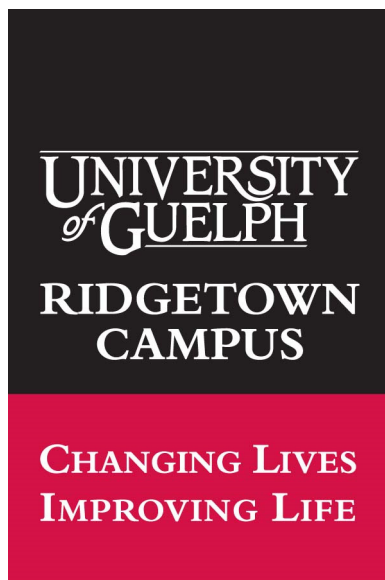


Information Guide & Application Form for **Exterminators**

Updated: August 2013

Presented by:



In cooperation with the:

MINISTRY OF THE ENVIRONMENT
MINISTÈRE DE L'ENVIRONNEMENT



About this Brochure

Please read this brochure carefully. It will provide you with useful information about the Ontario pesticide licensing system and will guide you through the certification process.

Inside you will find an “Application for Pesticide Certification”. To start the certification process, return this application form with payment to:

**Mail: Ontario Pesticide Training and Certification (OPT&C)
University of Guelph Ridgetown Campus,
120 Main Street East
RIDGETOWN, ON N0P 2C0**

Phone: 1-888-620-9999 or 519-674-1575

Fax: 519-674-1585 (fax)

Email: rcoptc@uoguelph.ca

Important Numbers

Ontario Pesticide Training and Certification (at University of Guelph Ridgetown Campus)

- General Inquiries
- Application Information
- Technical Inquiries

Phone **1-888-620-9999** or 519-674-1575

Fax 519-674-1585

Email rcoptc@uoguelph.ca

Internet Address www.ontariopesticide.com/optc

Ontario Ministry of the Environment - **Environmental Approvals Access and Service Integration Branch**

- Applications for Pesticide Licences (after obtaining certification)
- Lost or Misplaced Licences
- Licence Renewals for Current Licences
- Applications for an Operator Licence

Phone 1-800-461-6290 or 416-314-8001

Fax 416-314-8452

Pesticide Licensing and Certification

Background

Pesticides are regulated by both the federal and provincial governments. All pesticides imported into, sold or used in Canada are regulated nationally under the federal *Pest Control Products Act* (PCPA).

The Ontario Ministry of the Environment (MOE) pesticide licensing program is regulated under the *Pesticides Act* and Ontario Regulation 63/09. In accordance with legislation, the Environmental Approvals Access and Service Integration Branch manages the licences of pesticide exterminators, operators and vendors for the sale and proper use of federally registered and provincially classified pesticides.

The *Pesticides Act* defines “pesticide” as any organism, substance or thing that is manufactured, represented, sold or used as a means of directly or indirectly controlling, preventing, destroying, mitigating, attracting or repelling any pest or altering the growth, development or characteristics of any plant life that is not a pest and includes any organism, substance or thing registered under the federal *Pest Control Products Act*.

Federally registered pest control products are classified into one of 11 “classes” of pesticides for legal sale and use in Ontario. The *“Pesticide Classification Guideline for Ontario”* (the “Guideline”), version 1, February 24, 2009 elaborates on the classification requirements of Ontario Regulation 63/09 made under the Pesticides Act. This Guideline is available on the Ministry of the Environment's website at www.ontario.ca/pesticideban.

The classification system will consider the Federal Class designation of the product under the PCPA, the Hazard Criteria, and its use. The pesticides that are ingredients in pesticide products are also classified under the classification system. The Compendium of Classified Pesticides provides a record of all pesticides classified in the Province of Ontario. The Compendium is available at the Ministry's Public Information Centre (1-800-565-4923 or 416-325-4000), during ordinary business hours or on the MOE website at www.ene.gov.on.ca.

A pesticide licence is required if you wish to sell pesticides (Vendor Licence), apply pesticides (Exterminator Licence), or operate a business that employs persons that apply pesticides commercially (Operator Licence). Pesticide Vendors and Exterminators are required to meet certain certification requirements.

