

Bulletin: Pesticide Applicator Certification Exams at DMACC's Test Centers

The purpose of this Bulletin is to provide candidates with general information and instructions concerning the certification exams before travelling to DMACC's Test Center. All exams are web-based and made available through QUIA Web. Paper exams are not offered at DMACC Test Center.

IMPORTANT: Username and Password

Each individual taking an exam will need to obtain a Quia username and password prior to arriving at the test center. Please log onto the following web site to obtain your Quia Username and Password: <http://www.quia.com/newstudent.html>. A fee of **\$20 per exam** will be collected for each test day. All exams administered must be finished 30 minutes prior to the test center's closing time.

Your Exam(s)

Exams are available through Des Moines Area Community College (DMACC) and all campus policies must be followed. DMACC is a smoke-free environment. Smoking is not permitted anywhere on campus including parking lots.

The following links provide driving directions, test center location and test center operation and contact information.

DMACC Test Center Operations:

Ankeny: <https://www.dmacc.edu/testingcenter/pages/acankeney.aspx>

Southridge Center: <https://www.dmacc.edu/testingcenter/Pages/acsouthridge.aspx>

Driving directions to DMACC Ankeny Campus:

Ankeny: <https://www.dmacc.edu/ankeney/Pages/directions.aspx>

Southridge Center: <https://www.dmacc.edu/southridge/Pages/directions.aspx>

Map of DMACC Ankeny Campus:

Ankeny: <https://www.dmacc.edu/ankeney/maps/Pages/welcome.aspx>

Southridge Center: <https://www.dmacc.edu/southridge/Pages/campusmap.aspx>

Other locations where exams are available are listed on the Pesticide Bureau's website at: <http://www.iowaagriculture.gov/pesticide/pesticidetesting.asp>
Pesticide applicator certification testing is no longer offered at the Pesticide Bureau's Offices - Wallace Building.

Preparation for the exams requires review of the certification manuals available through Iowa State University Extension Publications Distribution Center or your local County Extension Office. <https://www.extension.iastate.edu/psep/Pubs.html>

Make sure you know the correct certification categories you will need for the type of pesticides you apply. A detailed description of the certification categories may be found at <http://www.iowaagriculture.gov/Pesticide/DMACC/CertificationCategoriesDescription.pdf>

Exam Security

You may not keep any exam materials after the exam. No exam materials may be removed from the exam room. IDALS will penalize the theft of exam materials to the fullest extent.

Recording Your Answers

Since the exam is web based, no paper exams or answer sheets will be provided to you. Exam results are recorded electronically by Quia and by the test center proctor.

Passing Score

All exams are closed-book tests. All exams are multiple choice evaluations varying in length from 35 questions for category exams, to 50 questions for the Core, Private and Aerial Reciprocal exams and 125 questions for the full Aerial exam (category 11). The minimum passing score for all commercial applicator exams is 80% correct. The minimum passing score for the private applicator exam is 70% correct.

You should come to the exam room prepared to remain there until the conclusion of the exam. If you leave the exam room while taking the exam for any reason, including eating, drinking, using the restroom, smoking, etc., your exam will be automatically concluded and all exam materials will be collected (scratch paper, pencil, calculator, etc.). The fees that you paid to take the exam will be forfeited and the computer that you were using may be assigned to someone else. Upon returning to the test center on the same day, you may only take a different category exam (applicable fees will be collected at that time). If you wish to retake the same category exam, you will be required to return to the test center on a different day to attempt the exam that was interrupted (DMACC will collect their testing fees again).

Before leaving the exam room, you must follow the required exam check-out procedures given to you by the exam proctor. If you are scheduled to take more than one exam, you may be allowed to leave the exam room **between exams**. (DMACC is a smoke-free environment. Smoking is not permitted anywhere on campus including parking lots.)

Special Accommodations

The exam site is handicapped accessible. If you feel you need special accommodations pursuant to the Americans with Disabilities Act, you must document and submit your request in writing so that it is received by the Pesticide Bureau, Iowa Department of Agriculture, no less than twenty-one (21) days prior to the date of your exam. We will notify you before exam day if your request has been approved or denied.

