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**

![Quia class code page](image1)

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

![Quia create account page](image2)

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

![Quia class zone page](image3)
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.**

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/pesticideapplicant/s/login/](https://iowaagriculture.force.com/pesticideapplicant/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.