Pesticide Licences

The Ontario Pesticides Act and Ontario Regulation 63/09 provide the province's regulatory framework for pesticide management to protect human health and the natural environment. The Ministry of the Environment, through the legislation, regulates the sale, use, transportation, storage and disposal of pesticides. The ministry issues pesticide exterminator, operator and vendor licences. The ministry monitors compliance and enforces the regulation. Mainly through education and training, the ministry provides direction on the responsible use of pesticides and encourages and promotes reduced reliance on pesticides through integrated pest management practices.

1. Exterminator Licence

a) Do I require an Exterminator Licence?

Any person that applies pesticides commercially, or non-commercially on an employer's property, must hold an Exterminator Licence. Commercial pesticide application includes any pesticide application on any property that you don't own or farm and you receive a fee for service.

b) What does an Exterminator Licence allow me to do?

An Exterminator Licence authorizes pesticide use according to the terms and conditions of the licence. There are currently three different types (i.e. Land, Structural and Water) and 15 different classes of Exterminator Licences.

c) How do I qualify/apply for an Exterminator Licence?

To qualify for an Exterminator Licence if you are a new exterminator, you must:

- Complete an approved pesticide certification course through the Ontario Pesticide Training and Certification Program for the type and class of licence(s) you are applying for within the previous 12 months (This includes passing the MOE Core and Licence Category Specific examinations with a mark of 75% or greater);
- Be 16 years of age or older; and
- Have achieved a minimum Grade 10 standing in Ontario or other qualifications considered by the Director under the *Pesticides Act* to be equivalent.

After you have completed certification and training, to apply for an Exterminator Licence you must complete and submit an "Application for a Pesticide Exterminator Licence" to the Ministry of the Environment, Environmental Approvals Access and Service Integration Branch.

To qualify for an Ontario Exterminator Licence if you are already a licensed/certified exterminator in another province, you must:

- Complete the Information Order Form for the purchase of the Ontario exterminator study materials (the Core Manual which contains information relevant to all exterminators and a Licence Category Specific Module which contains information relevant to the licence class you already hold) from Ontario Pesticide Training and Certification, University of Guelph Ridgetown Campus.
- Read and review the study materials that will be sent to you.
- Become knowledgeable about the legislation and regulations that govern the practice of the occupation of exterminators in Ontario. Copies of the *Pesticides Act* and Ontario Regulation 63/09 can be downloaded from <http://www.e-laws.gov.on.ca/index.html>.
- Complete the Ontario Exterminator Signed Statement form from the Ontario Ministry of the Environment (416-327-5519) indicating that you have obtained and are knowledgeable about the relevant training materials.

- Have your home province or territory (the out-of-province regulatory authority) sign and complete the Confirmation of Pesticide Licence Exterminator form indicating that your licence/certification has not expired, or been cancelled or revoked. The form is available from the MOE. Alternatively, the out-of-province regulatory authority can write a letter on their letterhead providing the same information.
- Submit these forms along with a copy of your existing licence/certificate to the Ministry of the Environment's Standard Development Branch.

Contact the Ontario Ministry of the Environment Standards Development Branch at 416-327-5519 for more information and to obtain the forms.

2. Operator Licence

a) Do I require an Operator Licence?

Any person that operates a pesticide extermination business (i.e. obtains a fee for service) in Ontario must hold an Operator Licence from the MOE. If you apply pesticides commercially you must have an Operator Licence or be working for someone that has an Operator Licence.

b) How do I qualify/apply for an Operator Licence?

To qualify for an Operator Licence, you must:

- Hold a valid Ontario Exterminator Licence of any class. In the case of a corporation, the designated official representative must hold a valid Ontario Exterminator Licence of any class;
- Be 18 years of age or older; and
- Have insurance coverage for the pesticide extermination business as outlined in Section 93 of Ontario Regulation 63/09 made under the *Pesticides Act*.

To apply for an Operator Licence, you must complete and submit an "Application for a Pesticide Operator (Business) Licence" to Ministry of the Environment, Environmental Approvals Access and Service Integration Branch. This form is available on the Ministry of the Environment website at <http://www.ene.gov.on.ca/envision/gp/4190e.pdf> or from the Environmental Approvals Access and Service Integration Branch at 1-800-461-6290.

3. Vendor Licence

a) Do I require a vendor licence?

Any person or business that sells federally registered and classified pesticides in Ontario must hold an Ontario Pesticide Vendor Licence. Vendors are licensed based on the class of pesticides they sell.

b) What type of vendor licence do I need?

