

Step 1 – Register for Training:

Complete a separate registration application for *each* person attending by **Friday, March 3, 2023**

Cost: \$20 for each training session, no cost for exam date.

- We are only able to accept credit card payments.
- The training fees do not include the VDACS testing fee.
- The training fees do not include study manuals.
- Other materials and refreshments are included in the fees.
- Lunch is on your own.
- Space is limited, so register now!
- We are unable to **make refunds**, but will allow substitution of personnel

REGISTRATION LINK: <https://bit.ly/2023rvacertprep>

Step 2 – Order Study Manuals:

Make sure any study manuals you have access to are the current editions.

Study manuals must be ordered from:

<https://vtp.ento.vt.edu/index/manuals.html>

ALLOW TWO WEEKS FOR VIRGINIA TECH TO PROCESS AND DELIVER.

Please plan to bring your manual to the training, as we will *not* have extras.

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact the Henrico Extension office at 804.501.5160/TDD* during business hours of 8:00 a.m. and 4:30 p.m. to discuss accommodations 5 days prior to the event.

*TDD number is (800) 828-1120.

CORE

March 15 | 8:30 am–4:00 pm

8:15 am	Doors Open
8:30 am–Noon	CORE Training
Noon–1:00 pm	Lunch (on your own)
1 pm–4 pm	CORE Continued

Current Manual Edition–2020

Category 3A

March 22 | 8:30 am–4:00 pm

8:15 am	Doors Open
8:30 am–Noon	3A Ornamental Pest Control Training
Noon–1:00 pm	Lunch (on your own)
1 pm–4 pm	3A Continued

Current Manual Edition–2016

Category 3B

March 29 | 8:30 am–4:00 pm

8:15 am	Doors Open
8:30 am–Noon	3B Turf Pest Control Training
Noon–1:00 pm	Lunch (on your own)
1 pm–4 pm	3A Continued

Current Manual Edition–2022

Exams

March 30 | 8:30 am–4:00 pm

8:30 am–4:00 pm	Testing
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You will be notified of your testing time(s).

Step 3 – Apply to VDACS:

To sit for a registered technician exam or certified applicator exam, you **MUST** present a letter of authorization from VDACS Office of Pesticide Services.

To determine which type of certification and find the appropriate VDACS application, check this website: <https://www.vdacs.virginia.gov/pesticide-applicator-certification.shtml>.

Once your VDACS application and fee have been processed by VDACS, you will receive a letter of authorization to take the exam. Plan accordingly, you should **ALLOW TWO TO THREE WEEKS FOR VDACS TO PROCESS** your application.

Step 4 – Attend Training:

This is a Review Class–There is no guarantee you will pass the exam(s). Plan to study on your own.

Attend the training sessions you have registered for.

Step 5 – Take Exam(s):

Option 1:

Exams will be offered on Thursday, March 30, 2023. We will work on an exact schedule for exams *after* folks have registered and during the training sessions. Exams will be taken using paper and pencil.

Bring the Authorization to Test letter provided by VDACS *and* a government issued **photo identification**.

Option 2:

Exams may be taken on a computer at the local DMV on your own within 90 days from the date of the Authorization to Test letter.

Program Location

Henrico Recreation and Parks Administration
Bldg.
Dumbarton Room
6800 Staples Mill Rd., Henrico, VA 23228