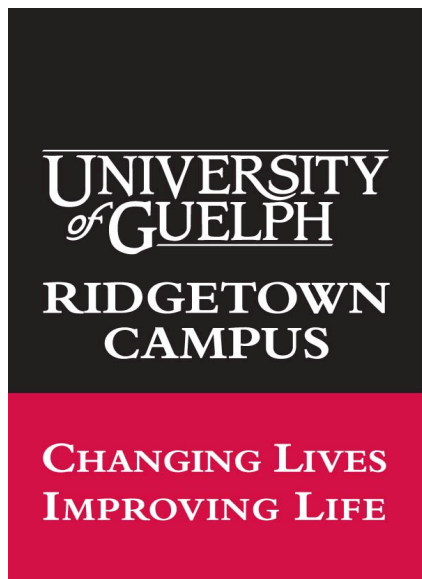


Information Guide & Application Form

How to Become a Technician to Assist a Licensed Exterminator



In cooperation with the:

MINISTRY OF THE ENVIRONMENT
MINISTÈRE DE L'ENVIRONNEMENT



July 2011

About this guide.....

Please read this guide carefully. It will provide you with useful information about how to become a Technician under the Ontario pesticide licensing system, through University of Guelph Ridgetown Campus.

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

**Ontario Pesticide Training & Certification
University of Guelph Ridgetown Campus
120 Main St East RIDGETOWN, ON N0P 2C0**

☎ 1-888-620-9999 or 519-674-1575

☎ 519-674-1585 (fax)

Unlicensed assistants

A person who is hired as an assistant to a licensed exterminator and who has **not** completed the required academic and practical training course is considered a **trainee**.

A trainee assisting a **land, water or structural** exterminator will require **direct** supervision **at all times**.

A trainee who has successfully completed the academic component of the course and received practical training from a licensed exterminator is referred to as a **technician**.

A technician is indirectly supervised by a licensed land, water or structural exterminator based upon at least a once per week site visit. The technician has specific restrictions of duties.

The following table outlines the conditions under which technicians may work, what they can and can not do, what the technician must do and the supervision requirements.

Note: Operators or persons who employ a trainee or a technician, and licensed exterminators who supervise a trainee or a technician, are responsible for the acts and omissions of that person and are liable under Ontario Regulation 63/09 made under the *Pesticides Act* for any misuse or misapplication of a pesticide by the trainee and/or technician

Unlicensed assistants – Technician

What the technician can do	What the technician can NOT do	What the technician must do	What the supervising licensed exterminator must do
<ul style="list-style-type: none"> • mix, load, calibrate equipment or apply a Class 3 pesticide other than a suspension in air, a bird control product, rodenticide or soil fumigant. • use a Class 3 pesticide that is a suspension in air, a bird control product, rodenticide or soil fumigant under direct supervision of a licensed exterminator authorized to use the pesticide. • mix, load, calibrate equipment or apply Class 4, 5, 6, and 7 pesticide products. 	<ul style="list-style-type: none"> • recommend pesticides to a client; • select a pesticide for use in an extermination; • select a method of or rate of application of a pesticide; • use a Class 2 pesticide; or • use a Class 3 pesticide that is a suspension in air, a bird control product, rodenticide or soil fumigant except under direct supervision of a licensed exterminator authorized to use the pesticide. 	<ul style="list-style-type: none"> • request the supervising licensed exterminator enter his/her license number, signature and the date on the written instructions, and • carry or have readily available at any extermination site all written instructions that have been signed / dated by the supervising licensed exterminator in the last thirty days 	<ul style="list-style-type: none"> • provide his or her name to the technician as the person responsible for supervising the technician; • visit the job site at least once per week to observe the use of a pesticide by the technician and document that he or she observed the technician applying pesticides during the weekly site visit by signing off (i.e., signature, name and licence number and date) in the technician's journal or on the work order or invoice for that extermination; • ensure the technician has received necessary training for the specific work that will be performed and carries out exterminations according to the <i>Pesticides Act</i> and its Regulation; and • ensure that a land extermination is not carried out unless all required public notifications are provided.

