



## UGA Extension Private Applicator License Information

**Step 1:** Enter or copy this link into your browser to take you to the private applicator's information site.

<http://extension.uga.edu/programs/pesticide-safety/private.cfm>

**Step 2:** Middle of the page under "How do I Obtain a Private Pesticide Applicator License" (see below)

Click on **Georgia Professional Certifications Storefront**. *Cost of the test is \$25.00.* This has to be paid online.

### How do I obtain a Private Pesticide Applicator license?

- *Step 1:* Purchase course access (cost is \$25.00) for the interactive Private Applicator training program through the **Georgia Professional Certifications storefront** on the UGA MarketPlace. Dr. Mickey Taylor (email: [mickeyt@uga.edu](mailto:mickeyt@uga.edu) or cell phone: 706-540-4108) will enroll students twice per day, midmorning and late afternoon, and send you an enrollment notice by email with your user name and temporary password (you will be required to reset your password when you login to [gaprocerts.com](http://gaprocerts.com) for the first time).
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- *Step 2:* Complete the new Private Applicator Training course on the Georgia Professional Certifications website, using the username and temporary password sent to you by Dr. Taylor. Follow the instructions carefully! You must pass the final test (a grade of 70 or higher) for each module in sequence (Module 1, then Module 2, followed by Module 3, and so on) before you will be allowed to proceed to the next module. You may retake the final test as many times as needed to achieve a passing grade. The time to complete the course will be approximately 4-5 hours for novice farmers.
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- *Step 3:* When you have completed the training course, print the Certificate of Completion and take it with you to your county Extension agent. ([Find your County Office](#)).
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- *Step 4:* Certify to your county Extension agent that you are engaged in the production of an agricultural, ornamental, or forestry commodity by completing the [Private Pesticide Applicator License Application](#) and complete the Verification of Lawful Presence if needed for forwarding by your county agent to the Georgia Department of Agriculture Pesticides office.
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- *Step 5:* The GDA Pesticides office will review your application and, when approved, send it to the Licensing Division, who will print and issue your license (usually in 3-4 weeks).

**Step 3:** Click on the **Private Applicators** tab to purchase the test. Follow instructions.

**Step 4:** Print the **Certificate of Completion** and bring that along with the **notarized affidavit** to the Extension Office. We will get a copy of your **driver's license** and have you fill out the **application** and send that to the Department of Ag and they will send you the license.

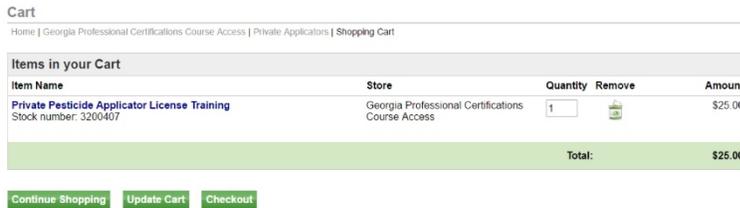
Go to the [Georgia Professional Certifications Course Access](#) storefront on the UGA marketplace. You will see three categories of courses shown here.



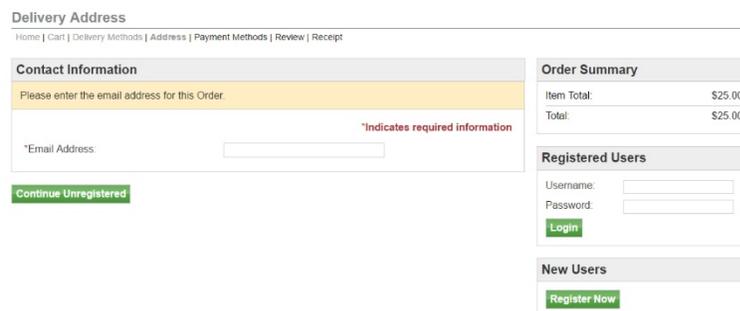
Click on the **“Private Applicators”** course category name. This will open the Private Applicators course description page. Click the **“Add To Cart”** button.



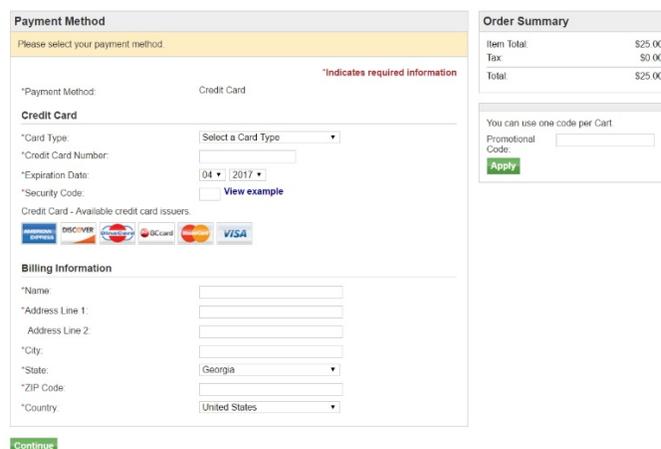
This will open your Cart, and you will see a list of “Items in your Cart” and three options under the Total.



