

ONTARIO PESTICIDE TRAINING AND CERTIFICATION

INFORMATION GUIDE & APPLICATION FORM

How to Become a Technician to Assist a Licensed Exterminator

Updated 2022

Presented by:



RIDGETOWN
CAMPUS

In cooperation with the:

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la
Protection de la nature et des Parcs



ABOUT THIS INFORMATION 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: [apply on-line](http://ontariopesticide.com/) (ontariopesticide.com/) or return this application form, with your payment by:

Mail: Ontario Pesticide Training and Certification
University of Guelph Ridgetown Campus
120 Main St East, RIDGETOWN, ON N0P 2C0

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

Fax: 519-674-1585

UNLICENSED ASSISTANTS

WHAT IS A TRAINEE?

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.

WHAT IS A TECHNICIAN?

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 cannot 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 supervising licensed exterminator must do
<ul style="list-style-type: none"> • use a Class C pesticide other than a suspension in air, a bird control product, rodenticide or soil fumigant. • use a Class C 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. • use a Class D pesticide product 	<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 B pesticide, or • use a Class C pesticide that is a rodenticide that requires mixing or dilution (e.g. bromethalin) except in the presence of an appropriately licensed exterminator. • Perform a structural extermination using a pesticide that contains 4-amino pyridine, strychnine or zinc phosphide, except in the presence of an appropriately licensed exterminator. • Use specified suspensions in air or specified fumigants except in the presence of an appropriately licensed 	<ul style="list-style-type: none"> • Provide direction and support with respect to the supervisee’s performance of and assistance in exterminations. • 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 Pesticides Act and its Regulation. • Record the specific training in a training record and provide the record to the trainee’s employer to be kept at the employer’s place of employment for at least 2 years after the trainee leaves the

	exterminator. <ul style="list-style-type: none"> Use a Class C pesticide for a use that is indicated as a restricted use on the label. 	employer's employment. <ul style="list-style-type: none"> ensure that a land extermination is not carried out unless all required public notifications are provided.
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STEPS TO BECOME A TECHNICIAN

What are the steps to become a Technician through the Ontario Pesticide Training and Certification University of Guelph Ridgetown Campus?

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

- Academic course requirement, and
- Practical training requirement.

ACADEMIC COURSE REQUIREMENT:

1. Complete the "Application for Pesticide Technician".

Apply on-line or complete the form attached at the end of this document.

Submit with payment of \$105.00 to OPT&C.

Apply on-line at ontariopesticide.com (if paying by VISA or MasterCard)

Mail: Ontario Pesticide Training and Certification
 University of Guelph Ridgetown Campus
 120 Main Street East RIDGETOWN, ON N0P 2C0

Phone: 1-888-620-9999 Monday to Friday 8:30 am to 4:30 pm

Fax: 519-674-1585 24 hours a day, 7 days a week

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

Contact OPT&C if you have any questions. Regular office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

2. Review the study material that will be sent to you.

- As soon as we receive your application form and payment, we will send you the Core Manual.

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

After you apply, you have 12 months to write the exam. If you don't write your exam within 12 months, you will forfeit your application 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.

3. Write the exam.

Online-Exams

- All On-line exams are administered by the Open Ed (Open Learning & Educational Support) office at the University of Guelph. If you select this option when registering with OPTC we will email you a registration link with instructions to register for your On-line exam. **You are not registered until you create an account with the Open Ed office and register for your selected on-line exam date on their registration website.**

In-Person Exams

- We will send you a **Notice of Examination** to confirm your exam date, time and location. If you do not receive this letter at least 1 week before the exam 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 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 it to the invigilator in order to be permitted to write the exam. If you do not present the Notice of Examination, you will not be allowed to write the exam. You will also need to provide photo identification.
- The Core Manual Exam is a 50 question, multiple choice, closed book exam. You have one-hour to complete the exam.
- The exam covers all sections of the Core Manual.
- You must have a mark of 75% or more to pass.

4. Results

- We will send you a letter with your exam 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 exam. You must now complete the Practical Training Component.
- **If you fail** (a grade of less than 75%), you have twelve months from your first exam date to rewrite the Core Manual Exam. During these 12 months, you can attempt the exam 2 more times. A maximum of 2 exams (initial exam and any rewrites) may be written within a six-month period. You will be charged an exam fee of \$75.00 each time you rewrite. After twelve months, you may reapply as a new applicant.

