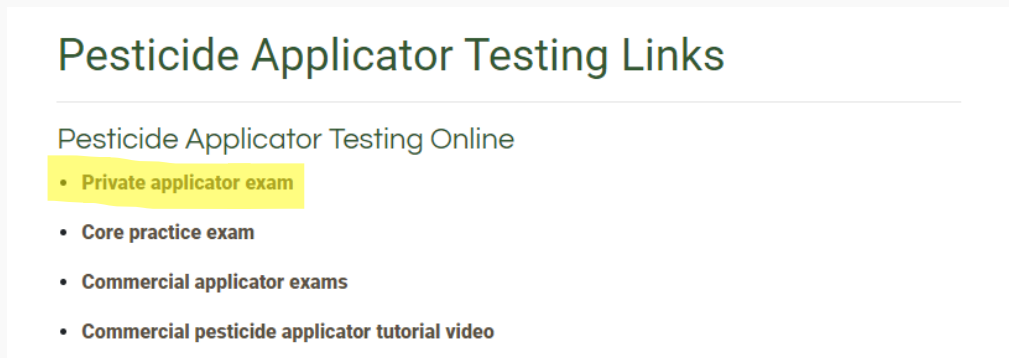


Online Private Applicator Exam Instructions

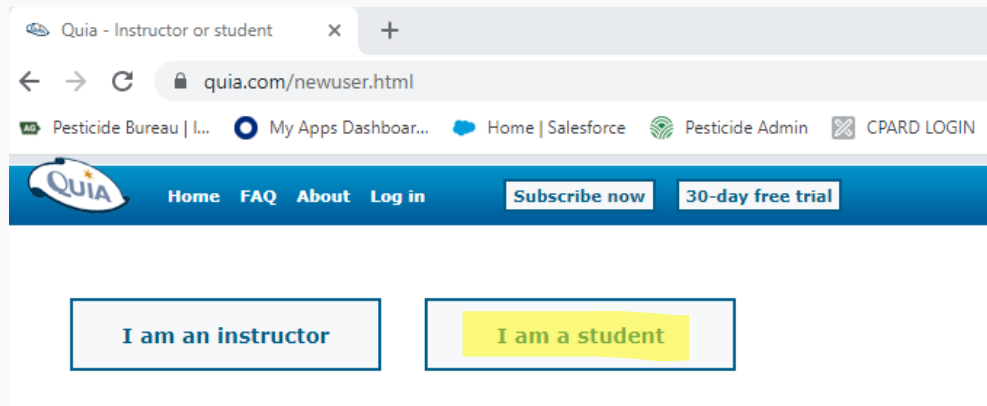
The instructions below walk through how to take the online private applicator exam using the QUIA website.

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

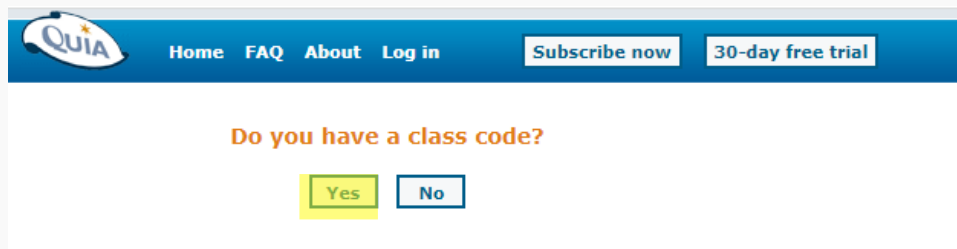
Step 1 Go to the online private exam by selecting “**Private applicator exam**”.



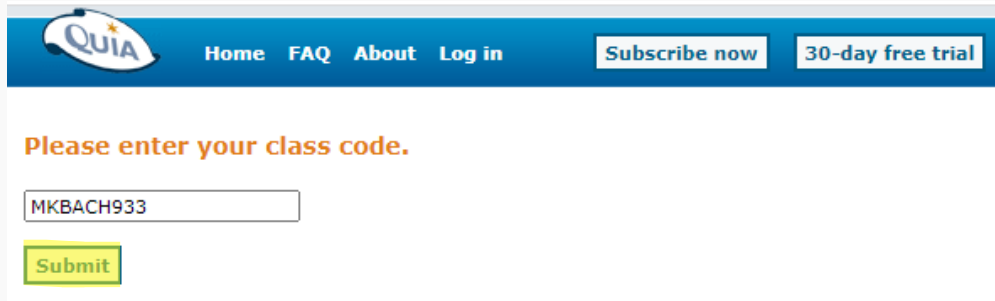
Step 2 You will be directed to the **Quia Website** to self-register for an account. Select “**I am a student**”.



