

1A Commercial Certification Prep Course

February 16 - 19, 2026

Checklist



Action Items



Submit Letter of Authorization Form and Fees to VDACS

- **You must have a Letter of Authorization to test at class**
- Submit at least 2 weeks prior to testing if using online system (<https://online.vdacs.virginia.gov/>)
- Have/had a certification of **any type**? Contact opsclrt.vdacs@vdacs.virginia.gov to get online access
- Commercial Certification: **Include the core exam** even if you are a Registered Technician
- **Submit by mail no later than January 7, 2026** Send to: PO Box 526, Richmond, VA 23218
- Questions? Contact VDACS at 804-786-3798 or opsclrt.vdacs@vdacs.virginia.gov



Order Manuals

- Manuals can be ordered here: <https://vtp.ento.vt.edu/index/manuals.html>
- Registered Technicians and commercial applicators will be tested on the core manual
- Commercial applicators will also need category-specific manual(s)
- Order at least 2 weeks before class begins



Register with VCE

- Register online with credit card payment: <https://tinyurl.com/1A-RegTech-Westmoreland> **OR**
Submit form and check by mail to PO Box 8, Montross, VA 22520
- **Registration is due by January 7, 2026**
- Questions? Contact Stephanie Romelczyk at 804-493-8924 or sromelcz@vt.edu



Study!

- Our class is a review class - plan to study on your own too!
- Review learning objectives, key terms, and review questions in each chapter of the manual