

Pesticide Certification Procedure

If you are mixing, loading, and applying pesticides in the course of your work at Michigan State University, Michigan Law and MSU policy require the possession of a valid Commercial Pesticide Applicator Certification that is endorsed with the appropriate categories for which you will be making applications. If you are applying/utilizing pesticides that are labeled/classified as “Ready to Use” and *do not* require any mixing or loading, you are *not* required to possess a Commercial Pesticide Applicator Certification

The following steps detail the process to become certified. **Do not deviate from these steps or you risk clerical error occurring and your certification issuance delayed.**

Step 1 Fill out the following form – [MDARD Commercial Certification Registration](#)

Please check the associated box(es) with the type of application(s) you will be making:

Commercial Core (Required) - required for anyone who applies pesticides on a for-hire or during their employment. All commercial applicators must pass the commercial core exam and at least one category exam depending on the type of applications being completed

1A - Field Crops - Applicators who use pesticides for the production of field crops; cereal grains, feed grains, beans, soybeans, sugarbeets, forage.

1B - Vegetable Crops - Applicators who use pesticides for the production of vegetable crops; tomatoes, potatoes, snap beans, celery, onions, cucurbits, cole crops, sweet corn.

1C - Fruit Crops - Applicators who use pesticides for the production of tree fruit; apples, cherries, pears, peaches, plums, nuts, blueberries, strawberries, grapes, and raspberries.

1D - Livestock Pest Management - Applicators who use non ready-to-use pesticides on animals; cattle, swine, sheep, horses, goats, other livestock, poultry. A person who uses pesticides on or in places where animals are confined.

2 - Forest Pest Management – Applicators who use pesticides in any of the following areas: forests, forest nurseries, Christmas tree plantations, forest seed-producing areas.

2A - Wood Preservation - Applicators who use pesticides for preserving wood products.

3A - Turfgrass Pest Management - Applicators who use pesticides to manage pest of turf grasses.

3B - Ornamental Pest Management - Applicators who use pesticides to manage pests of ornamental plants in exterior areas, such as evergreens, shrubs, and shade trees.

4 - Seed Treatment - This includes applicators who use pesticides on any of the following: seeds, corns, tubers, rhizomes, stolons, other plant parts used or propagation.

5 - Aquatic Pest Management -Applicators who use pesticides that are applied to lakes, ponds, streams, marshes, or ditches and tributaries which flow into them or which are applied to surfaces that contact such bodies of water to manage aquatic pest.

5B - Microbial Pest Management - Applicators who use pesticides in any of the following to manage bacteria, fungi, algae or viruses; cooling towers, air washers, evaporative condensers, pulp and paper mills, sewer treatment, other applications.

6 - Right-of-Way Pest Management - Applicators who use pesticides in the maintenance of any of the following: public roads, ditch banks, electric power lines, pipelines, railway rights-of-way, parking lots, tennis courts, and similar noncrop areas.

7A - General Pest Management - This includes applicators who use pesticides in, on, or around any of the following: food handling establishments, human dwellings, and institutions such as schools and hospitals.

7E - Interior Plant Pest Management - This includes applicators who use pesticides in the maintenance of plants at inside locations, such as any of the following: homes, offices, shopping malls, stores, similar sites. NOTE: MDARD

7F - Mosquito Management - Applicators who use pesticides to manage mosquitoes in an outside environment.

10 Demonstration and Research Pest Management - This includes individuals who demonstrate to the public the proper use, and techniques of application of pesticides, who supervise the demonstrations, or who conduct field research with pesticides and, in so doing, use restricted-use pesticides.


Step 2 Make a copy or scan of your filled-out MDARD registration application and save it to your PC.

Step 3 Mail the filled-out form *and* \$75 (Check or Money Order **ONLY**) to:

Michigan Department of Agriculture and Rural Development
P.O. Box 30776, Lansing, MI 48909-8276

Step 4 Visit <https://www.metroinstitute.com/>

- a. Click “Michigan”
- b. Make an account with Metro Institute



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Michigan Department of Agriculture & Rural Development

Metro Institute provides online computer-based testing services in Michigan for the Michigan Department of Agriculture & Rural Development. MDARD proctored testing sites are located throughout the state. All persons desiring to hold a pesticide certification with the Michigan Department of Agriculture & Rural Development must contact Metro Institute to schedule a computer based exam.

Register to Test

If you have not registered on Metrosignup.com to schedule your exams Click the button below !

[Register Now](#)

Find a Testing Center


Metro has a testing center network with conveniently located throughout Michigan. You get directions and print a map. Click the button to find your location!

[Locate](#)


Ready to Test?

If you need to schedule or reschedule a test click the Schedule Now button below. It's fast and easy. Good luck!