Step 3 Select “**Yes**” when asked “Do you have a class code?”

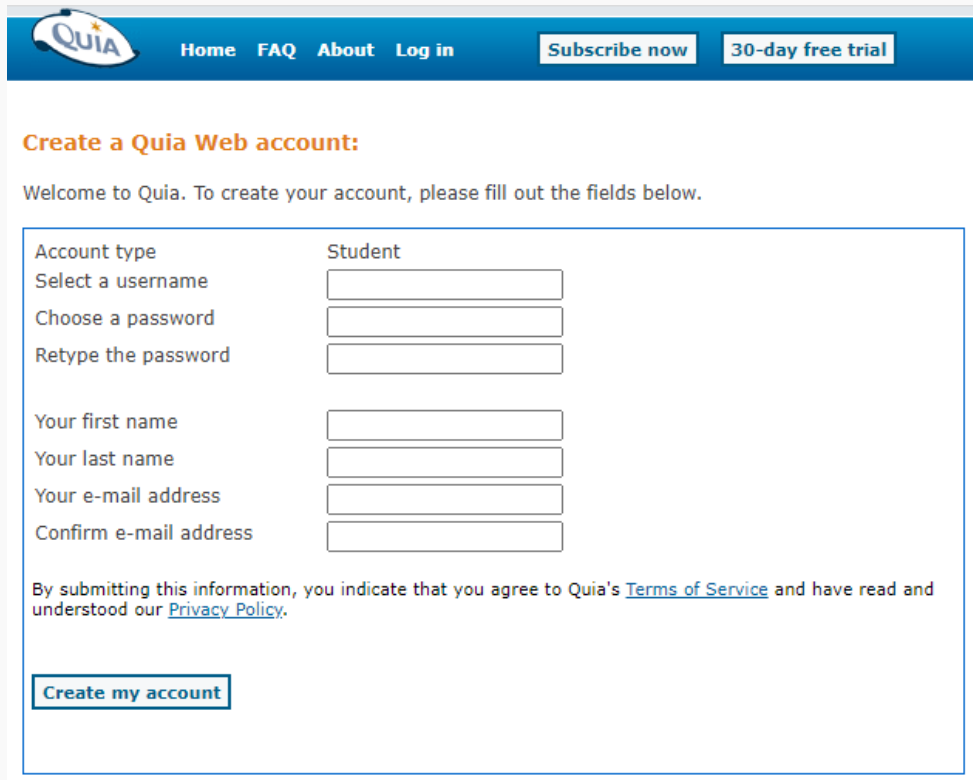


Step 4 Enter the class code for the online private exam. Class Code: **MKBACH933**



The screenshot shows the Quia website header with the logo and navigation links: Home, FAQ, About, Log in, Subscribe now, and 30-day free trial. Below the header, the text "Please enter your class code." is displayed in orange. A text input field contains the class code "MKBACH933". Below the input field is a green "Submit" button.

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

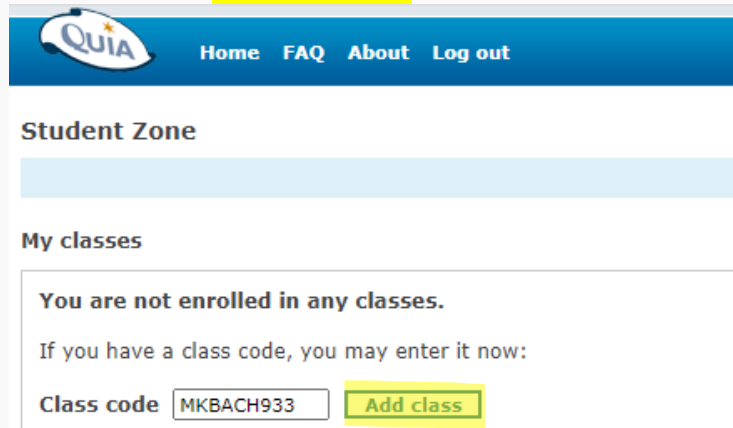


The screenshot shows the Quia website header with the logo and navigation links: Home, FAQ, About, Log in, Subscribe now, and 30-day free trial. Below the header, the text "Create a Quia Web account:" is displayed in orange. Below this, the text "Welcome to Quia. To create your account, please fill out the fields below." is displayed. The form contains the following fields:

