

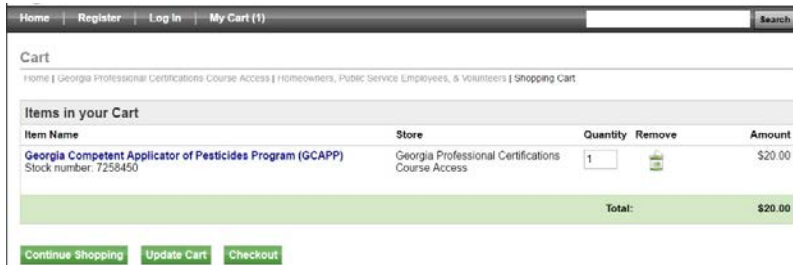
Go to the [Georgia Professional Certifications Course Access](#) storefront on the UGA marketplace. You will see three categories of courses shown here.



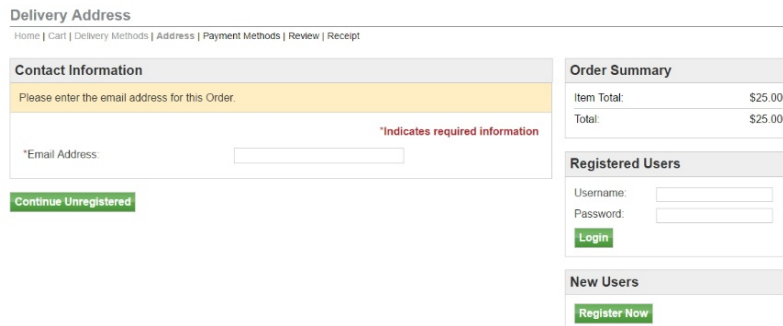
Click on the “**Homeowners, Public Service Employees, & Volunteers**” course category name. This will open the Private Applicators course description page. Click the “**Add To Cart**” button.



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.

Payment Method		Order Summary	
Please select your payment method.		Item Total	\$25.00
*Payment Method: Credit Card *Indicates required information		Tax	\$0.00
Credit Card *Card Type: <input type="text" value="Select a Card Type"/> *Credit Card Number: <input type="text"/> *Expiration Date: 04 2017 *Security Code: <input type="text"/> View example		Total	\$25.00
Credit Card - Available credit card issuers: 		You can use one code per Cart Promotional Code: <input type="text"/> <input type="button" value="Apply"/>	
Billing Information *Name: <input type="text"/> *Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> *City: <input type="text"/> *State: Georgia *ZIP Code: <input type="text"/> *Country: United States			
<input type="button" value="Continue"/>			

Once you have done that, **click** on the “**Continue**” button. That will take you to a Buyer Information page where you should enter the county in which you live (homeowners), volunteer (Master Gardeners and others) or are employed (Public Service Employees). Then 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.