How to Become a Technician

through Ontario Pesticide Training and Certification

University of Guelph Ridgetown Campus

You are required to successfully complete two parts of pesticide safety training:

- ① an academic course (home study and closed book examination) and
 - ② practical training.
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What Are the Steps to Become a Technician?

① Academic Course Requirement:

1. **Apply to Ontario Pesticide Training & Certification, University of Guelph Ridgetown Campus.** You must send your payment of \$85.00, payable to the University of Guelph, with the application.
2. **Study all of the “Core Manual” which we will send you, and prepare to write the qualifying examination. Once you apply, you have 12 months to write the examination. During this time you are considered a trainee.**
3. **Return your Exam Request Form to Ontario Pesticide Training & Certification to schedule an examination time.** Pick your examination dates from the schedule we send you.
4. **Write the examination.** You must write and successfully complete the Core Manual Examination with a mark of 75 % or greater. You will then receive a Technician Identification Card signed by an official of Ridgetown Campus.

Please note: This Core Manual is the same manual candidates use for exterminator licence certification. Once you successfully complete the Core Manual examination, you are half way to earning your exterminator certification. At anytime during the next 12 months, you can work towards obtaining your exterminator certification through Ontario Pesticide Training & Certification. Call 1-888-620-9999 for more information.

② Practical Training Requirement:

5. **Have a licensed exterminator evaluate your Practical Training.** This is outlined on the Practical Pesticide Safety Training Document, Part I, which will be sent to you with your Technician Identification Card.
6. **When you successfully complete the practical training,** the licensed exterminator will sign, date and list his/her licence number on your Technician Identification Card.
7. **Fax or mail a copy of your signed Technician Identification Card to University of Guelph Ridgetown Campus within 5 working days** to officially register as a Technician. * Do not send the original card - you must keep it with you when you are working.

Renewal Requirements

You must renew your technician status every two years by once again successfully completing the academic and practical training requirements.

Start these steps well before you need to be a technician. You will then have lots of time to learn the information and schedule yourself for a convenient examination time and location. Consider achieving your technician status before you are hired by a company. Be ready to work for your employer.

How Do I Get Started?

1. Complete and Return Your Application

Contact **Ontario Pesticide Training & Certification** at any time throughout the year. Regular office hours at University of Guelph Ridgetown Campus are 8:30 a.m. to 4:30 p.m. If you have any special needs, please tell us when you send in your application.

✉ **By Mail . . . Ontario Pesticide Training & Certification**
University of Guelph Ridgetown Campus
120 Main St East RIDGETOWN, ON N0P 2C0

☎ **By Phone . . . 1-888-620-9999** **Monday to Friday 8:30 am to 4:30 pm**

📠 **By Fax . . . 1-519-674-1585** **24 hours a day 7 days a week**

- Fill out the “Application for Pesticide Technician” in this booklet. Be sure to include correct address information and telephone numbers.
- Pay by cheque or money order made payable to “University of Guelph” or pay by completing the VISA or MasterCard information on the application.
- Applications received without payment will be returned. You will be charged \$30.00 for NSF cheques.
- Payment must be made with a VISA or MasterCard.
- Fill out the “Application for Pesticide Technician” in this booklet. Include your VISA or MasterCard credit card number, name on the card and expiration date.
- Phone us with your completed application and credit card information ready, or fax the completed form.

2. Study Materials and Exam Request Form

As soon as we receive your application form and payment, we will send you:

- the Core Manual
- your Exam Request Form
- a schedule of examination dates

Make a note of your applicant number (it is on your Exam Request Form). Always use this number when you call us.

3. Getting Ready for the Exam

- Review the entire manual and prepare to write the Core Manual examination.
- Call 1-888-620-999 to help answer any questions you have about the information in the Core Manual.