There are two types of vendor licences – a Limited Vendor Licence and a General Vendor Licence.

A limited vendor can:

- No longer sell Class 8 products
- Sell controlled sales products (Class 7) to any person with conditions
- Sell Classes 5 and 6 products including biopesticides and certain lower risk pesticides to any person.

A general vendor can:

- No longer sell Class 8 products
- Sell controlled sales products (Class 7) to any person with conditions
- Sell Classes 5 and 6 products including biopesticides and certain lower risk pesticides to any person
- Sell Classes 1-4 products to authorized vendors or users.

For information regarding vendor training and certification, please contact University of Guelph Ridgetown Campus, toll free at 1-800-652-8573 or locally at 519-674-1580.

Pesticide Exterminator Certification

If you plan to apply for a new pesticide exterminator licence, you must first certify through Ontario Pesticide Training and Certification, University of Guelph Ridgetown Campus.

I. A Quick Look at the Steps to Certification:

1. **Complete the application form attached and return it with payment of \$165.00** to Ontario Pesticide Training and Certification (OPT&C) University of Guelph, Ridgetown Campus.
2. **Review the study materials** that will be sent to you. You will receive a Core Manual which contains information relevant to all exterminators and a specific Licence Category Specific Manual which contains information relevant to the licence class you applied for.

3. **Schedule for and write the certification examination** at a date and location selected from the list provided to you by OPT&C. The certification examination is multiple-choice and is made up of two parts. Each part is 50 questions long. The Core Manual examination is one-hour, closed book; the Licence Category Specific Module examination is one and a half hours, open book. *(Details come with your study materials.)*
4. **Successfully complete the certification examination** with a pass mark of 75% or greater on both the Core and Licence Category Specific Module examination. You will then receive a letter of certification. You must send a copy of this letter to MOE when you apply for an Exterminator Licence.

- **You must apply to the Ontario Ministry of the Environment for your Exterminator Licence within one year of passing your certification examinations.**
- **The licence fee is \$90 for five years.**

II. Why Certification?

The purpose of certification is to ensure a sound level of competence by **all** exterminators. Professional exterminators must be knowledgeable about:

- safety precautions
- proper use and handling of pesticides
- current Ontario legislation governing pesticide use
- managing pest problems through an integrated pest management approach
- environmental protection, and
- how to read the pesticide label.

III. How do I decide which exterminator certification category I need?

A person that applies pesticides commercially or non-commercially on an employer's property, and is not a technician or trainee requires an Exterminator Licence from the MOE authorizing pesticide use according to the terms and conditions of the licence. The licence you need depends on the type of pest management activity you will do. **The following tables will help you decide which licence class you need.** Certification corresponds to the licence you choose.

Exterminator Licence – Land

| Licence | Pesticides authorized under the licence | Conditions for use |
|------------------------------|---|---|
| Landscape | All pesticides, except fumigant gas. | Use in a land extermination to maintain turf or ornamental plantings on residential, recreational, commercial or public land or to maintain ornamental plants intended for sale, including the following uses: <ul style="list-style-type: none"> • Use on the outside of buildings or structures for the purpose of exterminating pests directly associated with turf or ornamental plantings. • Use for the purpose of maintaining of treed areas not exceeding one hectare in size. • Use for the purpose of maintaining rights of way or easements that are not related to public works. |
| Forestry | Any pesticide that is not a fumigant gas. | Use in a land extermination performed for the purpose of forestry. |
| Industrial Vegetation | All herbicides, insecticides and fungicides, except for fumigant gases. | <ul style="list-style-type: none"> • Use in a land extermination to control vegetation if the extermination is performed for the benefit of a public work or to allow access to a public work. • Use of herbicides to control roots in sewers. • Use of insecticides and fungicides on inground wooden poles only. |
| Agriculture | Any pesticide that is not a fumigant gas, other than for a fumigant gas that contains aluminum phosphide. | <ul style="list-style-type: none"> • Use in a land extermination for agricultural operations. • Use in a structure used for agricultural operations to control pests of farm animals. • Use of aluminum phosphide in groundhog burrows on an agricultural operation to control groundhogs. |
| Aerial | Any pesticide that is registered for use in an aerial application, as stated on the pesticides label. | Use in a land extermination or water extermination (with certain conditions) performed by aerial application. |

