

# Private Applicator Training 2024

## Quick Guide Sheet

*Last Updated: 08/11/2023*

### GENERAL INFORMATION

1. **Private Applicator:** A person who applies pesticide to produce an agricultural commodity **AND** pesticides are applied on property that they own or rent, their employer owns or rents. If an applicator does not meet **BOTH** parts of the definition, they are considered commercial applicators. Examples of commercial applicator: Lawn care company or County Highway employee. Questions from commercial applicators should be sent to the UW PAT Program. It is a different process than private applicators.
2. Please send private or any commercial applicators to the UW-PAT program website for training materials [ <https://fyi.extension.wisc.edu/pat/> ] or provide the following mail order form [ <https://fyi.extension.wisc.edu/pat/files/2019/05/Private-Order-Form.pdf> ]. Manuals cost \$40.00.
3. Private applicators only need certification when they buy or use **restricted use pesticides**. Private applicators do not need licenses. They identify this by looking at the pesticide label. It will tell them if it is restricted use or not.
4. Certification is **good for 5 years**.
5. To check to see if a person is certified or not, go to - <http://www.kellysolutions.com/WI/Applicators/index.asp>

### MANUAL SALES

1. All manual sales will be done through the UW PAT Program.
  - a. Please direct private applicator to the UW PAT program store to purchase training manuals. [ [patstore.wisc.edu/secure/default.asp](http://patstore.wisc.edu/secure/default.asp) ].
    - i. Click the blue button "Private Applicator" then select the category they are seeking.
  - b. For those who want to mail order, provide the mail order form. They will need to mail a check with filled out form for this option. <https://fyi.extension.wisc.edu/pat/files/2019/Private-Order-Form.pdf>
  - c. Manuals are \$40 per book. Books are assigned to applicators as part of the record keeping process, so each must have their own book.
  - d. Manuals will be sent to the applicator and are usually delivered within 3 (with shipping fee) or 5 to 10 days (at no charge).
  - e. Each manual has a unique PAT Number on the certificate (first page in the book). This is the Training Registration Certificate and must be handed in when handing in the test. Retaking the test due to a failure does not need this certificate.
  - f. Please direct questions to [patprogram@mailplus.wisc.edu](mailto:patprogram@mailplus.wisc.edu), 608-262-7588 or 608-263-6358

### SELF-STUDY STUDENTS

1. Self-study students are those who elect to purchase the manual and study on their own then test with a participating County Extension Office or Pearson VUE. They **DO NOT** attend a training and there for are coded on the test as such. Self-study students have to **pass the test with 70%** or greater.
2. All those seeking certification or recertification have to purchase the manual through the UW PAT Program. See Manual sales above for more information. Retakes due to a recent failure (within 1 year) do not have to purchase the book again. We accept the previous edition of book if the certificate is still in the book.
4. All those seeking certification or recertification have to take and pass the State of Wisconsin's certification test in the category they have purchase the training materials for. For information on tests see below.
  - a. Students are instructed to make test appointments, walk-ins are discouraged.
  - b. County Extension Offices can set their own testing schedules.

## ADDITIONAL TRAINING OPTIONS

1. Additional training options include; **online General Farming, attending a county hosted Zoom watch group with test, attending a Zoom training from home, or attending an UW PAT Program in-person live training with test.**

- a. All of the above **require** registration. Registration will be done through the UW PAT Program.
- b. Online General Farming training will be free in 2024. All other additional training will cost \$10.

2. **County Hosting Zoom Watch.** The UW PAT Program will offer at least 10 Zoom trainings in 2024 in the months of January, February, March and April.

- a. The Ag. Institute requested that Regional Crop Educators select dates that work with their schedule and find locations to host Zoom watch groups in their regions. This will be based on their resources and that region's numbers.
  - i. Regional Crop Educators were asked to submit date, location, maximum seat capacity and local contact information to the UW PAT Program at an October 2 Teams meeting set by the Ag. Institute.
  - ii. The UW PAT program will post county hosting dates, locations, and on site contact information on the Extension Calendar.
  - iii. Registration for all county hosting will be done through the UW PAT Store. Registration will cost \$10 and registration is required BEFORE the date of Zoom training. Each location and date for counties hosting will be posted in the store. It is not recommended, but the county can offer lunch and charge for lunch.
  - iv. Rosters will be sent to the host at least 3 business days before the date. Paying at the training will be highly discouraged; however, it is understood that this may happen. If funds are collected at the Hosted Zoom, those funds will be sent to the UW PAT program through an invoice.
  - v. For late registrations, manuals may be sent to the county extension office upon request by individual student.
  - vi. The test will be provided after the training.
  - vii. Training Registration Certificates from the books will be filled out by the applicator handed in with the test and sent to the UW PAT Program, ATTN: Glenn Nice.
  - viii. Greenhouse and Nursery and Fruit Crops can take this training and receive those respective tests.

3. **Watching Zoom Trainings at Home.**

- a. Individual farmers can register to attend the Zoom training at home also.
  - i. Registration is done at the PAT Store and costs \$10.
  - ii. Those watching a Zoom training **NOT** hosted by the Regional Crop Educator will receive a post Zoom email from the UW PAT Program with a link to a form to complete. Once the form is submitted, a "completion" email will be issued by the UW PAT Program to that farmer.
  - iii. Each registrant that attended **and** completed the above form will receive one completion certificate with their name on it that **has to be shown to the proctor to be coded as having attended a training.** The name has to match the test taker.
  - iv. Attendees at home will then schedule a test with a participating County Extension office to take the test.
  - v. If a farmer does not have this completion certificate and/or we have no record of attendance that test has to be coded as self-study.
  - vi. Greenhouse and Nursery and Fruit Crops can take this training and receive those respective tests.
- b. Farms can view trainings as groups; however, each participant must register to receive the above post Zoom email that leads to a **completion certificate for individuals**, not the farm as an entity.
  - i. Attendance is mandatory to receive the completion certificate.
  - ii. Farm groups will have to list out attendees and have a webcam camera to assure registered individuals are in attendance.
  - ii. Individuals in the group that are not registered and/or there is no record of attending and/or have left the training will not receive the completion email even in the process listed above.

