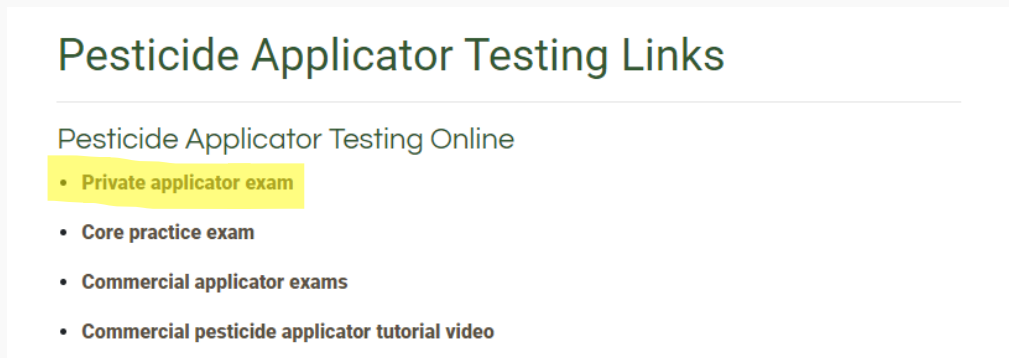# Online Private Applicator Exam Instructions

The instructions below walk through how to take the online private applicator exam using the QUIA website.

To apply for a private applicator certification, one must provide proof of a <u>passing private applicator exam score</u> **AND** <u>submit a completed application</u> with payment for certification to the Iowa Department of Agriculture & Land Stewardship.

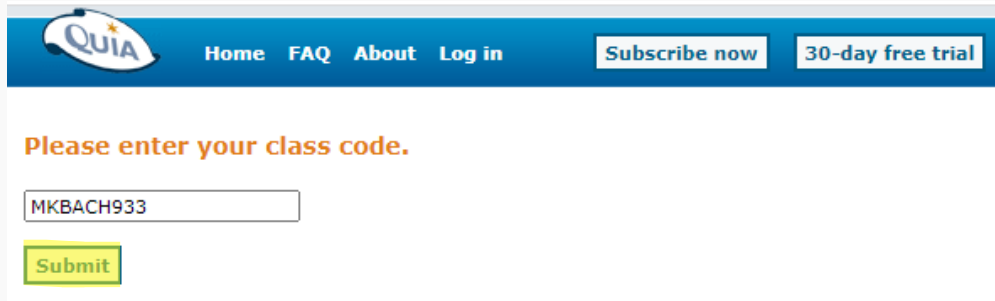**Step 1** Go to the online private exam by selecting **"Private applicator exam".**

Pesticide Applicator Testing Links

Pesticide Applicator Testing Online
- Private applicator exam
- Core practice exam
- Commercial applicator exams
- Commercial pesticide applicator tutorial video

Step 2 You will be directed to the **Quia Website** to self-register for an account. Select "**I am a student**".

I am an instructor   **I am a student**
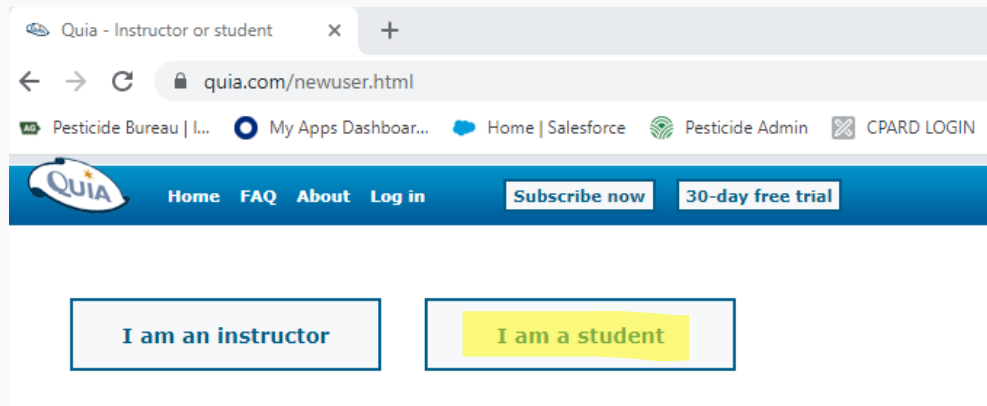
Step 3 Select "**Yes**" when asked "Do you have a class code?"

Do you have a class code?

