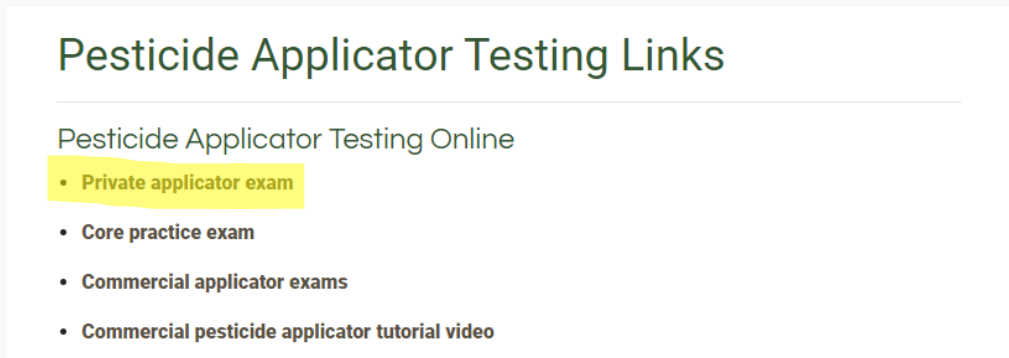


## Online Private Applicator Exam Instructions

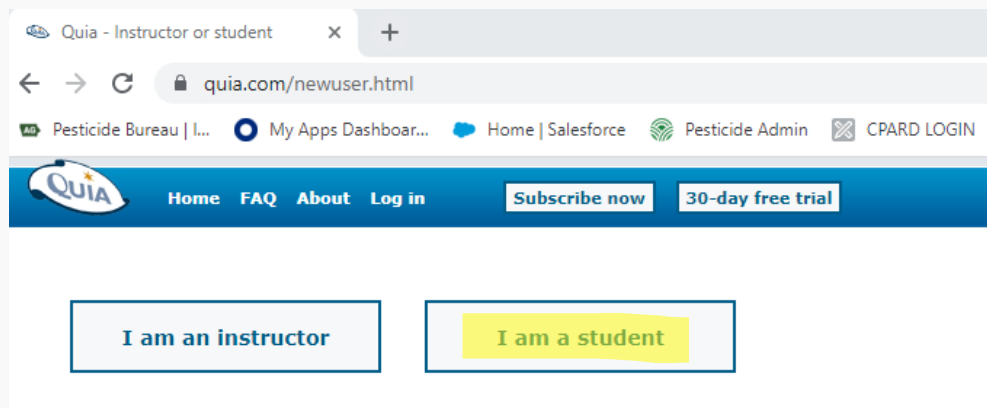
The instructions below walk through how to take the online private applicator exam using the QUIA website.

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.

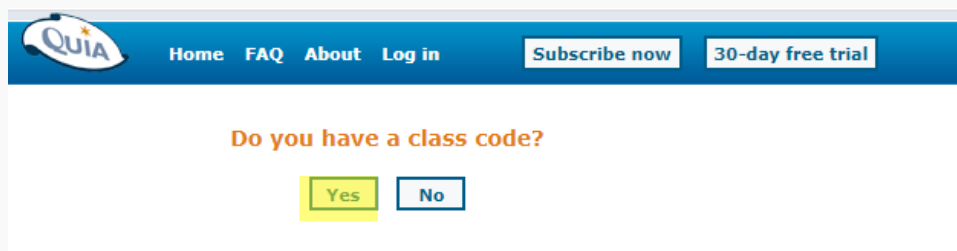
**Step 1** Go to the online private exam by selecting “**Private applicator exam**”.



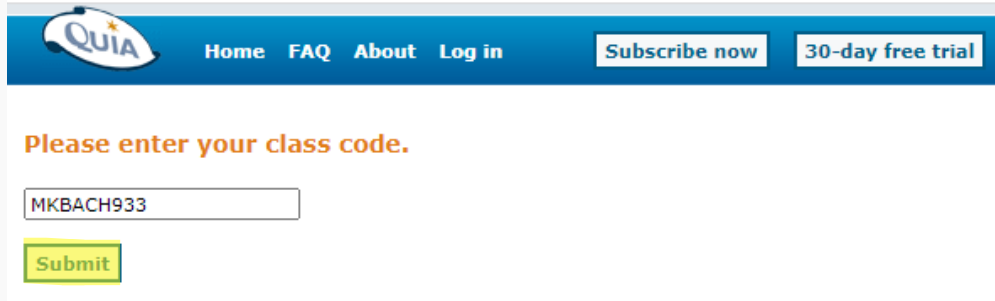
**Step 2** You will be directed to the **Quia Website** to self-register for an account. Select “**I am a student**”.