[Schedule Now](#)



Michigan Department of Agriculture & Rural Development



METRO INSTITUTE

For questions or assistance, call (toll-free) **1-877-533-2900**

What would you like to do today?

Services for applying, scheduling, testing, and training.

New Customers

New to our website?

You must have a Metro customer account to use our website. Registering is simple and easy!

1 [Register Here!](#)

Existing Metro Customers

Ready to test? ?

If you need to schedule or reschedule a test, click the Schedule Now button below. It's fast and easy!

2 [Schedule Here!](#)

Are you a company representative? [Click Here](#) for more information.

- c. Follow the prompts on the MetroInstitute website after clicking “Register Here” (Number 1) to create an account with the testing agency.
- d. After creating an account with the testing agency, you will click “Schedule Here” (Number 2).

Michigan Department of Agriculture & Rural Development

Logout

HOME BOOK NOW MY APPTS MANAGE USERS MY ACCOUNT

Let's get down to business...
Services for Company Representatives / Test Takers

For questions or assistance, call (toll-free) **1-877-533-2900**

What would you like to do today?

Gordon, please tell us what you would like to do today from the following popular options. (Use the menu above for all options)
(select an option and, if necessary, also select a test taker)

Add an employee (other than yourself) to this Metro Online Services website
(Required before an employee other than yourself can apply or schedule)

Schedule an approved exam for Nobach, Gordon

Do you have CEUs to complete? Metro now offers CEUs ****online**** that may be completed wherever and whenever you like, even from a tablet or smartphone. Sign up [HERE \(www.metroceus.com\)](http://www.metroceus.com)!

e. Click “Schedule an approved exam for..”

Select what you would like to schedule below:

Online CEUs: Metro Institute now provides CEUs ****online**** that may completed wherever and whenever you like, even from a tablet or smartphone.

f. Click “Pest Control Exams”



Order and schedule now!

Select: Product Location Date & Time Finish

For questions or assistance, call (toll-free) 1-877-533-2900

The following is a list of available Michigan state examinations

Gordon Nobach is approved to take:

Instructions: Select all of the products/services you would like to purchase today by checking each appropriate box. Then click the Continue button to schedule each one. (Payment is made in the last step):

Michigan State Examinations

Private Applicator Exam

Private Core - Required for farmers, growers or producers to purchase/apply a restricted-use pesticide for use on an agricultural product for a private agricultural purpose.

- Private CORE - Spanish (SP-CORE) \$55
- Private Core (P-CORE) \$55

Additional Private Applicator Exams

- Private Fumigation (P-FUM) \$55

Commercial Applicator Exam

Commercial Core - Required for application of a general-use or restricted-use pesticide for a commercial purpose or in the course of employment. No other Commercial exams are included with this CORE selection. Make additional selections below.

- Commercial CORE - Spanish (SC-CORE) \$55
- Commercial CORE (C-CORE) \$55

Additional Commercial Applicator Exams

Commercial Core & Categories - Required for application of a general-use or restricted-use pesticide for a commercial purpose or in the course of employment.

g. Select "Commercial Core"

Additional Commercial Applicator Exams

Commercial Core & Categories - Required for application of a general-use or restricted-use pesticide for a commercial purpose or in the course of employment.

<input type="checkbox"/> Aerial (AE)	\$55
<input type="checkbox"/> Animal (1D)	\$55
<input type="checkbox"/> Aquatic (5)	\$55
<input type="checkbox"/> Combo Cat 1J (1A & 1B)	\$55
<input type="checkbox"/> Combo Cat 6J (3A, 3B, and 6)	\$55
<input type="checkbox"/> Combo Cat 7J (7A and 7B)	\$55
<input type="checkbox"/> Commercial Fumigation (C-FUM)	\$55
<input type="checkbox"/> Domestic Animal (7G)	\$55
<input type="checkbox"/> Field Crops (1A)	\$55
<input type="checkbox"/> Forestry (2)	\$55
<input type="checkbox"/> Fruit Crops (1C)	\$55
<input type="checkbox"/> General Pest Management (7A)	\$55
<input type="checkbox"/> Interiorscape (7E)	\$55
<input type="checkbox"/> Microbial (5B)	\$55
<input type="checkbox"/> Mosquito (7F)	\$55
<input type="checkbox"/> Ornamental (3B)	\$55
<input type="checkbox"/> Public Health (8)	\$55
<input type="checkbox"/> Regulatory (9)	\$55
<input type="checkbox"/> Right-of-Way (6)	\$55
<input type="checkbox"/> Seed Treatment (4)	\$55
<input type="checkbox"/> Sewer Line Root Control (5C)	\$55
<input type="checkbox"/> Swimming Pool (5A)	\$55
<input type="checkbox"/> Turf (3A)	\$55
<input type="checkbox"/> Vegetable Crops (1B)	\$55
<input type="checkbox"/> Vertebrate (7D)	\$55
<input type="checkbox"/> Wood Destroying Organisms (7B)	\$55
<input type="checkbox"/> Wood Preservation (2A)	\$55

Tell Us Why You Are Testing

1. Are you scheduling a test to obtain a new certification, renew your current certification, or add a category to your certification?