4. **In-Person Training with Test.** The UW PAT Program will provide 5 in-person trainings and test throughout the state.
  - a. These will be posted on the Extension Calendar.
  - b. Registration will be done through the UW PAT Program. Registration will cost \$15.00.
5. **Online General Farming Training.** Online training will be offered again in 2024.
  - a. Registration will be done at the UW PAT store.
  - b. Registration will be free in 2024.
  - c. Participants that complete the online training will receive a completion email with their name on it. This has to be presented to the test proctor to be coded as “attended a training.”
  - d. Online training takes approximately 3.5 hours. Once a student starts the training they can stop; however, they have 2 weeks to complete the training or they will have to reregister and go through it again. NOTE: When stopping they should click to the next module BEFORE stopping or they will have to watch that module again.

## TESTING

1. **At least** one County will be identified within each Extension region that will provide the certification test (there can be more). Area Extension Directors (AEDs) and regional crop educators will work with their team to determine which counties are more suitable to give tests. That county will continue to provide the test for farmers in that region.
2. **The county that is providing the test:**
  - a. Let the PAT Program know that you are giving the test. Your county and contact number will be posted on the UW PAT Program Page as a participating, testing county. For a list of testing counties [ <https://fyi.extension.wisc.edu/pat/county-testing-sites/> ].
    - i. If you stop participating, please let the UW PAT Program know that you have stopped giving the test. We will remove you from the above site. That way farmers who go to that site do not continue to seek a tests in that county.
    - ii. If a county has private applicator tests and stops testing permanently, that County Extension Office will **return the tests in their possession** to the UW PAT Program.
  - b. A County Extension Office, Regional Crops Educator and support staff will set their own testing schedule based on the region’s needs, resources and support staff availability.
    - i. County Extension Offices can provide individual tests or do test only groups if they wish.
    - ii. Test frequencies will increase in the months of December to May. However, some test may be requested in other months also.
  - c. A County providing a test, cannot turn away farmers seeking test from other counties. Due to the fact that not all counties are providing the tests, farmers may seek you out for test even though they do not reside in your county.
  - d. The UW PAT program will send a post card to farmers that DATCP lists as expiring in the training season (approx. November). However, it is ultimately the farmer’s responsibility to keep track of their own certification.
3. Send tests with the DATCP transmittal sheet to DATCP, **not to the UW PAT Program**. Collect the training registration certificate from the front of the book **when the test is handed in, not at registration** or check in. Send the training registration certificate to Glenn Nice at the UW PAT Program. This can be by mail or scanned in by email.
  - a. Collect three things when the test taker is done:
    - i. The test booklet
    - ii. The test sheet (bubble sheet)
    - iii. The **filled out** training registration sheet from the manual. If they do not have this, they have to provide it or buy training materials from the PAT Program. Send them to the PAT Program.
    - iv. If you don’t know them, check photo ID to assure the name on the test is the person who took the test.

4. **Testing with Pearson VUE.** Farmers can take the test with the private testing company Pearson VUE.
- Tests cost \$45, pass or fail. No refunds if failed. Over 50 testing centers in Wisconsin.
  - Passing grade is 70% no matter if attended a training or not.
  - Test takers have to create a Pearson VUE account, then sign up for tests.
  - Cannot use manual in test, the manual is provided in the test as a split screen pdf file.
  - Results are given at end of test, certification will follow within 3 business days after testing by email.

5. **Proctor Instructions:**

a. **Individual.**

- Have the person leave their phone at the main desk. It is nice if you have a number 2 pencil and cheap calculator that they can use.
- Provide a quiet place to take the test. This can be a table in a room or in the main area.
- Pop in on the person to keep ½ an eye on the test taker. It is an open book exam.

b. **Group.**

- Find a location that can comfortably provide space and lighting for the group to take the test.
- Have them place their phones in their pockets.
- The **proctor has to remain in the room** with testing groups. You are welcome to do other work while proctoring.

c. **Both Individual and Group.**

- Hand out the bubble/test sheet.
- Provide instructions on how to fill it out.
  - Ask them to print the information in the boxes above the columns before filling in the bubbles.
  - County code for "COUNTY WHERE TRAINING MAT'S PURCHASED" is 13, then have them enter in the codes for their county of residence and county where they are dating the test.
  - If the tester does not want to put their SSN in the test, do not struggle with them and give them the SSN form found in the PAT Programs folder on the Ag. Institutes intranet site.
- Hand out the test.
- Let them know **not to write in the test booklet.**
- Start the clock when the last person gets their test. They get at least 120 minutes.
- It is open book, but **NOT** a group effort.
- When the test taker is done, collect the **test booklet, test sheet** (bubble sheet), AND **certificate** from the front of the book.
- Confirm that the right code is on the test sheet. If this is a training session with test or if they show you a completion email for the online or a Zoom training, let them code as attended a training.
- Follow Testing, number 3 above if it should come up.