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.



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 (1)  Search

**Buyer Information**  
Home | Cart | Delivery Methods | Address | Payment Methods | Buyer Info | Review | Receipt

**Georgia Professional Certifications Course Access Buyer Information**

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

\*Indicates required information

\*County of Farm Operation  
Oconee

**Review Order**

**Order Summary**

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

**Promotional Code**

You can use one code per Cart.

Promotional Code:

**Apply**

**Items in your Cart**

Item Name	Store	Delivery Method	Quantity	Amount
Private Pesticide Applicator License Training Stock number: 3200407	Georgia Professional Certifications Course Access	Workshops	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 (! @ # \$ % & \*).

## Log in

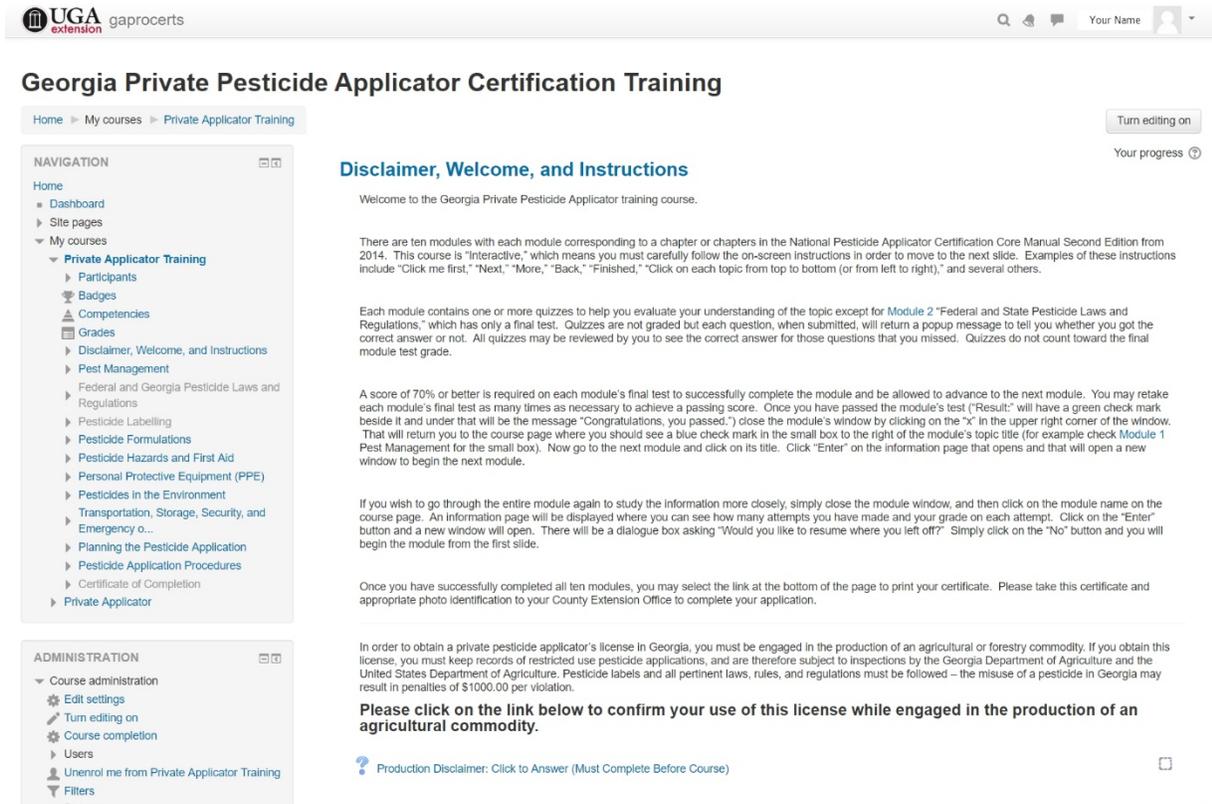
 Username / email 

 Password 
 Remember username

[Forgotten your username or password?](#)

 Cookies must be enabled in your browser [?](#)

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.



The screenshot shows the course page for "Georgia Private Pesticide Applicator Certification Training". The page has a navigation sidebar on the left with sections for "NAVIGATION" and "ADMINISTRATION". The main content area is titled "Disclaimer, Welcome, and Instructions" and contains several paragraphs of text. At the bottom of the main content area, there is a link for "Production Disclaimer: Click to Answer (Must Complete Before Course)".

