P&P No.: 1403-H
Section: Licensing & Certification
Subject: Virginia Team Member Licensing
Approved By: Adam Jones
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Policy Owner: Senior Director of Government and Regulatory Affairs

PURPOSE

To provide the maximum level of operational integrity and to comply with Chapter 39 of the Virginia Administrative Code.

General Manager / Certified Applicator in Charge Responsbility

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 Responsibilities of Certified Commercial Pesticide Applicators and Registered Technicians in Virginia. This includes 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

Virginia defines the licensing types as follows:

- Private Applicator - An individual who uses or supervises the use of any pesticide that is classified for restricted use for purposes of producing any agricultural commodity on property owned or rented by him or his employer or, if applied without compensation other than trading of personal services between producers of agricultural commodities, on the property of another person.
- Registered Technician – 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.
    - “Under the direct 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 applicator who is responsible for the actions of that person.
- Commercial Applicator – Any person who has completed the requirements for certification to use or

supervise the use of any pesticide for any purpose or on any property other than as provided in the definition of private applicator.

- Certified Applicator - 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 – A person issued a license by the Board to engage in the sale, storage, distribution, recommendation, or application of pesticides for compensation.

Required Training

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 (OPS).

Training requirements include:

- Completing 20 hours of study based on the Virginia Core Manual.
  - A copy of the Virginia Core Manual is available at the Service Center.
- Completing 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."
- Completing the appropriate Massey Services Initial Training program for their role.

Technician Licensing Process

The team member will receive at least 40 hours of training. 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 $25 testing fee. The OPS will then review the team member's application and will authorize the team member to test if qualified. The OPS will mail the team member a Notice of Authorization when approved. Qualified applicants then have 90 days from the date of the letter to take the exam. They must pass with a score of 76% or higher. 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. Failure to apply for the Registered Technician Certificate and/or complete the minimum training requirements may result in disciplinary action and/or financial penalty by the state and/or the company.

General Manager Duties

The General Manager/Certified Applicator will ensure:

- All newly hired technicans complete the 40 hours of training and the Registered Technician exam within

90 days of employment as stated in *2VAC5-685-20*.

- In Virginia, inspectors that do not make pesticide applications do not have to register and test with the state. They do have to complete Initial Training in Massey University as specified in SPP 901.

- All newly hired technicians complete the proper Pesticide Registered Technician Application[1].
- Upon receipt of the completed application, the application is sent, along with an AP for the $25 fee, to the assigned accounts payable department for your region and the Licensing Compliance Manager.
- Once the team member receives their authorization letter, the team member reports to their local Virginia Department of Motor Vehicles (DMV) Customer Service Center to take the exam.

Upon receipt of the Registered Technician License, the general manager will:

- 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.
- Email a copy to compliance@masseyservices.com.

License Renewal

All active technicians will be renewed as part of the service center license renewal.

[1] https://www.vdacs.virginia.gov/pdf/technicianpacket.pdf