Yes   No
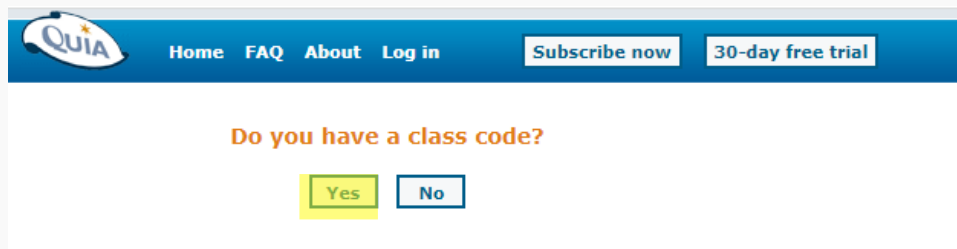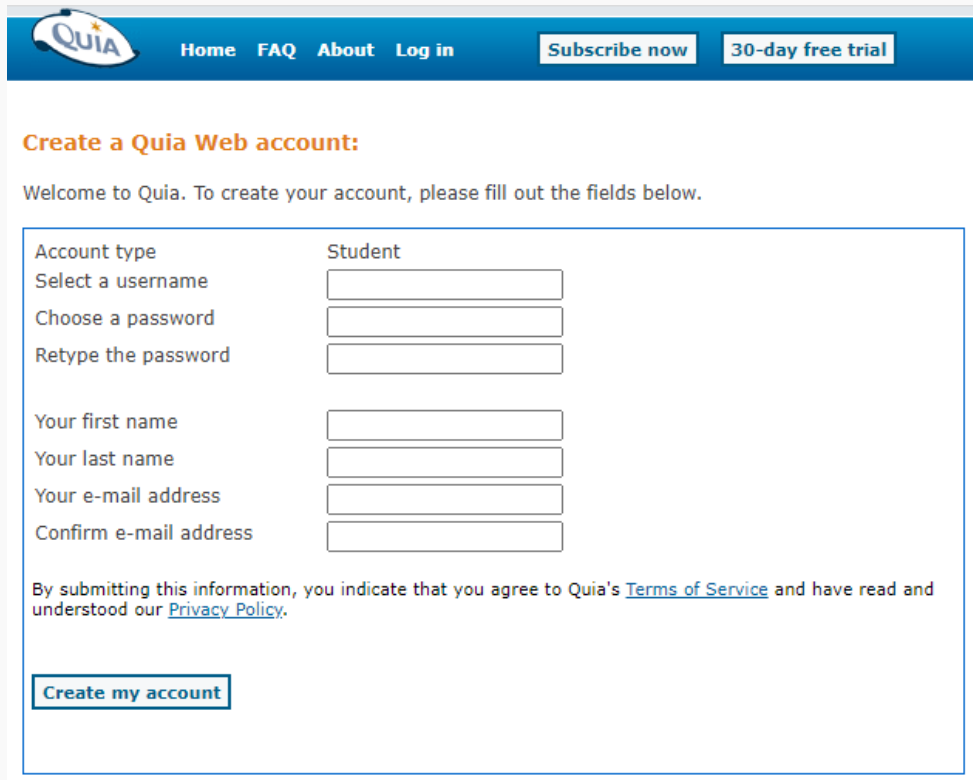
Step 4 Enter the class code for the online private exam. Class Code: <mark>MKBACH933</mark>

Please enter your class code.

MKBACH933

Submit

Step 5 Fill out the form to create a Quia online account and select "Create my account"
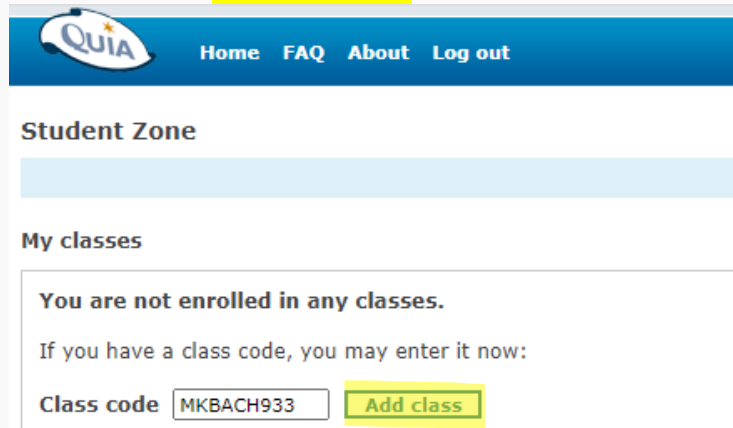
Create a Quia Web account:

Welcome to Quia. To create your account, please fill out the fields below.

Account type	Student
Select a username	
Choose a password	
Retype the password	
Your first name	
Your last name	
Your e-mail address	
Confirm e-mail address	

By submitting this information, you indicate that you agree to Quia's Terms of Service and have read and understood our Privacy Policy.

Create my account

Step 6 Reenter the Class Code to enroll: <mark>MKBACH933</mark> then select "**Add Class**"

Student Zone

My classes

You are not enrolled in any classes.

If you have a class code, you may enter it now:

Class code MKBACH933   Add class

Step 7 Complete the security sections

Step 8 Click on "**View**"

Step 9 Click on "**Online Private Applicator Exam**" to start the exam

Step 10 Complete the online private applicator exam. Passing score is 70% or above. Copy or snip and save your score on your computer where you can find it later. Select "Done" when finished.

Step 11 IMPORTANT! A passing score does not automatically issue an applicator certification.

YOU WILL STILL NEED TO FILL OUT AN APPLICATION FOR A PRIVATE CERTIFICATION

Sign up for a new online account or login to an existing account at the License and Certification Portal home page
https://iowaagriculture.force.com/pesticideapplicator/s/login/

Start and complete an **Online Application** for your private applicator certification. An online payment can be made once IDALS staff review your application and passing exam score.

-Or-

Mail a completed application form with a passing exam score and payment to IDALS using the linked form.

Test scores are valid for 1-year. Violations such as representing another person, falsifying/altering exam results, or cheating will result in a 1-year bar from all testing. The exam will be discarded and scored as a fail.