Exterminator Licence – Structural

| Licence | Pesticides authorized under the licence | Conditions for use |
|----------------------------------|---|---|
| Fumigation General | <ul style="list-style-type: none"> fumigant gases chloropicrin | Use in any type of fumigation. |
| Fumigation Soil | <ul style="list-style-type: none"> fumigant gases chloropicrin | <p>Use in any of the following:</p> <ul style="list-style-type: none"> A fumigation of soil inside a building with gas enclosed under a covering that suppresses the release of gas. A fumigation of soil that is not inside a building, with gas enclosed under a covering that suppresses the release of gas. <p>No use in fumigation of rodent burrows.</p> |
| Fumigation Commodity | <ul style="list-style-type: none"> aluminum phosphide magnesium phosphide phosphine A mixture of carbon dioxide and any of the following: aluminum phosphide, magnesium phosphide, or phosphine. Insecticides including suspensions in air that are Class 3, 4, 5, 6 or 7 pesticides that are labeled for use in the extermination of pests associated with the commodity being fumigated. | <p>Use in a fumigation of a commodity or other structural extermination of pests associated with a commodity.</p> <p>The commodity must be enclosed in a container including a shipping container, silo, bin, vehicle or vault or under a covering that suppresses the release of gas.</p> |
| Fumigation Vault | <ul style="list-style-type: none"> methyl bromide ethylene oxide carbon dioxide | Use in a fumigation in a vault. |
| Structural | <p>All pesticides (including fumigants and suspensions in air) except for the following:</p> <ul style="list-style-type: none"> fumigant gases chloropicrin termiticides herbicides. | <ul style="list-style-type: none"> Use in a structural extermination, except for an extermination to control pests of plants. <ul style="list-style-type: none"> Use in a land extermination for the control of pests of farm animals on an agricultural operation. Use in a land extermination for the control of mammals, birds or arthropods on or near a waste disposal site within the meaning of the <i>Environmental Protection Act</i>. |
| Termite | <p>All termiticides (including fumigants and suspensions in air) except for the following:</p> <ul style="list-style-type: none"> fumigant gases chloropicrin. | Use in a structural extermination to prevent or control termites. |
| Greenhouse/Interior Plant | <p>All pesticides (including fumigants and suspensions in air) except for the following:</p> <ul style="list-style-type: none"> fumigant gases chloropicrin termiticides. | Use in a structural extermination to control pests of plants growing inside greenhouses and other buildings or structures including the use in areas on or immediately surrounding greenhouses, buildings or structures. |

Exterminator Licence - Water

| Licence | Pesticides authorized under the licence | Conditions for use |
|------------------------------|--|--|
| Aquatic Vegetation | Herbicides | Use in a water extermination for the control of aquatic vegetation/weeds. |
| Mosquito/Biting Flies | Insecticides labelled for use in an extermination of mosquitoes or other biting flies. | Use in a water extermination to control mosquito and other biting fly larva. Use in land extermination of the adult stage of mosquitoes and other biting flies. |
| Fish/Mollusc | Pesticides labelled for use in a water extermination of fish, sea lamprey or molluscs. | Use in a water extermination to control fish, sea lamprey or molluscs. |

What Are the Steps to Certification?

1. How do I apply for certification?

- Fill out the “Application for Pesticide Certification” on the last page of this booklet. Be sure to include your correct address information and telephone numbers.
- Contact Ontario Pesticide Training and Certification if you have any questions. Regular office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Return the completed application form and payment:

By Mail: *pay by cheque, money order or VISA/MasterCard*
 Ontario Pesticide Training and Certification
 University of Guelph Ridgetown Campus
 120 Main Street East
 RIDGETOWN, ON N0P 2C0

By Phone: 1-888-620-9999 *Monday to Friday 8:30 am to 4:30 pm*
By Fax: 519-674-1585 *24 hours a day, 7 days a week or*
By Email: rcoptc@uoguelph.ca *24 hours a day, 7 days a week*

Payment by phone, fax or email must be made with a VISA or MasterCard.

2. How much does certification cost?

Initial Licence Category \$165.00
(consisting of Core Manual and one Licence Category Specific Module)
Each additional Licence Category
(taken within 12 months of passing the initial Core Manual examination)..... \$148.50

- Full payment **must be received** before you will be sent study material and before you can schedule for an examination. Post-dated cheques are not accepted.
- No refunds are given. There is a \$30.00 charge for NSF cheques.