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

PRACTICAL TRAINING REQUIREMENT:

- 1. 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.

You will be required to demonstrate your 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.

- 2. When you successfully complete the practical training,** the licensed exterminator will sign, date and list his/her licence number on your Technician Identification Card. This document will be a part of the training record kept by your supervising licensed exterminator at your place of employment)

- 3. Email 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.

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 Exam. If you do not, you must reapply and retake the Core Manual Exam.

Renewal Requirements:

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

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.

FREQUENTLY ASKED QUESTIONS

How much does the academic course requirement for a technician cost?

Academic Course Requirement for a Technician: \$105.00

Exam Rewrites for Failures: \$75.00

The fee includes:

- Core Manual (study material) and exam-writing fees
- Telephone support and information at 1-888-620-9999
- Technician Identification Card and Practical Pesticide Safety Training Document
- All shipping and handling costs
- Payment must be made by cheque, money order or Visa/MasterCard. We **must receive full payment** before we will send you the Core Manual. **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.**

Can I reschedule or cancel my exam time?

- You may reschedule an exam time without penalty only **once**. No refunds will be given.
- You must notify Ontario Pesticide Training and Certification, University of Guelph Ridgetown Campus at least 48 hours before your scheduled exam time if you want to reschedule.
- If you need to reschedule after you have already rescheduled your exam **once** you will be required to pay a **\$75 Rescheduling Fee**.
- If you do not notify Ontario Pesticide Training and Certification, you will lose the full technician fee (\$105.00).

- We may cancel an exam due to insufficient exam registration, weather conditions or other difficulties. This exam will be rescheduled without penalty to you and we will notify you of these arrangements.

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 exam 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 OPT&C** in order to obtain a *Technician Identification Card*. The licensed exterminator is not required to be examined on the Core Manual or to 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 OPT&C.

HOW DO I FILL OUT THE APPLICATION FORM?

You can also [apply on-line](http://ontariopesticide.com) (ontariopesticide.com) if you are paying by VISA or MasterCard)

Section 1: Personal and Company Information

- Print clearly in ink, in the 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. Include apartment number or building access code if needed.
- Check whether correspondence should be in English or French.

Section 2: Exam Information

- Select your first and second choice of exam location/date from the exam schedule. An exam schedule is available at ontariopesticide.com or toll free at 1-888-620-9999.
- Remember, you must attempt the exam within 12 months of your date of application.

Section 3: Confidentiality

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

Section 5: Payment

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

Application for Pesticide Technician

Ontario Pesticide Training and Certification University of Guelph Ridgetown Campus

General Information: 1-888-620-9999 (519-674-1575) Fax: 519-674-1585

Email: rcoptc@uoguelph.ca

Section 1 - Personal and Company Information (print clearly in ink)

Name of Applicant (First, Middle, Last): _____

Date of Birth (Month/Day/Year): _____

Home Address (#, Street, Apt. /Unit): _____

City/Town: _____ Prov. _____ Postal Code _____

Home Telephone: _____

Home Email Address: _____

Company Name: _____

Company Address (#, Street, Apt. /Unit): _____

City/Town: _____ Prov: _____ Postal Code: _____

Company Telephone: _____

Company Email Address _____

Send correspondence to my home company (Choose One)

Address all correspondence in English French (Choose One)

Section 2 - Exam Information

Please fill in your exam choices below. You must write the Core Manual exam within 12 months of your date of application.

Location:

1st Choice: _____ Date: _____

2nd Choice: _____ Date: _____

If your first choice is not available, you will be scheduled into your second choice. We will notify you which location you are scheduled to write at no later than one week prior to the exam date.

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 and Climate Change 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 and Certification Program, 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. Incomplete information may hold up my registration.

Signature: _____ Date: _____

YOU MUST COMPLETE THE NEXT PAGE

Section 4 –Payment (HST exempt)

Name of Applicant (First, Middle, Last)

Technician Academic Course (Core Manual and Exam): Total Payment: \$105.00

Payment by: (Choose One)

Cheque (payable to "University of Guelph") Money Order VISA MasterCard

Do not send cash (no refunds)

Credit Card # _____

Expiry Date _____ CVV Code # _____

Cardholder's Name: _____

Return completed application form and payment to:

By Mail:

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

By Fax: 519-674-1585 (with Visa/MasterCard payment only)

Incomplete information may hold up registration.

For General Information, call 1-888-620-9999 (519-674-1575)