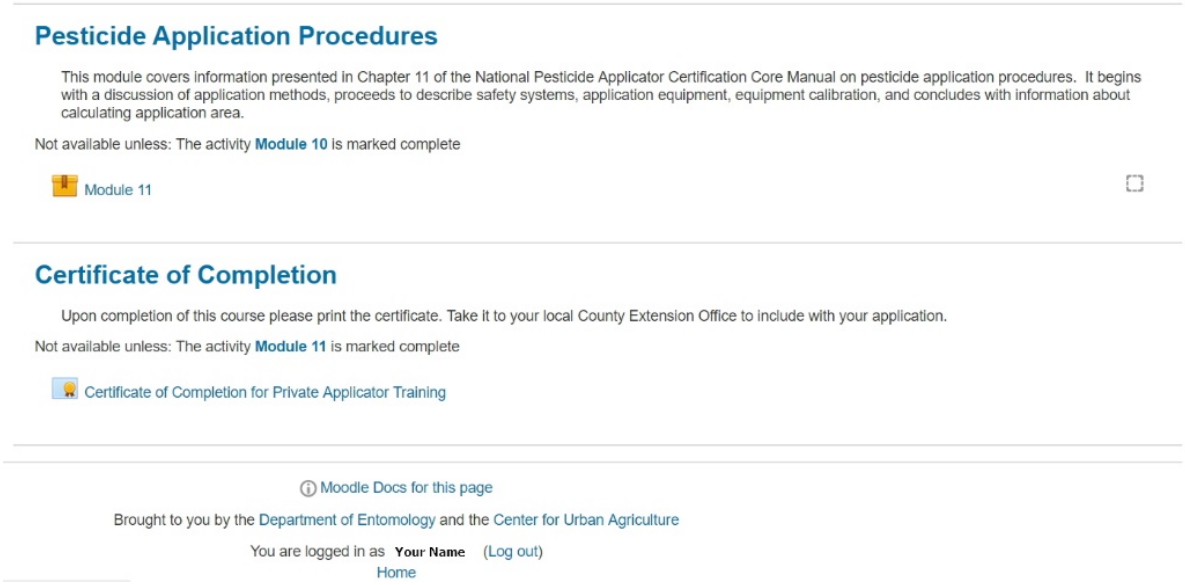


YOU WILL NOT BE ALLOWED TO PROCEED WITH THE TRAINING UNTIL YOU ANSWER THE PRODUCTION DISCLAIMER QUESTION! When you return to the **Disclaimer Welcome, and Instructions** page, a small check mark will be visible in the box to the far right of the Production Disclaimer.

You will now be allowed to begin the **Pest Management** topic by clicking on "Module 1" which sits below the text "Not available unless the activity Production Disclaimer: Click to Answer (Must Complete Before Course) is marked complete" (see the image below).



When you reach the final Module (Module 11), you will see that the Certificate of Completion may be printed once you complete Module 11 with a passing score. The bottom of your screen will look like this:



Print your Certificate of Completion and take it to your county Extension office to complete your application for a Private Applicator's license. If you need to purchase a Restricted-Use Pesticide (RUP) before you are likely to receive your license from the Georgia Department of Agriculture (3-4 weeks from when they receive your application), you can request that your Extension office call and request a temporary license number that you can use to purchase the RUPs. This number will be the same as the number on your actual license.

GEORGIA DEPARTMENT OF AGRICULTURE

Pesticide Program, 19 M.L.K. Jr. Drive, Room 410, Atlanta, GA 30334

PRIVATE PESTICIDE APPLICATOR LICENSE APPLICATION

Date of Application	Date of Birth (must be 16 years of age or older)	Home Telephone Number
____--____--____ MONTH DAY YEAR	____--____--____ MONTH DAY YEAR	(____)-____-____

Name_____
(Last) (First) (Middle)

Mailing Address_____City_____
(If P.O. Box, also give physical address)

State_____Zip Code_____ County_____ Email Address_____

CERTIFICATION METHOD

❑ THIS IS MY FIRST APPLICATION FOR GEORGIA "RESTRICTED USE" PESTICIDE CERTIFICATION.

❑ I HAVE A PREVIOUS APPLICATION ON FILE WITH THE GEORGIA DEPARTMENT OF AGRICULTURE. THIS APPLICATION IS BEING FILED FOR THE FOLLOWING REASON(S).

