1403H: Virginia Team Member Licensing

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Section: Licensing & Certification
Subject: Virginia Team Member Licensing
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Policy Owner: Sr. Director of Learning & Development

Policy

General Manager / Certified Applicator in Charge Responsibility

The General Manager/Certified Commercial Pesticide Applicator in Charge is to ensure all team members who provide service or sell pest control services obtain and maintain licenses as outlined by Responsibilities of Certified Commercial Pesticide Applicators and Registered Technicians in Virginia. This includes the following:

- Service Technicians
- Inspectors
- Account Managers
- Managers in Training
- Service Managers
- Sales Managers
- General Managers
- Quality Assurance Managers
- Division Managers
- Regional Managers
- Any other non-administrative roles

Licensing Process

Virginia defines the licensing types as follows:

- **Registered Technician** - means an individual who has satisfactorily completed the Board requirements for certification to apply general use pesticides, and to apply restricted use pesticides while under the direct supervision of a certified commercial applicator. Registered technicians render services similar to those of a certified commercial applicator but have not completed all the requirements to be eligible for certification as a commercial applicator.
  - The Team Member is allowed to apply general use pesticides and may apply restricted use pesticides under the direct supervision of a Certified Commercial Applicator
  - As defined by 2VAC5-685-10. Definitions. “under the direct supervision of” means the act or process whereby the pesticide is applied by a competent person actin under the instructions and control of a certified commercial applicator who is responsible for the actions of that person.
- **Certified Commerical Pesticide Applicator** - means a person who: (i) has satisfactorily completed the Board requirements for certification as a commercial applicator, registered technician, or private applicator; and (ii) has been issued a valid certificate.
- **Licensed or Licensee** – means a person issued a license by the Board to engage in the sale, storage, distribution, recommendation, or application of pesticides for compensation, as stated by Code of Virginia: 3.2-3900 Definitions.

Registered Technician Licensing Process

Per VA 3.2-3900. Definitions, Registered Technicians must comply with mandatory training requirements This is accomplished through the completion of the training program approved by the Office of Pesticide Services Registered Technician (virginia.gov). A Certificate will be issued by the department on completion of the required training program and the passing of the mandatory exam within seven days of the exam date. technicianpacket.pdf (virginia.gov)

General Manager Duties

- Ensure the Team Member complete the 40 hours of training and complete the Registered Technician exam within 90 days of employment as stated in 2VAC5-685-20.
- the team member completes the proper Pesticide Registered Technician Application.

- Forward the application with an AP for the $50 fee to Learning & Development.
- Once the General Manager receives the completed application, they will mail the application along with a $50 fee to the address stated on the application form.
- After receiving a Notice of Authorization, instruct the team member to report to an approved VDACS or DMV testing location to take the written examination. They must pass with a score of 76% or higher:

Upon receipt of the Registered Technician License:

- Provide the team member their Registered Technician Certificate, which must be carried by the team member at all times.
- Post a copy of the card with all the other service center licenses.
- Forward a copy to Learning & Development

Required Training

The team member will receive at least 40 hours of training, with 20 hours of study based on the Virginia Core Manual and 20 hours of supervised pesticide handling under direct, on-site supervision of a Certified Commercial Applicator. The team member will then apply to the OPS to take the Registered Technician Exam as soon as the required training is completed, alongside a $50 testing fee. The OPS will then review the team member's application and will authorize the team member to test if qualified. Qualified applicants then have 90 days from the date of the letter to take the exam.

- The Virginia Core Manual is available here.
- Complete 20 hours of study based on the Virginia Core Manual
- Complete 20 hours of supervised pesticide handling under direct, on-site supervision of a Certified Commercial Applicator in the job duties the team member will be expected to perform.
- All pesticide handling and training must be done under the direct on-site supervision of a Certified Commercial Applicator.
    - Per 2VAC5-685-10. Definitions. "under the direct on-site supervision of" means "the act or process whereby the application of a pesticide is made by a competent person acting under the instructions and control of a certified commercial applicator who is responsible for the actions of that person and is physically present on the property upon which the pesticide is being applied, and is in constant visual contact with the person applying the pesticide."

- Complete the appropriate Massey Service Initial Training program for their role.

Failure to apply for the Registered Technician Certificate and/or complete the minimum training requirements may result in disciplinary action and/or financial penalty.

Learning & Development Duties

The Learning and Development Department 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 via regular mail.
  - The LicenseHQ license status will be updated to “new filing submitted.”
- Upon receipt of the license, the department forward the physical card 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.

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

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