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

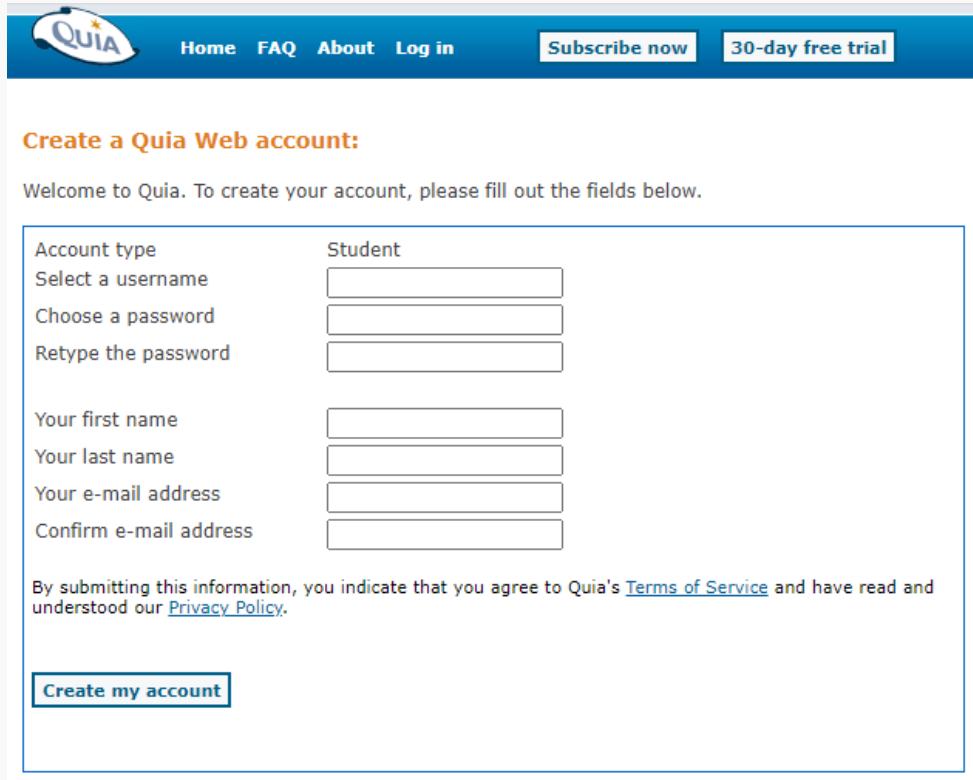


**Step 4** Enter the class code for the online private exam. Class Code: **MKBACH933**



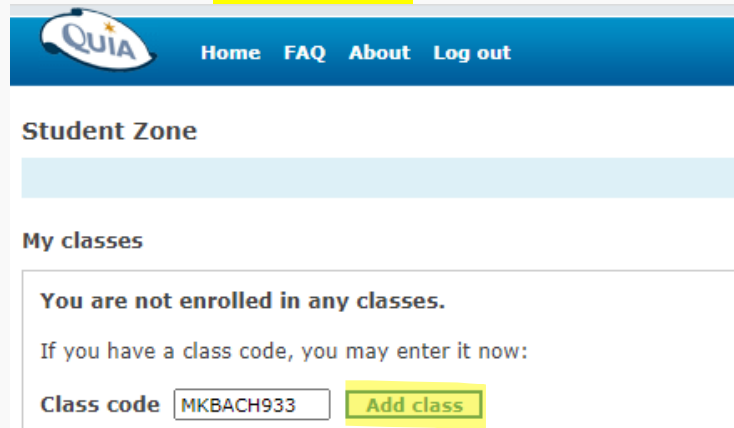
The screenshot shows the Quia website's top navigation bar with the Quia logo, links for Home, FAQ, About, and Log in, and buttons for 'Subscribe now' and '30-day free trial'. Below the navigation bar, the text 'Please enter your class code.' is displayed in orange. A text input field contains the class 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's top navigation bar with the Quia logo, links for Home, FAQ, About, and Log in, and buttons for 'Subscribe now' and '30-day free trial'. Below the navigation bar, the text 'Create a Quia Web account:' is displayed in orange. Below this, a message reads: 'Welcome to Quia. To create your account, please fill out the fields below.' A form with a blue border contains the following fields: 'Account type' (a dropdown menu with 'Student' selected), 'Select a username' (text input), 'Choose a password' (text input), 'Retype the password' (text input), 'Your first name' (text input), 'Your last name' (text input), 'Your e-mail address' (text input), and 'Confirm e-mail address' (text input). Below the form, a message reads: 'By submitting this information, you indicate that you agree to Quia's [Terms of Service](#) and have read and understood our [Privacy Policy](#).' At the bottom of the form is a blue 'Create my account' button.

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




The screenshot shows the Quia website's top navigation bar with the Quia logo, links for Home, FAQ, About, and Log out. Below the navigation bar, the text 'Student Zone' is displayed. Below this, the text 'My classes' is displayed. Below the text, a message reads: 'You are not enrolled in any classes. If you have a class code, you may enter it now:'. Below this message, there is a 'Class code' label, a text input field containing 'MKBACH933', and 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.

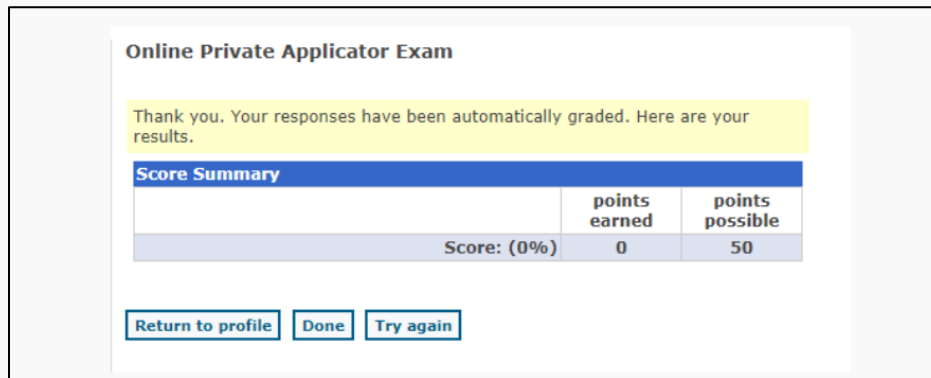
| Class name  | Instructor               | Class  |
|---|--------------------------|--|
| 1. <a href="#">Online Private Applicator Exam</a> | ✉ IDALS Pesticide Bureau |  <a href="#">View</a> |

Class code  [Add class](#)

**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://agriculture-iowa.my.site.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.**