3. What happens after I apply?

- After we receive your application and payment, we will send you the study manuals (Core Manual and Licence Category Specific Modules) for the licence categories you applied for.
- The certification program is designed for you to study at home. Read the study manuals and answer the practice questions at the end of each section.
- Call 1-888-620-9999 to help answer any questions you have regarding certification, licence categories or the course material.

4. What do I do when I have finished studying the manuals?

- When you have finished reviewing the certification manuals, you will need to write the certification examination(s).

5. How do I schedule my examination?

- You will receive a Schedule of Examination Dates with your study manuals. Select your first, second and third examination time/location choices from the schedule.
- You will also receive an “Exam Request Form” with your study manuals. Use this form to schedule the examination time/location you selected. Complete the Exam Request Form and return it by fax, email or mail.
- We must receive your “Exam Request Form” at least two weeks before the examination date you selected.
- Remember, you must schedule and complete your examination within 12 months of the date of your initial application.
- Space may be limited, so schedule your examination early to make sure you are able to write at the time you selected.

6. Will I get confirmation of the examination?

- We will send you a “Notice of Examination” to confirm your examination date, time, and location. If you do not receive this letter at least one week before the examination date you selected, please call 1-888-620-9999.
- If your first choice is full or closed when your Exam Request Form is processed, you will be scheduled for your second or third choice. We will contact you if none of your examination choices are available.
- Check the information on the “Notice of Examination” carefully. Make sure that your personal information on the letter is correct and that it shows the correct Licence Category. If there is an error on this letter, call 1-888-620-9999 immediately.

You must give the “Notice of Examination” to the invigilator at the examination location in order to be permitted to write the examination. If you do not present your “Notice of Examination”, you will not be allowed to write.

7. What do I need to pass the examination?

- You must write and obtain a grade of 75% or more on both the Core Manual Examination and Licence Category Specific Module Examination to obtain Licence Category certification.

8. When will I get my results?

- Your examination results will be mailed from OPT&C within 10 working days of your examination date.
- Examination results cannot be released by telephone, fax or email.
- If you have passed, you must forward a copy of this letter with the licensing application to the MOE to obtain your Pesticide Licence.
- If you fail on your first examination attempt, you have 12 months after your initial examination attempt to rewrite the examination. You are allowed to rewrite twice, if necessary, during the 12 months. You can only attempt the examination twice in any six month period. The examination rewrite fee is \$40.00.
- If necessary, after three attempts you can reapply as a new applicant one year after your initial examination attempt.

9. What other things do I need to know about certification?

- Certification is open to anyone, however to apply for an exterminator licence you must be over 16 years of age, with Grade 10 standing or equivalent.
- If you have any special needs, please make them known when you apply.
- Proficiency in English or French language skills are required to successfully complete the home study program and examination.
- Make a note of your applicant number. To ensure a prompt response to your inquiries, quote this number when you contact Ontario Pesticide Training and Certification.

10. When will I get my receipt for my payment?

- You will receive a receipt in the mail after your payment has been processed.

11. Can I reschedule or cancel my examination time?

- You may reschedule an examination time without a penalty, **only once**. No refunds will be given. You must notify Ontario Pesticide Training and Certification at least 48 hours before your scheduled examination time.
- If you do not write at your scheduled examination time and you have not notified OPT&C, you will forfeit your full certification fee. You will be required to reapply as a new applicant (pay \$165.00) to be eligible for a new examination date.
- Ontario Pesticide Training and Certification may cancel an examination due to weather conditions or other difficulties. This examination will be rescheduled without penalty and we will notify you of the new arrangements.

How Do I Fill Out the Application Form?

Section 1: Personal and Company/Organization Information

- Print clearly in ink.
- Print the information in the boxed areas where requested.
- **Make sure the form is completely filled in or your application will not be processed.**
- Check whether the study material and correspondence should be sent to your home or company address.

☆☆☆ **Your study material (i.e. Core and Licence Category Specific Manuals) will be sent to you by courier. Please make sure you are entering a street address where delivery can be made during the day, as well as a box number or rural route if applicable.**

- Check whether correspondence should be in English or French.

Section 2: Certification Request

- Check the licence category you need.
- You can check more than one if you need certification for more than one licence category.

Use 2(a) to apply for your first certification.