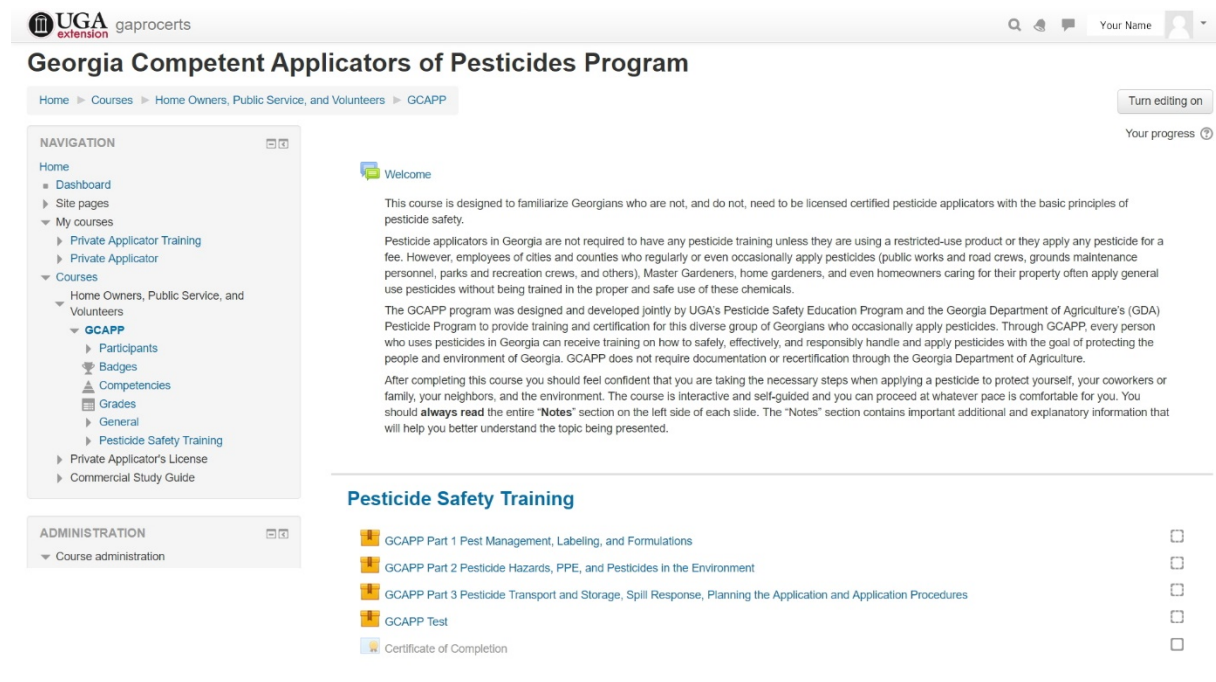
A copy of your Order Receipt will also be sent to your email address. The following steps will occur automatically once you submit your order. Dr. Mickey Taylor will immediately receive a notification of your order, including the name you entered on the Payment Methods page and your email address. Dr. Taylor will enroll you sometime during each workday, typically around 10:00 AM or 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. A copy of your Order Receipt will also be sent to your email address. **You CANNOT self-register on the gaprocerts.com website any longer!**

Your next step: After receiving your email from Dr. Taylor, go to the [Georgia Professional Certifications](#) webpage. The picture below is most of what you will see. 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 a screen showing the list of courses currently available on the Georgia Professional Certifications website. Click on [Georgia Competent Applicators of Pesticides Program](#) under the heading **Home Owners, Public Service, and Volunteers**. You will then see the screen shown in the picture below. Carefully read the welcome and instructions as these will help you navigate through the training. Then click on [GCAPP Part 1 Pest Management, Labeling, and Formulations](#). Part 1 will open in a new window. When you complete Part 1, close that window and you will see a check mark in the box on the far right beside Part 1's title. Proceed by clicking on [GCAPP Part 2 Pesticide Hazards, PPE, and Pesticides in the Environment](#).



When you have completed Part 3 and the check mark appears in the box to the right, you can begin the exam by clicking on it. Once you have achieved a passing score, you will see that the Certificate of Completion may be printed. This Certificate shows that you have completed a basic pesticide safety education program and remains in effect for five years. This does not entitle you to purchase any Restricted Use Pesticide (RUP) or qualify you for any pesticide applicator license. It only demonstrates your foresight and responsibility in seeking training in basic pesticide safety procedures.

When you enter a Part of GCAPP (after hitting the Enter button) and **you do not see a slide at all or the program will not advance to the next slide** when you click a “Next,” “Click Me First,” etc., “Continue” or “Back” button, try downloading [Google Chrome](#) and running the gaprocerts.com program in that browser. For PC users, if you are still using Internet Explorer (IE), download and run Chrome instead (IE is no longer supported and will not run Moodle). For MAC users, if Safari does not work (often, people have not upgraded their copy of Safari and it is out of date), try downloading [Google Chrome](#) and running that browser program.

If you have to close a Part and return at a later time, you will see the screen below and need only to press the “Yes” button to return to where you left off.

GCAPP Part 1 Pest Management, Labeling, and Formulations



If you wish to start the module over again from the first slide, click the “No” button.

If you complete a Part and close the window and there is no check mark in the box for that Module, try clicking on the “Part” with the appropriate number beside the package and ribbon symbol. This will open the following screen where you **SHOULD** click the box beside “Start a new attempt” and then click the “Enter” button. You should quickly click through the slides and quizzes to complete the Part again. This time when you close the window there should be a check in that Part’s box. If there is still no check, stop and call Mickey Taylor (706) 540-4108 and he will get the box checked so you can proceed.