Private Applicator Training 2025

Agriculture Institute
DIVISION OF EXTENSION
UNIVERSITY OF WISCONSIN–MADISON

GENERAL INFORMATION

- *Private Applicator:* A person who applies restricted-use (pesticide label identifies) pesticide to produce an agricultural commodity AND pesticides are applied on property that they own or rent, or their employer owns or rents. If an applicator does not meet BOTH parts of the definition, they are considered commercial applicators. Examples of commercial applicators: Lawn care company or County Highway employee.
- *Certification Validity:* Certification is valid for 5 years.
- *Certification Status Check:* Applicators can check certification status here: http://www.kellysolutions.com/WI/Applicators/index.asp.
- *Notifying expiring license holders:* The PAT Program notifies farmers with expiring certifications, but it's the farmer's responsibility to track their status.
- *Contact Information:* For questions, contact patprogram@mailplus.wisc.edu, 608-262-7588, or 414-399-0373.

TRAINING
Training Materials:

- Everyone that would like to become Private Pesticide Applicator certified must purchase a manual.
  - Each person must have their own manual, as it includes a unique PAT Number on the certificate (needed when handing in the test). Those retaking within a year do not need the certificate.
  - Manuals cost $43.
- Applicators can only purchase manuals form the PAT Program website: https://fyi.extension.wisc.edu/pat/. For mail orders, use this form: Private Applicator Mail Order Form.
- Manuals are delivered within 5-10 days at no charge. There is an additional shipping charge for rush delivery.

LEARNING THE MATERIAL:

- *Self-study:*
  - Self-study students purchase the manual, study independently, and test at a designated County Extension Office or Pearson VUE (see below for testing info).

- *Self-paced Online Training (Free for 2025):*
  - Available at PAT website: UW PAT Store or register through this direct link.
  - Training must be completed within 2 weeks; otherwise, participants must re-register.
  - Online training takes approx. 3.5 hours. Stopping/starting throughout the training is allowed

- *Extension-hosted Zoom Training (organized and hosted by Regional Crops Educators):*
  - Registration costs $10 and must be completed in advance through the UW PAT Store.
  - Students must bring manual with certificate to the training
  - Dates and locations will be posted online.
  - Class is taught by Pesticide Application Training program staff over zoom
- *In-person Training & Test:*
  - Two in-person trainings will be held in 2025. Registration costs $10 and is available through the UW PAT Program.
  - Details will be posted on the Extension Calendar and UW PAT Program website.

TESTING

Testing is offered at a designated County Extension Office or Pearson VUE (see below for testing info)

- *Self-study or Self-paced Online:*
  - **A 70% or higher on the exam is required for self-study.**
  - **A 50% or higher on the exam is required for self-paced**
    - The course completion confirmation email must be **shown to the proctor to be coded as "attended a training."**

- *County Extension offices (test proctored by county support staff)*
  - Each Extension Area will designate at least one county to provide testing for self-study individuals.
  - Testing counties and contact info will be posted on the UW PAT Program Page.
  - County support staff will set testing schedules based on regional needs, with increased frequency from December to May.
  - Farmers from other counties can take the test at any participating location.

- *Pearson VUE Testing:*
  - Tests can be taken through Pearson VUE for $45, with a 70% passing requirement.

- *Extension-hosted Zoom Training (organized and hosted by Regional Crops Educator):*
  - Students must have a manual with a certificate to take the test, test proctored by the Regional Crops Educator after training.

- *In-person Training & Test:*
  - Two in-person trainings will be held in 2025. Registration costs $10 and is available through the UW PAT Program.
  - Details will be posted on the Extension Calendar and UW PAT Program website.
  - Participants receive a completion email after completing the online training.

- *Individual Testing:*
  - Phones left at the desk; provide a quiet space. Monitor the open-book exam.
- *Group Testing:*
  - Ensure proper space and lighting. Phones stay in pockets, and the proctor must remain in the room.
- Both Individual and Group:
  - Hand out bubble sheets and explain test instructions (use a no. 2 pencil, calculators allowed, no phones, no writing in test booklet).
  - Tests are open book but individual effort; allow at least 120 minutes.
  - Collect the test booklet, bubble sheet, certificate, and SSN form (if applicable) after testing.
  - Ensure the correct code is on the test sheet and follow instructions for sending materials.
- *After testing, collect:*
  - Test booklet
  - Bubble sheet
  - Completed training registration form from the manual (if missing, direct them to purchase materials).
  - Check photo ID to confirm the test taker's identity.
- Send completed test sheets to DATCP and registration certificates to Jordan Kampa (mail or email).

- *Proctoring Payment (for Support Staff only, not Regional Crops Educators):*
  - Counties receive $10/test (excludes Zooms and subcategory tests).
  - Payments are based on certificates submitted to Jordan Kampa. Invoices are submitted after test numbers are confirmed.

Contact Information:

PAT Program
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