Account type	Student
Select a username	<input type="text"/>
Choose a password	<input type="password"/>
Retype the password	<input type="password"/>
Your first name	<input type="text"/>
Your last name	<input type="text"/>
Your e-mail address	<input type="text"/>
Confirm e-mail address	<input type="text"/>


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

Step 6 Reenter the Class Code to enroll: **MKBACH933** then select "Add Class"




The screenshot shows the Quia website header with the logo and navigation links: Home, FAQ, About, Log out. Below the header, the text "Student Zone" is displayed. Below this, the text "My classes" is displayed. Below this, the text "You are not enrolled in any classes." is displayed. Below this, the text "If you have a class code, you may enter it now:" is displayed. Below this, the text "Class code" is displayed next to a text input field containing "MKBACH933". To the right of the input field is a green "Add class" button.











Step 7 Complete the security sections



www.quia.com
Checking if the site connection is secure

I am human 


Please click each image containing a lion
If there are None, click Skip



EN


Skip

Step 8 Click on “View”




Home FAQ About Log out

Student Zone Welcome, Mark Smith


 [Help](#)

My classes [Find a teacher](#) | [Add/drop classes](#) | [My account](#)

Click on a class name to view your results.

Class name	Instructor	Class
1. Online Private Applicator Exam	✉ IDALS Pesticide Bureau	 View

Class code [Add class](#)

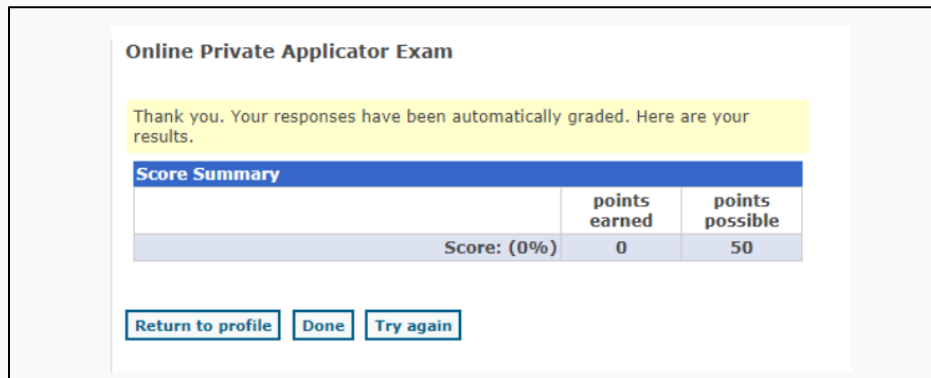


Step 9 Click on “Online Private Applicator Exam” to start the exam



The screenshot shows the Quia website interface. At the top, there is a blue navigation bar with the Quia logo and links for Home, FAQ, About, and Log out. Below this, the page title is "Online Private Applicator Exam" with the Iowa Department of Agriculture and Land Stewardship logo and a URL: <https://iowaagriculture.gov/pesticide-bureau>. The main content area features the Iowa Department of Agriculture & Land Stewardship logo and the text "My Quia activities and quizzes". A list of quizzes is shown, with "Online Private Applicator Exam" highlighted in blue and a yellow arrow pointing to it. The URL for this quiz is <https://www.quia.com/quiz/7993028.html>. At the bottom, it says "Last updated 2021/08/31 15:23:59 CDT".

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.



The screenshot shows the results page for the "Online Private Applicator Exam". It includes a message: "Thank you. Your responses have been automatically graded. Here are your results." Below this is a "Score Summary" table:

Score Summary		
	points earned	points possible
Score: (0%)	0	50

At the bottom of the page, there are three buttons: "Return to profile", "Done", and "Try again".

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.