



## PRIVATE APPLICATOR TRAINING PROGRAM

[https://estore.uga.edu/C27063\\_ustores/web/store\\_main.jsp?STOREID=284](https://estore.uga.edu/C27063_ustores/web/store_main.jsp?STOREID=284)

### *Guidelines for obtaining a “Private Applicator” license to purchase and use Restricted Use Pesticides/Herbicides*

Before you begin you will need an email address (\*can obtain one free from Google Mail), a charge card and a working printer in order to print Certificate of Completion, Affidavit and Verification

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.

### Cart

[Home](#) | [Georgia Professional Certifications Course Access](#) | [Private Applicators](#) | [Shopping Cart](#)

#### Items in your Cart

Item Name	Store	Quantity	Remove	Amount
<b>Private Pesticide Applicator License Training</b> Stock number: 3200407	Georgia Professional Certifications Course Access	1		\$25.00
<b>Total:</b>				<b>\$25.00</b>

[Continue Shopping](#) [Update Cart](#) [Checkout](#)

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

### Delivery Address

[Home](#) | [Cart](#) | [Delivery Methods](#) | [Address](#) | [Payment Methods](#) | [Review](#) | [Receipt](#)

#### Contact Information

Please enter the email address for this Order.

\*Indicates required information

\*Email Address

[Continue Unregistered](#)

#### Order Summary

Item Total:	\$25.00
Total:	\$25.00

#### Registered Users

Username:   
Password:   
[Login](#)

#### New Users

[Register Now](#)

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.

**Payment Method**  
Please select your payment method

\*Payment Method: Credit Card \*Indicates required information

**Credit Card**

\*Card Type: Select a Card Type

\*Credit Card Number:

\*Expiration Date: 04 / 2017

\*Security Code:  [View example](#)

Credit Card - Available credit card issuers:

**Billing Information**

\*Name:

\*Address Line 1:

Address Line 2:

\*City:

\*State: Georgia

\*ZIP Code:

\*Country: United States

**Order Summary**

Item Total: \$25.00  
Tax: \$0.00  
Total: \$25.00

You can use one code per Cart

Promotional Code:

**Apply**

**Continue**

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?)

**UNIVERSITY OF GEORGIA**

Home Register Log In My Cart

**Buyer Information**

Georgia Professional Certifications Course Access Buyer Information

Please enter the Buyer Information requested for Georgia Professional Certifications Course Access

\*County of Farm Operation \*Indicates required information

Oconee

**Order Summary**

Item Total: \$25.00  
Tax: \$0.00  
Total: \$25.00

**Promotional Code**

You can use one code per Cart

Promotional Code:

**Apply**

**Review Order**

**Items in your Cart**

Item Name	Store	Delivery Method	Quantity	Amount
Private Pesticide Applicator License Training Stock Number: 330427	Georgia Professional Certifications Course Access	Webstore	1	\$25.00
<b>Total:</b>				<b>\$25.00</b>

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.

# Georgia Private Pesticide Applicator Certification Training

Home > My courses > Private Applicator Training

Turn editing on

The progress

**Navigation Menu:**

- Home
- Dashboard
- Site pages
- My courses
  - Private Applicator Training
    - Participants
    - Badges
    - Competencies
    - Grades
    - Disclaimer, Welcome, and Instructions
    - Prod Management
    - Private and General Pesticide Labels and Regulations
    - Pesticide Labeling
    - Pesticide Formulations
    - Pesticide Records and History
    - Personal Protective Equipment (PPE)
    - Pesticides in the Environment
    - Transportation, Storage, Security, and Emergency
    - Planning the Pesticide Application
    - Pesticide Application Procedures
    - Certificate of Completion
  - Private Applicator

**Access to this course:**

- Course administration
  - Site settings
  - Turn editing on
  - Course completion
  - Users
  - Unenroll and Transfer Private Applicator Training
  - Filters
  - Recent

## Disclaimer, Welcome, and Instructions

Welcome to the Georgia Private Pesticide Applicator training course.

There are ten modules with each module corresponding to a chapter or chapters in the National Pesticide Applicator Certification Core Manual Second Edition from 2014. This course is "open-ended," which means you must carefully follow the on-screen instructions in order to move to the next slide. Examples of these instructions include "Click on the," "Read," "Save," "Back," "Finished," "Click on each link from top to bottom (or from left to right)," and several others.

Each module contains one or more quizzes to help you evaluate your understanding of the topic except for Module 1 ("Pesticide and State Pesticide Laws and Regulations," which has only a final test. Quizzes are not graded but each question, when submitted, will return a popup message to let you know whether you got the correct answer or not. All quizzes may be re-taken by you to see the correct answer for those questions that you missed. Quizzes do not contribute to the final module test grade.