4. Schedule your Examination

- Write your first, second and third choice of examination dates on your Exam Request Form. The dates are on the Exam Schedule that came with the form.
- Fax or mail the Exam Request Form to us at least 10 days before the first examination date you choose.

You must schedule and attempt your examination within 12 months of when you applied (sent us your application and payment) or you will forfeit your fee and you must apply again. During this time you are a trainee and must abide by Ontario Regulation 63/09 made under the *Pesticides Act* with respect to the limitations of a trainee.

5. Exam Confirmation

- 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 5 days before the examination date you requested, please call us at 1-888-620-9999.
- If your first choice is full or closed when your application is processed, you will be scheduled for your second or third choice.
- Check the information on the **Notice of Examination** carefully. Make sure that your personal information on the letter is correct. If there is an error on this letter please call 1-888-620-9999 immediately.
- Keep the **Notice of Examination** in a safe place.

You must give the Notice of Examination to the invigilator in order to be permitted to write the examination. If you do not present the Notice of Examination, you will not be allowed to write the examination. You will also need to provide photo identification.

6. Write the Examination

- The Core Manual Examination is a 50 question, multiple choice, one hour, closed book exam.
- You must write and obtain a grade of 75% or more to pass.
- The examination covers all sections of the Core Manual.

7. Results

- We will send you a letter with your examination results.
- **If you pass** (a grade of 75% or more), you will be issued a **Technician Identification Card**, signed by an official of University of Guelph Ridgetown Campus and dated on the day you wrote the examination. You must now complete the Practical Training Component.
- **If you fail** (a grade of less than 75%), **you have twelve months from your first examination date to rewrite the Core Manual Examination.** During these 12 months, you are allowed to attempt the examination 2 more times. A maximum of 2 examinations (initial examination and any rewrites) may be written within a six month period. You will be charged an exam fee of \$40.00 each time you rewrite. After twelve months you may reapply as a new applicant.

8. Practical Training Component

- You will be sent a **Practical Pesticide Safety Training Document**. A licensed exterminator must fill in **Part I** once you have been hired. The licensed exterminator will require you to demonstrate your practical ability to perform five basic pesticide safety procedures with respect to:
 - the dilution of a pesticide concentrate with a solvent;
 - application of a pesticide based on label directions;
 - shutting down power equipment in the event of a leak;
 - a pesticide exposure, and
 - a spill.

If you are successful, the licensed exterminator will sign, date and include his or her licence number on the **Technician Identification Card** and complete **Part I** of the **Practical Pesticide Safety Training Document** (this document will be a part of the training record kept by your supervising licensed exterminator at your place of employment).

You must fax or mail a copy (not the original) of the Technician Identification Card to Ridgetown Campus within 5 working days of completing the Practical Training in order for you to be officially registered as a Technician.

NOTE:

- ◆ Before a technician can apply any pesticide as an assistant to a licensed exterminator, he or she must be provided with training **specific** to the type of pest management activity, specific pesticide, application equipment and special precautions and safety procedures.
- ◆ Your supervising licensed exterminator must maintain and retain, at the supervising licensed exterminator's place of employment, a record of your training as per Section 48 (1) of Ontario Regulation 63/09 made under the *Pesticides Act*. **Part II and III** of the **Practical Pesticide Safety Training Document** may be used for this purpose.

After you successfully complete the academic component:

- **If you are employed or become employed, you must successfully complete the practical training component within 30 days of employment.**
- **If you are unable to obtain employment, you must successfully complete the practical component within 365 days of passing the Core Manual Examination. If you don't, you must reapply and retake the Core Manual Examination.**

How Much Does the Academic Course Requirement for a Technician Cost?