**NAVIGATION**

- Home
- Dashboard
- Site pages
- My courses
  - Private Applicator Training
    - Participants
    - Badges
    - Competencies
    - Grades
    - Disclaimer, Welcome, and Instructions
    - Pest Management
    - Federal and Georgia Pesticide Laws and Regulations
    - Pesticide Labelling
    - Pesticide Formulations
    - Pesticide Hazards and First Aid
    - Personal Protective Equipment (PPE)
    - Pesticides in the Environment
    - Transportation, Storage, Security, and Emergency o...
    - Planning the Pesticide Application
    - Pesticide Application Procedures
    - Certificate of Completion
    - Private Applicator

**ADMINISTRATION**

- Course administration
  - Edit settings
  - Turn editing on
  - Course completion
  - Users
  - Unenrol me from Private Applicator Training
  - Filters
  - Reports

**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 "Interactive," which means you must carefully follow the on-screen instructions in order to move to the next slide. Examples of these instructions include "Click me first," "Next," "More," "Back," "Finished," "Click on each topic 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 2 "Federal 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 tell you whether you got the correct answer or not. All quizzes may be reviewed by you to see the correct answer for those questions that you missed. Quizzes do not count toward the final module test grade.

A score of 70% or better is required on each module's final test to successfully complete the module and be allowed to advance to the next module. You may retake each module's final test as many times as necessary to achieve a passing score. Once you have passed the module's test ("Result:" will have a green check mark, beside it and under that will be the message "Congratulations, you passed.") close the module's window by clicking on the "x" 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's topic title (for example check Module 1 Pest Management for the small box). Now go to the next module and click on its title. Click "Enter" 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 close the module window, 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 on each attempt. Click on the "Enter" button and a new window will open. There will be a dialogue box asking "Would you like to resume where you left off?" Simply click on the "No" button and you will begin the module from the first slide.

Once you have successfully completed all ten modules, you may select the link at the bottom of the page to print your certificate. Please take this 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

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](#)

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**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.**

**O.C.G.A. § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_  
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from  
\_\_\_\_\_ [*name of government entity*], the undersigned applicant  
verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is:\_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:  
\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**GEORGIA DEPARTMENT OF AGRICULTURE**  
Pesticide Program, 19 M.L.K. Jr. Drive, Room 410, Atlanta, GA  
30334

**PRIVATE PESTICIDE APPLICATOR LICENSE APPLICATION**

Date of Application  MONTH    DAY    YEAR	Date of Birth (must be 16 years of age or older)  MONTH    DAY    YEAR	Home Telephone Number  (    ) -    -
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Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
(If P.O. Box, also give physical address)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Email Address \_\_\_\_\_

<p align="center"><b>CERTIFICATION METHOD</b></p> <p><input type="checkbox"/> THIS IS MY FIRST APPLICATION FOR GEORGIA "RESTRICTED USE" PESTICIDE CERTIFICATION.</p> <p><input type="checkbox"/> I HAVE A PREVIOUS APPLICATION ON FILE WITH THE GEORGIA DEPARTMENT OF AGRICULTURE. THIS APPLICATION IS BEING FILED FOR THE FOLLOWING REASON(S).   LICENSE CERTIFICATION DATE: _____  LICENSE EXPIRATION DATE: _____</p> <p><input type="checkbox"/> DUPLICATE LICENSE REQUEST</p> <p><input type="checkbox"/> RETEST</p>	<p align="center"><b>CHECK ONE</b></p> <p>(1)    <input type="checkbox"/> Interactive Computer Training (use this form)</p> <p>(2)    <input type="checkbox"/> Single Product Certification Only</p> <hr/> <p align="center"><b>IMPORTANT! Definition of Private Applicator</b></p> <p>"Private applicator" means any individual who purchases, uses, or supervises the use of any pesticide classified as restricted use for purposes of producing any agricultural or forestry commodity on property owned or rented by him or his employer or, if applied without compensation other than the trading of personal services between producers of agricultural and forestry commodities, on the property of another person.</p>
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Please notify us if you have previously submitted an affidavit and one acceptable document for any other license or GATE card issued by the Georgia Department of Agriculture. This will allow us to search our databases and upload the required documentation for your new license and enable a better customer service experience. For assistance, call the Customer Service Center at 855-4-AG-LICENSE (855-424-5423).

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?     Yes     No

I certify that the above information is true and correct \_\_\_\_\_  
**Applicant's Signature**

*Note to agents. If a client does not qualify for a private pesticide applicator's license, he/she could still receive a GCAPP certificate. Visit the PSEP web site <http://extension.uga.edu/programs/pesticide-safety/index.cfm> for more information about GCAPP training. Contact Dr. Mickey Taylor ([mickeyt@uga.edu](mailto:mickeyt@uga.edu)) with questions.*

**DO NOT WRITE BELOW THIS LINE**

I hereby certify that the applicant returned a verification form showing completion of the computer-based certification program to purchase and apply restricted use pesticides, and, to the best of my knowledge, intends to use these products in the production of an agricultural commodity.

Authorizing Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Training Date \_\_\_\_\_ Training Location \_\_\_\_\_

Extension Agent check here if applicant required special attention in order to satisfactorily complete training.

**ATLANTA OFFICE**

711 \_\_\_\_\_ 6

Rev. 5/15

RETRAINING      
LICENSE NUMBER \_\_\_\_\_