License

- I'm a **NEW** applicator
- I'm **RENEWING** my certification
- I'm **ADDING** a category to certification

2. Please indicate the type of application you intend to submit after testing

License Type


- Private Application
- Commercial Application
- Registered Application

[Continue](#)


- h. Select all appropriate categories.
- i. Select “I’m a NEW applicator” if you are a new applicator obtaining certification.
 - a. Select “I’m RENEWING” if you are renewing your certification.
- j. Select “Commercial Application”.
- k. Click “Continue”.

l. Select your testing site.

- a. Remotely proctored (taking the exam at your office or home) costs extra and certain hardware requirements need to be met. Click “Read first before scheduling” to see if this is an option for you.



Michigan Department
of Agriculture &
Rural Development

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Order and schedule now!

Select: Product Location Date & Time Finish

For questions or assistance,
call (toll-free)
1-877-533-2900

You selected to take the following Michigan pesticide examinations:

Mosquito (7F)	\$55.00	
Total:	\$55.00	Start Over

Exams may be taken at any of the following testing centers in Michigan. Please select the testing center of your choice from the list below and press the Continue button.

Remotely Proctor Exam
(powered by Talview)

! [Read First Before Scheduling](#)

New! Metro Institute offers a new service: Remotely Proctored Exams with a live proctor! Instead of visiting one of our many testing centers listed below, you can take your exam on your own computer, typically from home or your employer's office.

IMPORTANT: Please educate yourself on these requirements before electing to taking an exam from your home or employer's office. [CLICK HERE](#) to learn more.

East Lansing

MSU Testing Center
434 Farm Ln, Room 203
Bessey Hall
East Lansing, MI 48824



Order and schedule now!

Select: Product Location Date & Time Finish

For questions or assistance, call (toll-free) 1-877-533-2900

Okay, let's schedule the following exam: **Mosquito (7F)**

MSU Testing Center

Monday	9:00 am - 5:00 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 5:00 pm
Saturday	closed
Sunday	closed

Select an appointment date and time

March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
◀ change month ▶						

Hint: Use the arrows on the bottom of the calendar to select another month

Wednesday, March 06, 2024

Morning	Afternoon
9:00 AM	12:00 PM
10:00 AM	1:00 PM
11:00 AM	2:00 PM
	3:00 PM
	4:00 PM

Hint: First click a desired day of the month and then select a desired appointment time. If an appointment time isn't available or an available time doesn't fit your schedule, simply select another day of the month.

m. Select your desired date and time.

NOTE: If you intend to be a certified applicator immediately after the exam, please keep in mind MDARD must cash the registration fee prior to the conclusion of your scheduled exam period.

n. Submit Payment

- a. If paying with a Pcard, ensure the billing address matches the address on file for the Pcard
- b. If paying with personal funds, fill out fields with Personal payment information.

Step 5. Take the test

- a. Arrive at your testing site 15 minutes before the scheduled testing time.
- b. To pass, you must score 70% or higher on each exam.
- c. If you pass, Congratulations, you are now a certified pesticide applicator! *HOLD ON TO YOUR TEST RESULTS. THESE RESULTS ARE YOUR TEMPORARY APPLICATION CERTIFICATION UNTIL YOUR CARD ARRIVES.* You are required to carry these while making pesticide applications. A photo or scan of all test results on your phone will work instead of carrying the test results.
- d. Forward a photo or scan of all your test results and send to orrs.train@msu.edu
- e. Once your Certification Card arrives via mail, forward a copy of your certification card to orrs.train@msu.edu

Note: If you did not send in the form and payment described in steps 1-3 before taking the exam, you are *not* a certified applicator. **MDARD must cash the payment and process the form for you to be legally certified.**

Step 6. Getting Reimbursed

- a. Obtain a letter from your supervisor detailing the need for pesticide certification.
- b. Gather your saved copy of the filled-out MDARD certification registration form.
- c. Gather your cashed MDARD check image from your bank.
 - a. **Redact your routing and account number from the check image.**
- d. If MetroInstitute was paid with personal funds, obtain a screenshot of your account ledger or bank statement that details the financial transaction. **Redact all sensitive and non-relevant information except for the transaction details and withdrawal amount.**
- e. **Forward information from parts a-d to your department's purchasing administrator.**
 - a. You will receive an automated e-mail when all paperwork is filed requesting that you approve the reimbursement.
- f. You should see reimbursed funds deposited into your account associated with payroll within 2-3 weeks.