The fee for the Academic Course Requirement for a Technician includes:

- Core Manual (Study Material)
- Telephone support and information at 1-888-620-9999
- Examination Fees and Marking
- Technician Identification Card and Practical Pesticide Safety Training Document
- All shipping and handling costs

Academic Course Requirement for a Technician	\$85.00
Exam Rewrites for Failures	\$40.00

- Payment must be made by cheque, money order or credit card. We **must receive full payment** before we will send you the Core Manual and schedule you for an examination.
- **No refunds are given.**
- Partial payment and post-dated cheques are not accepted. There is a \$30.00 charge for NSF cheques. **Do not send cash.**

Rescheduling or Cancelling an Examination Time

- You may reschedule an examination time without penalty only **once**.
- No refunds will be given.
- You must notify Ontario Pesticide Training & Certification, University of Guelph Ridgetown Campus at least 48 hours before your scheduled examination time if you want to reschedule.
- If you do not notify Ontario Pesticide Training & Certification, you will lose the full technician fee (\$85.00).

Ontario Pesticide Training & Certification, University of Guelph Ridgetown Campus may cancel an examination due to weather conditions or other difficulties. This examination will be rescheduled without penalty and we will notify all registrants of these arrangements.

When Does My Technician Identification Card Expire?

- Your Technician Identification Card is valid for two years. It will expire 2 years from the date of successfully completing the Core Manual Examination **or** the date of successfully completing the Practical Training Component, whichever is the later date.

Can I complete my Practical Training Component before I do my Academic Component?

- You may take your Practical Training Component first (as soon as you are hired), while you are waiting for an examination date to write your Academic Component.
-

If I am a licensed exterminator, do I need a Technician Identification Card to assist another licensed exterminator performing work not covered by my licence?

- **Yes.** A licensed exterminator may request, **on an individual basis and in writing** to the Director under the *Pesticides Act*, Technician status to enable him to assist another licensed exterminator responsible for an extermination. The licensed exterminator **must provide a copy of the written approval from the Director under the Act to Ridgetown Campus** in order to obtain a *Technician Identification Card*. The licensed exterminator is not required to be examined on the Core Manual nor undergo the practical pesticide safety training component. **The supervising licensed exterminator must provide the specific training, and document this training as required under Section 48 (1) of Ontario Regulation 63/09 made under the *Pesticides Act*.**
 - The *Technician Identification Card* issued to the licensed exterminator is valid for 24 months from the date of issue by Ridgetown Campus.
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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.
- Forms must be completely filled in before your application is processed.
- Check whether correspondence should be sent to your home or company address.
- **Your study material 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: Technician - Academic Course Requirement Request

- Check the technician box on the form.

Section 3: Payment

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

Section 4: Confidentiality

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

Application for Pesticide Technician
 Ontario Pesticide Training & Certification
 University of Guelph Ridgetown Campus
General Information 1-888-620-9999 (519-674-1575) fax: 519-674-1585

Section 1 - Personal and Company/Organization Information (Print clearly in ink)

Name of Applicant (First, Middle, Last)		Date of Birth (Month/Day/Year)
Home Address (Number, Street, Apt./Unit)		Home Telephone (include area code)
City/Town	Postal Code	Home Fax (include area code)

Home Email Address: _____ Company Email Address: _____

Company Name _____

Company Address (Number, Street, Unit)		Company Telephone (include area code)
City/Town	Postal Code	Company Fax (include area code)

Send correspondence to my *home* *company* . Address all correspondence in *English* *French* .

Section 2 - Confidentiality

Personal information contained on this form is collected under the authority of the Pesticides Act, R.S.O. 1990. It will be used by the Ministry of Environment to register participants in the Ontario Pesticide Training & Certification, 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 the Co-ordinator, Ontario Pesticide Training & Certification, University of Guelph Ridgetown Campus (519)674-1575.

I certify that the information given on this form is true and correct. Incomplete information may hold up registration.

Signature: _____ Date: _____

Section 3 - Payment No taxes on fees.

Technician Academic Course Requirement (Core Manual and Exam) \$85.00 Total Payment: \$ _____

Payment by Cheque Money Order **Make cheque payable to "University of Guelph."**
 VISA MasterCard

Credit Card # _____ Expiry Date _____ Name on Card _____

Do not send cash. (No Refunds)

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 (with Visa/MasterCard payment only) OR Email: optc@ridgetownc.uoguelph.ca