LICENSE CERTIFICATION DATE: _____
LICENSE EXPIRATION DATE: _____

❑ DUPLICATE LICENSE REQUEST

❑ RETEST

CHECK ONE

(1) ❑ Interactive Computer Training (use this form)
(2) ❑ Single Product Certification Only

IMPORTANT! Definition of Private Applicator

"Private applicator" means any individual who purchases, uses, or supervises the use of any pesticide classified as restricted use for purposes of producing any agricultural or forestry commodity on property owned or rented by him or his employer or, if applied without compensation other than the trading of personal services between producers of agricultural and forestry commodities, on the property of another person.

Please notify us if you have previously submitted an affidavit and one acceptable document for any other license or GATE card issued by the Georgia Department of Agriculture. This will allow us to search our databases and upload the required documentation for your new license and enable a better customer service experience. For assistance, call the Customer Service Center at 855-4-AG-LICENSE (855-424-5423).

In order to obtain a private pesticide applicator's license in Georgia, **you must be engaged in the production of an agricultural or forestry commodity**. If you obtain this license, you must keep records of restricted use pesticide applications, and are therefore subject to inspections by the Georgia Department of Agriculture and the United States Department of Agriculture. Pesticide labels and all pertinent laws, rules, and regulations must be followed – the misuse of a pesticide in Georgia may result in penalties of $1000.00 per violation.

Will you use this license while engaged in the production of an agricultural commodity? ❑ Yes ❑ No

I certify that the above information is true and correct_____
Applicant's Signature

Note to agents. If a client does not quality for a private pesticide applicator's license, he/she could still receive a GCAPP certificate. Visit the PSEP web site http://extension.uga.edu/programs/pesticide-safety/index.cfm for more information about GCAPP training. Contact Dr. Mickey Taylor (mickeyt@uga.edu) with questions.

⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓ ⇓

DO NOT WRITE BELOW THIS LINE

I hereby certify that the applicant returned a verification form showing completion of the computer-based certification program to purchase and apply restricted use pesticides, and, to the best of my knowledge, intends to use these products in the production of an agricultural commodity.

Authorizing Signature: _____ Title: _____
Training Date _____ Training Location _____

❑ Extension Agent check here if applicant required special attention in order to satisfactorily complete training.

ATLANTA OFFICE

711 _____ 6

Rev. 5/15

RETRAINING ❑
LICENSE NUMBER _____

Verification of Lawful Presence Within United States

(O.C.G.A. § 50-36-1)

The Georgia Department of Agriculture is required by O.C.G.A. § 50-36-1 to verify citizenship/immigration status for all public benefits issued. All public benefits are defined in the law as certifications, licenses, registrations, state grant, etc. All new and renewal licenses are required to complete a notarized affidavit and provide one form of acceptable documentation as defined in O.C.G.A. § 50-36-1. The department will implement this change online no later than July 1, 2013. As directed by law, GDA will utilize the Federal Systematic Alien Verification for Entitlements (SAVE) program operated by the United States Department of Homeland Security.

A notarized affidavit and one form of acceptable Secure and Verifiable documentation is required by O.C.G.A. § 50-36-1. Secure and Verifiable documents will only need to be submitted one time. Companies will only have to resubmit when their respected ownership changes.

Where can I get my affidavit notarized?

- Contact your local town or city hall.
- Visit an official court near your location.
- Check your banking or financial institution.
- Research your local notary options online.
- Contact your insurance company to determine if it has a notary you can use.

What documents are acceptable for the Secure & Verification (S&V) process?

- U.S. Passport
- U.S. Military I.D
- Driver's License
  - Issued by:
    - U.S. State
    - District of Columbia
    - Puerto Rico
    - Guam
    - Northern Marianas Islands
    - Virgin Islands
    - American Samoa
    - Swain Islands
- Tribal Identification
  - Federally Recognized Native American tribe
- Permanent Resident Card
  - Green Card
- Employment Authorization Document
  - VISA
- Passport Issued by a Foreign Government
- Merchant Mariner Document
  - Issued by U.S. Coast Guard
- Canadian Driver's License
- Certificate of Citizenship
  - Issued by U.S. Dept. of Citizenship & Immigration Services
- Birth Certificate
  - Issued by U.S. Dept. of State

Additional information regarding O.C.G.A. § 50-36-1 can be found at:

Dept. of Homeland Security (SAVE Program) - http://www.uscis.gov/
Georgia Attorney General Office - http://law.ga.gov/
Georgia Dept. of Agriculture - http://agr.georgia.gov/
Georgia Dept. of Audits and Accounts - http://www.audits.ga.gov/

For assistance, call the Customer Service Center at
404-586-1411 or toll free 855-4-AG-LICENSE (855-424-5423)
You can also send an email to gdalicensing@agr.georgia.gov

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____ [*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from _____ [*name of government entity*], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is:_____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____(state).

_____
Signature of Applicant

_____
Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20____

_____
NOTARY PUBLIC
My Commission Expires: