

MN Department of Ag Commercial Pesticide Applicator and Commercial Animal Waste Applicator Licensing Short Guide:

Rock County Land Management offers test proxy services for commercial pesticide and commercial animal waste licensing. Make an appointment with Rock LMO to test at 507-283-8862. You may test Monday – Friday 8-3. Ask for Shayla or Mary. Test proctor fee is \$60 per test and you have 3 attempts to pass. The proctor fee covers all 3 attempts should you need them.

Pesticide

Tests are closed book and we will need to collect your phone at the time of testing or if you prefer, may leave it in your vehicle. Passing score is 70% or above.

Study Guides:

Pesticide categories that are available for check out for \$25 per manual at Rock LMO are listed below. The \$25 will be returned or applied to the test proxy fee upon return of the manuals. ALL pesticide licenses require Category A and the MN Supplement which makes up the core test. You will need to add at least one category to obtain a license but can add as many as you wish. Each category is a separate test. You may take the core and all category tests at the same time or schedule them at different times. For further information on the categories go to pesticide.licensing@state.mn.us and click on the License Types tab.

Study Guides Available at Our Office:

A – National Pesticide Applicator Certification Core Manual and MN Supplement

B – Aerial

C – Field Crop Pest Management

E – Turf and Ornamentals

H – Seed Treatment

J – Rights of Way

L – Mosquito, Black Fly and Tick Pest Control

Others can be purchased on the U of M Bookstore at: www.umnstudymanuals.com. Applying pesticides by air or drone requires Category A – Core/MN Supplement and Category B General Aerial.

Structural:

Structural Pest Control Applicators (SPCA) are persons who apply pesticides or use any device to control pests on or in structures for hire. SPCA are known as pest control operators or exterminators. SPCA may not commercially apply any pesticide UNTIL they have a valid license.

Journeyman and Master Categories

There are two categories of Structural Pest Control Applicators, Journeyman and Master. An applicator is first licensed as a SPCA Journeyman to work for a licensed SPCA Company. After two years of licensed employment under a SPCA Company and SPCA Master, an applicator can then apply to become a licensed SPCA Master following the procedure above. SPCA Master license is not available for approval through other state Reciprocity.

Proctors must contact MDA before proctoring a master exam.

Categories:

If you need help selecting which categories you need you can call our office or call MDA directly at 651-201-6615.

Commercial Animal Waste Site Manager

Tests are open book and we will have the study guide available to you at the time of testing. Passing score is 80% or above. There is no time limit for any of the tests.

You will receive your score as soon as you complete the test. We will fill out your score sheet and submit to MDA with a copy of the receipt you will receive when you apply and pay for the test. If you want to skip over a question and come back to it the system will automatically take you back to those you have not filled out when you reach the end.

CAWT Company

A license is required for a company that commercially manages for-hire applications of animal waste. The company must also employ a CAWT Site Manager. The company license number must be displayed on application equipment. A license will not be issued for a company until there is a licensed Site Manager. You will need to fill out the application and pay the fees.

CAWT Site Manager

A person employed by (or who owns) a CAWT Company to manage site operations, supervise CAWT Applicators and manage livestock manure. A Site Manager must be licensed in a specific category (liquid, solid or both). Licensed Site Managers do not need a CAWT Applicator license to apply manure to the ground.

CAWT Applicator

A CAWT Applicator must be licensed by MDA and operate under the supervision of a licensed CAWT Site Manager. No test is needed to be licensed. You will need to apply for a license and view the videos on the MDA site. You will be taken to the videos through the application.

Commercial Animal Waste site manager study guide is available for check out for \$25 at Rock LMO should you wish to review it before testing. The \$25 will be returned or applied to the test proxy fee upon return of the manual. The manual is also available for review at with this link on the MN Dept of Ag website: www.mda.state.mn.us/sites/default/files/inline-files/cawtmanual_1.pdf or simply google MN Dept of Ag CAWT study guide. 😊 Applicator's will be taken to the required videos when they start the license application.

TO APPLY FOR A LICENSE:

1. Go to MDA website (www.mda.state.mn.us) and select Licensing and Inspections
2. Click Apply for a License or if you are doing your annual renewal, Licensing and Renewal
3. If applying for a license, scroll to the license you need. All pesticide licenses select Commercial Pesticide Applicator License. From here select the categories you need. For Commercial Animal Waste select Commercial Animal Waste Site manager. If you work for a commercial applicator who has a Site Manager license and you only need an applicators, not a site manager license, you can obtain this by viewing the videos on the MDA website. Click on the Applicators Online Application and you will be taken to the videos. Licensed applicators can recertify each year by re-watching the videos or every other year by attending a certification workshop. Renewal is annual; same as site mgr. and pesticide licenses.
4. Click "About" to see further information on testing, renewing your license, recertifying your license by attending workshops, license changes and reciprocity with other states.
5. Fill out the appropriate application information, pay the fee and print the receipt.
6. You will need to bring a copy of the receipt with you when come to test.
7. You must test all categories within the year you applied or you will have to reapply and pay the application fees again for whichever category you still need to test.

Expired License:

If your license has been expired for more than 1 year, apply for a new license.

If your license has been expired for 1 year or less then you will need to call MDA at 651-201-6615 to acquire the appropriate renewal form and pay the late renewal fee. The tester HAS to call MDA and get the re-generated renewal form emailed to them. They need to then send that form and money into MDA and within 1-2 weeks they will receive payment confirmation back. Once received, then they can come test. They cannot pay online once expired and they cannot pay us. They have to send payment to MDA with the renewal form they received from them. They will need to bring the form and receipt when they test so it can be sent in with their results.

Re-Certification and Workshops:

Categories and dates you need to recertify by are listed on the back of your license. Times and dates will be posted on the MDA website. pesticide.licensing@state.mn.us click on the Recertify tab. CAWT does offer an online recertification which is posted in June and closes in October.

Licenses renew at the end of the calendar year so regardless of what month you took your test you will need to renew at the end of that year and every year thereafter. **IN ADDITION**, you are required to attend a workshop in the first new year **AFTER** you got your license; then you will begin the recertification workshop cycle of needing to attend every 1, 2 or 3 years depending on your license categories. This applies to pesticide and CAWT site manager and applicator licenses unless the applicator chooses to re-view the videos. . This information is also shown on the Recertify tab.

MINNESOTA DEPARTMENT OF AGRICULTURE
625 Robert Street North, St. Paul, MN 55155-2538
Ph: 651/201-6021 Fax: 651/201-6105

LICENSE IDENTIFICATION CARD
COMMERCIAL PESTICIDE APPLICATOR

DOE, JOHN
PEST FREE
1010 MAIN STREET
HOMETOWN, MN 55111

License # 21234567

VALID: 3/29/2021 - 12/31/2021

Categories/Recertify By:
A 12/31/2022
L 12/31/2021

Non-valid after this date

Attend workshop by this date

CONTACT US
Pesticide Recertification
Pesticide & Fertilizer Management
651-201-6615
Pesticide.Recertification@state.mn.us

License Look-Up:

Once your license has been issued, it will be listed in the license look up where you can also see all licenses for the state of Minnesota. Go to MDA website (www.mda.state.mn.us) and select Search for a License Holder.

Please visit the MN Dept of Ag (www.mda.state.mn.us) and select Licensing/Inspections or pesticide.licensing@state.mn.us for more details on the above and information on license changes, other requirements and reciprocity with other states.

Feel free to call our office if you have any questions and we will do our best to answer them for you.
507-283-8862