



Michigan Department of
AGRICULTURE
& Rural Development

REGISTERED APPLICATOR RENEWAL INSTRUCTIONS

TO RENEW BY EXAMINATION

1. Training manuals for pesticide applicator certification and registration may be ordered online at <http://shop.msu.edu> and click on “MSU Extension Bookstore” at the top, followed by “Pesticide Applicator Training” in the drop-down menu. Some manuals may be available at Michigan State University Extension (MSUE) county offices. For more information on ordering training manuals, or to order by phone, contact MSUE Bookstore at (800) 709-9195. NOTE: Many training manuals have been updated in the past few years. Be sure that you check with MSUE before ordering to make sure you have the most up to date manual
2. Exams are given by appointment only. Schedule online at www.Michigan.gov/pestexam for paper-based exams or call 1-800-292-3939. Schedule online at www.Metrosignup.com for computer-based exams. (Note, computer-based exams have an additional fee per test). For more information, visit our website at www.michigan.gov/mdardpestcert NOTE: You will not be able to take an exam if you have not scheduled for an appointment. Walk-ins will be turned away.
3. If you are testing via paper-based exams at an MDARD exam site, take your registered certification renewal application, a check or money order payable to the “State of Michigan” for \$45.00 and a picture identification card (driver’s license) to the exam site with you.

If you are testing via computer-based exams at an exam site hosted by Metro Institute, the completed application must be mailed with the \$45.00 fee (made payable to the “State of Michigan”) to: The Michigan Department of Agriculture and Rural Development, P.O. Box 30776, Lansing, Michigan 48909. You will need a government issued photo ID to test at computer-based exam sites.

NOTE: Cash or credit cards will not be accepted. The application fee is non-refundable.

4. Examination results will be available at the exam site. At paper-based sites, you will be given a Pesticide Applicator’s Receipt. Once you have completed all necessary requirements for renewal, the receipt is also your temporary credential.

At computer-based sites, you will be given a printout with the results of each test you take. Those printouts, along with a copy of the certification application and check/money order that was mailed to MDARD will serve as your temporary credential. Your registered applicator card will be issued within six weeks.

5. You must complete an approved category-specific refresher training class, and have the approved trainer complete, sign, and date the enclosed registered applicator verifiable training form. You may take this form to the paper-based exam site with you and turn it in with your renewal application or mail it to Michigan Department of Agriculture and Rural Development, Pesticide and Plant Pest Management Division, P. O. Box 30017, Lansing, Michigan 48909.

Continued on Back

TO RENEW BY SEMINAR CREDITS

Reregistration may be obtained by attending seminar meetings approved by the Michigan Department of Agriculture and Rural Development (MDARD) for reregistration credits. A list of reregistration seminar meetings is located online at www.mda.state.mi.us/schedule/schedule.html

The number of credits required for reregistration for registered applicators is 8 (eight) credits for the core, 8 (eight) credits for each category, 2 (two) credits for the aerial standard, and 2 (two) for the fumigation standard.

Seminar credits must be category-specific; e.g. you cannot attend a seminar for category 3A (Turfgrass) and apply it to category 5 (Aquatic), etc. There are significant additional requirements for renewing your aerial standard. Only seminars attended during your three-year registration period will be counted for credits. Seminar credits must be earned before your registration expiration date and will not carry over from one registration period to the next.

The total number of reregistration credits MDARD currently has on file for you is included on your renewal application. These credits appear in the box below each category. Also indicated on your renewal application is a list of the seminars you have attended which is based on MDARD receiving bubble sheets from the host. This list includes the date of seminar, seminar name, the category you selected on the bubble sheet, the number of credits, and the eligible categories. If you have earned extra credits in the core or category(ies), you may switch the credits to one of the eligible categories for that meeting. You may not split the number of credits in one meeting. If you have *** under selected category, it indicates that you had marked an ineligible category on the seminar bubble sheet. Please choose one of the eligible categories. If you are not certified in one of the eligible categories for that meeting, you may not transfer those credits to another category.

You must read and follow the instructions below to renew by seminar credits.

1. If the number of credits listed on your renewal application is sufficient to renew your registered core and categories/standards by credits, you must:
 - a. Complete your registered renewal application by answering all three questions on the front of the application, sign and date the application.
 - b. Mail your completed registered applicator renewal application and a check or money order payable to the "State of Michigan" for \$45.00 to the address at the top of the renewal application. The application fee is non-refundable.
2. If your seminar credits on your renewal application are insufficient and your personal records indicates you have enough credits, you must:
 - a. Complete your registered renewal application by answering all three questions on the front of the application, sign and date the application.
 - b. Complete the Seminar Attendance Record, available on our website at www.michigan.gov/mdardpestcert, and attach it to your renewal application. If you do not use the Seminar Attendance Record, attach a list including the date of the meeting, the meeting title, the meeting location (city), the seminar code, the category you would like it applied to and the number of credits that the seminar was worth. Also include your name, address, certification number and that you are a commercial applicator. Failure to submit all of the required elements may cause a delay in the issuing of the certification.
 - c. Mail a check or money order payable to the "State of Michigan" for \$45.00 along with the registered renewal application and the Seminar Attendance Record to the address at the top of the renewal application. The application fee is non-refundable.
3. If you do not have enough credits to renew either your registered core or any category(ies), or if you are adding any categories you must:
 - a. Complete and pass the core exam with 70% or better and/or complete the approved category-specific refresher training class. See the instructions "TO RENEW BY EXAMINATION". Do not mail the application and fee to MDARD unless you are only renewing at computer-based exam sites with Metro Institute.
4. If you have extra credits in the core and/or category(ies) and need to move the number of credits to another category or to the core you must:
 - a. Look under the Eligible Categories column where seminar credit information is listed on your application and determine which category(ies) or core the meeting was eligible for. If the meeting is eligible for the category you would like to move the credits to, then circle it. The total number of credits for that meeting will be applied to the one you choose. You cannot split the number of credits per meeting. Submit your corrected seminar credit list with your application and follow the instructions in Step 1.