Access to this or better is required at each module that you do successfully complete the module and be allowed to advance to the next module. You may finish each module that you do finish tests or necessary to achieve a passing score. Once you have passed the module's test ("Pass!"), will take a green check mark, besides it will also show that all the message "Congratulations, you passed." Once the module is finished by clicking on the "Y" in the upper right corner of the window. That will return you to the course page where you should see a blue check mark in the small box to the right of the module topic title (for example, click Module 1 Prod Management for the final test). Then go to the next module and click on it too. Click "Finish" on the information page that opens and that will open a new window to begin the next module.

If you wish to go through the entire module again to study the information more closely, simply click the module's name, and then click on the module name on the course page. An information page will be displayed where you can see how many attempts you have made and your grade or pass attempt. Click on the "Start" button and a new window will open. There will be a message box (MMS) "Would you like to return where you left off?" Simply click on the "Yes" button and you will begin the module from the first slide.

Once you have successfully completed all ten modules, you may email the link at the bottom of the page to print your certificate. Please take the certificate and appropriate photo identification to your County Extension Office to complete your application.

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.

**Please click on the link below to confirm your use of this license while engaged in the production of an agricultural commodity.**

[Production Disclaimer: Click to Answer \(Must Complete Before Course\)](#)

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.)

# Georgia Private Pesticide Applicator Certification Training -- Opens May 1

Home > My courses > Private Applicator Training > Disclaimer, Welcome, and Instructions > Production Disclaimer: Click to Answer (Must Compl...

**NAVIGATION**

- Home
- Dashboard
- Site pages
- My courses
  - Private Applicator Training
    - Participants
    - Badges
    - Competencies
    - Grades
    - Disclaimer, Welcome, and Instructions
      - [Production Disclaimer: Click to Answer \(Must Compl...](#)

## Production Disclaimer: Click to Answer (Must Complete Before Course)

View 1 responses

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?

Your selection: Yes, I will use this license in the production of an agricultural or forestry commodity  
 Yes, I will use this license in the production of an agricultural or forestry commodity

Save my choice Remove my choice

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).

 [Production Disclaimer: Click to Answer \(Must Complete Before Course\)](#)

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## Pest Management

This module covers Chapter 1 of the National Pesticide Applicator Certification Core Manual with additional information for novices describing the four types of pests, their general life cycles, and other information.

Not available unless: The activity [Production Disclaimer: Click to Answer \(Must Complete Before Course\)](#) is marked complete

 [Module 1](#)

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## Federal and Georgia Pesticide Laws and Regulations

This module covers information presented in Chapter 2 Federal Pesticide Laws and Regulations of the National Pesticide Applicator Certification Core Manual, with additional material about Georgia's Pesticide Program and the laws and regulations that govern pesticide use in Georgia.

Not available unless: The activity [Module 1](#) is marked complete

 [Module 2](#)

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:

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## Pesticide Application Procedures

This module covers information presented in Chapter 11 of the National Pesticide Applicator Certification Core Manual on pesticide application procedures. It begins with a discussion of application methods, proceeds to describe safety systems, application equipment, equipment calibration, and concludes with information about calculating application area.

Not available unless: The activity [Module 10](#) is marked complete

 [Module 11](#)

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## Certificate of Completion

Upon completion of this course please print the certificate. Take it to your local County Extension Office to include with your application.

Not available unless: The activity [Module 11](#) is marked complete

 [Certificate of Completion for Private Applicator Training](#)

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 [Moodle Docs for this page](#)

Brought to you by the Department of Entomology and the Center for Urban Agriculture





You are logged in as **Your Name** (Log out)  
[Home](#)

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.

Along with your Certificate of Completion, you will need to bring Verification of Lawful Presence document which has been signed & notarized. You will also need a copy of form of identification used when completing Lawful Presence document.

Call the Extension office at (770)721-7803 to be sure some available to take paperwork.

#### CHECKLIST OF PAPERWORK TO BRING:

-  Certificate of Completion: Will need a printer available upon completing the test
-  Lawful Presence Document <file:///S:/Pesticide%20Trainings/Forms/Fillable%20HB125-Affidavit.pdf>
-  Copy of Document used for Identification (Driver's License, Passport, etc)  
<file:///S:/Pesticide%20Trainings/Forms/Lawful-Presence.pdf>
-  Completed Application- <S:\Pesticide Trainings\Forms\2015-Revised-GA Private Applicator Application Form.docx>