Items You Must Bring to the Exam

Prior to sitting for any exam you will be required to bring and to temporarily surrender to an exam proctor your valid government-issued photo identification document. Acceptable photo identification documents include a driver's license (or a non-driver photo identification document), passport or immigration green card (USCIS permanent resident card). The driver's license or non-driver photo identification document must be issued by the Iowa Department of Transportation or the equivalent agency for non-residents. Your photo identification document will be returned to you at the end of the exam after you have completed the required check-out procedures.

Items You May NOT Bring to the Exam

Do not bring any of the following items to the exam:

- Any books, study or training materials, or review notes.
- Any type of writing pad, loose leaf binder, notebook, or other source of paper. (If the use of scratch paper is allowed during an exam session, it will be provided to you by an exam proctor.)
- A calculator or any type of electronic device (tablet, computer, personal digital assistant or PDA, camera, radio, recording device) or any device capable of sending, receiving or storing information or communicating with others.
- Any pager, cell phone and other communication devices. Possession or use of any of these items in the exam room will result in your immediate disqualification, failure of your exam and dismissal from the exam room.
- Food or drink of any kind.

Neither the pesticide program nor any exam proctor will be responsible for the loss or damage of any personal property. Prohibited items should be left at your home, hotel room, vehicle, or other location, as appropriate.

Instructions Given by an Exam Proctor

You are expected to follow all instructions given by an exam proctor. Failure to comply with any exam instructions or requirements may result in your disqualification, failure of your exam and dismissal from the exam room.

Cheating

Do not talk with other candidates while the exam is in progress or give or receive any type of exam assistance. Any evidence of cheating will result in your immediate disqualification, failure of your exam and dismissal from the exam room. You may not seek help from an exam proctor to interpret an exam question. An exam proctor will not provide this type of assistance.

Challenging an Exam Question

All exam questions have been professionally prepared and reviewed. If, however, you wish to challenge an exam question, you should contact the Pesticide Bureau, Iowa Department of Agriculture (515-281-5601) and ask for an Application to Challenge a Pesticide Applicator Exam Question. You will not be allowed to review your exam to prepare a challenge to an exam question.

Exam Checkout

You must remain seated until you complete your exam. When you complete your exam, you must follow the exam proctors instructions for checkout and dismissal from the exam room. You must promptly exit the exam room when directed to leave. Leaving the exam room without following the exam proctors instructions will result in your disqualification and termination of the exam. You will not be allowed to re-enter the exam room. If you leave the exam room with any exam materials, including scratch paper, we will penalize theft to the fullest extent possible.

Upon completing an exam, if you have a passing percentage, (see below) request the assistance of a test proctor to record your score. If your passing score is not recorded by the test proctor at the end of the test, you will not receive proof of your passing score at the testing location. It will be necessary to contact IDALS for proof of your

passing score which will delay paperwork processing to apply for certification.

Commercial Applicator Minimum Passing Score: 80%
Private Applicator Minimum Passing Score: 70%

Your Exam Score(s)

Your exam will be scored immediately at the completion of the exam. Each exam you pass will be verified by the exam proctor and recorded for you on the certification application form provided to you. You will not receive any forms or testing receipts if you do not pass an exam.

If You Pass Your Exam(s)

You will be issued a certification application form at the end of your examination session. This form will be signed by the exam proctor and becomes verification of each exam that you have passed. Please keep these forms in a secure place.

Upon passing all the exams required, you may submit copies of the certification application form/testing receipt showing which exams you passed along with the appropriate fees to the Pesticide Bureau, Iowa Department of Agriculture, to the address listed on the form. You are only eligible to apply for certification as a commercial or public applicator when employed by a licensed pesticide applicator commercial or public company/organization.

If You Fail Your Exam(s)

You may take any exam once per day. You may re-take the same exam no earlier than the next business day, and you will be assessed another test fee of \$20 per exam on that day.

IDALS Contacts

Pesticide Bureau - Iowa Department of Agriculture & Land Stewardship (IDALS)
Henry A. Wallace Building, 502 East 9th Street
Des Moines, IA 50319-0051

Questions concerning Commercial Applicator Certification process:

Tammy Green, 515-281-5601, Tammy.Green@lowaAgriculture.gov

Questions concerning Private Applicator Certification process:

Karen Robbins, 515-281-8591, Karen.Robbins@lowaAgriculture.gov

Questions concerning the Electronic Testing System in general:

Dr. Gretchen Paluch, Ph. D., 515-281-8590, pesticides@lowaAgriculture.gov