1403G: Oklahoma Team Member Licensing

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Section: Licensing & Certification
Subject: Oklahoma Team Member Licensing
Approved by: Tony Massey
Effective Date: 14 April 2020
Last Reviewed Date: 14 April 2020
Policy Owner: Director Learning & Development

Policy

PURPOSE:

To provide for the maximum level of operational integrity and to comply with Title 2 Oklahoma Statutes, Sections 3-81 through 3-86, and 35:30-17-1 through 35:30-17-99. Oklahoma Department of Agriculture, Food & Forestry

General Manager / Certified Applicator in Charge Responsibility

The General Manager/Certified Applicator in Charge is to ensure all team members who provide service or sell pest control services obtain and maintain licenses as outlined by Oklahoma Title 2 Oklahoma Statutes, Sections 3-81 through 3-86, and 35:30-17-1 through 35:30-17-99. Oklahoma Department of Agriculture, Food & Forestry. This is to include the following:

- Service Technicians
- Managers in training
- Service Managers
- General Managers
- Quality Assurance Managers
- Division Managers

- Regional Managers
- Any other non-administrative roles

Licensing Process

Oklahoma Administrative Code defines the licensing types as follows:

- **Service Technician -** A person, who is employed by a licensed commercial or noncommercial applicator who applies the pesticide or employs a device but is not a certified applicator. A Technician shall be certified upon successful completion of a written service technician's examination (administered by the State). A service technician or Certified Applicator shall be present at each application performed
- **Certified Applicator** - A person who has met the certification standards.
- **Temporary Certified Applicator** - A person licensed in category who has successfully completed the written examinations required for certification but has not successfully completed the practical examination.

General Manager Duties

The General Manager/Certified Applicator will ensure:

- All new hired technicians are registered with the Oklahoma Department of Agriculture within the first 30 days of hire. This is done by completing the Application for a Service Technician I.D, and AP, and forwarding to the Learning & Development department.
    - In Oklahoma, Inspectors that do not make pesticide applications do not have to register and test with the State. They do have to complete Massey University training as specified in SPP 901.

- All new hired technicians complete and pass the Oklahoma Service Technician Exam.
    - Exam registration and scheduling are completedonlineatpsiexams.com. Create an account for the team member.
        - Register for the exam by choosing:
            - Register for an exam

        - Select Organization- Government/State Agencies
        - Select Jurisdiction- OK Pesticide
        - Select Account- OK Service Technician Exam
    - Pay the exam fees. If you do not have a credit card available, please contact the Learning & Development department for assistance.
    - Choose an exam date and time and submit.

Learning & Development Duties

The Learning and Development will:

- Upon notification of hire, enter the team member into LicenseHQ and assign a registered technician license with a “need” status.
- Upon receipt of the application and AP, apply for the license.
    - The LicenseHQ license status will be updated to “new filing submitted.”
- Upon receipt of the license, the department will forward the license to the service center.
    - The LicenseHQ license will be updated with the license number and expiration date.
    - A pdf copy of the license will be attached to the LicenseHQ record.

All technician renewals are processed by the Learning & Development Department. All active technicians will be renewed as part of the service center license renewal.

Required Training

Since Oklahoma doesn’t stipulate minimum training requirements, Massey Services Inc. training as noted in SPP 901 category specific will be the minimum required training for Oklahoma.

Failure to apply for the appropriate technician’s identification and/or complete the minimum training requirements may result in disciplinary action and/or financial penalty.

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