- Check one box for your initial application fee of \$165.00 (includes Core Manual and one Licence Category Specific Module).
- If you want to get more than one licence, you may apply for additional Licence Categories by checking more than one box. The fee is \$148.50 per additional category.

Use 2(b) if you have successfully completed your Core Manual examination in the past 12 months, and you are now applying to write additional Licence Categories.

- Indicate which additional Licence Category you are applying for in this space.

Section 3: Confidentiality

- Please sign the application form to verify that the information you have given is true and correct. Date the form.

Section 4: Payment

- Enter the total amount you are remitting. Mark your method of payment.
- If you choose to use your credit card, accurately fill in your card number, expiry date, and the name on the card.
- Make cheques and money orders payable to "University of Guelph."
- Applications received without payment will not be processed.

Ontario Pesticide Training and Certification: Application for Pesticide Certification

General Enquiries 1-888-620-9999 / 519-674-1575

Section 1 - Personal and Company/Organization Information

Print clearly in ink

| | | |
|---|-------------|------------------------------|
| Name of Applicant (First, Middle, Last) | | Date of Birth (Mon/Day/Year) |
| Home Address (Number, Street, Apt./Unit) | | Home Telephone () |
| City/Town | Postal Code | Home Fax () |
| Home Email Address: | | Work Email Address: |
| Company Name | | |
| Company Address (Number, Street, Apt./Unit) | | Company Telephone () |
| City/Town | Postal Code | Company Fax () |

Send correspondence to my **home** **company** .

Address all correspondence in **English** **French** .

Section 2a - Initial Exterminator Certification being applied for:

➤ Please check one box below for your initial application fee of \$165.00 (includes Core Manual & one Licence Category).

➤ You may also apply for additional Licence Categories by checking additional boxes. The fee is \$148.50 for each additional category, and does not include the Core Manual.

| Land | Water | Structural | Limited |
|--|--|--|---|
| <input type="checkbox"/> Landscape | <input type="checkbox"/> Aquatic Vegetation | <input type="checkbox"/> Structural | <input type="checkbox"/> Fumigation - Commodity |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Mosquito-Biting Flies | <input type="checkbox"/> Greenhouse/Interior Plant | <input type="checkbox"/> Fumigation - Soil |
| <input type="checkbox"/> Industrial Vegetation | <input type="checkbox"/> Fish-Mollusc | <input type="checkbox"/> Termite | <input type="checkbox"/> Fumigation - Vault |
| <input type="checkbox"/> Agriculture | | <input type="checkbox"/> Fumigation - General | |
| <input type="checkbox"/> Aerial | | | |

Section 2b - Additional Exterminator Certification being applied for:

If you have passed your Core Manual Examination within the past 12 months, and you would like to apply for additional Licence Categories, please indicate below which additional category(s) you are applying for. **You must write the additional category examination within 12 months of the date you passed the Core Manual examination.** The fee for each additional category is \$148.50.

Additional Licence Category (specify from List above) _____

Section 3 - Confidentiality

Personal information contained on this form is collected under the authority of the *Pesticides Act*. It will be used to register participants in the Ontario Pesticide Training and Certification Program, issue certificates and provide information updates. The Ministry of the Environment will use the information to monitor compliance of requirements under the *Pesticides Act* and verify certification. Questions about this collection should be directed to Ontario Pesticide Training and Certification, University of Guelph Ridgetown Campus, 1 -888-620-9999 or (519) 674-1575.

I certify that the information given on this form is true and correct.

Signature: _____ Date: _____

Section 4 - Payment (HST Exempt)

| | | |
|--|----------|-------------------------|
| Initial Licence Category (Core Manual and One Module and Examinations) | \$165.00 | Total Payment: \$ _____ |
| Each additional Licence Category (One Module and Examination) | \$148.50 | |

Payment by Cheque Money Order VISA MasterCard Do not send cash. **(No refunds will be issued.)**

Make cheque payable to "University of Guelph".

Credit Card # _____ Expiry Date _____ CVV Code # _____

Cardholder's Name: _____ Cardholder's Signature: _____

Return completed application form and payment to: (Incomplete information may hold up registration.)

**By mail to: Ontario Pesticide Training and Certification,
University of Guelph, Ridgetown Campus, 120 Main St E, RIDGETOWN ON N0P 2C0**

By Fax to: 519-674-1585 By Email to: rcoptc@uoguelph.ca (with Visa/MasterCard payment only)