

# MONTANA PESTICIDE CERTIFICATION EXAMS

## RULES and INFORMATION

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- Photo ID is required and must be furnished upon request.
  - There are no examination time limits.
  - All examinations are closed book. Any materials such as coats, books, note books, backpacks, purses, or other items that are brought to the exam must be placed in accordance with the proctor's instructions.
  - Only battery or solar operated calculators that do not store data are allowed.
  - No other electronic devices are allowed i.e. cell phones, programmable watches, cameras, etc. If any devices are brought to the exam then they must be turned off and placed in accordance with the proctor's instructions.
  - The back of this information sheet is the only scratch paper allowed and it must be turned in along with all other examination materials provided.
  - Once the exam has begun it must be finished. Candidates are not allowed to leave the exam room for any reason.
  - Requests for accommodation of any type must be made in advance to the Montana Department of Agriculture.
  - Failure to follow any examination rule or instruction given by the proctor can result in immediate disqualification.
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- Bring at least two pens or pencils with good erasers and a calculator (available at exam).
- Complete your name, address and all contact information very clearly on the questionnaire adding your email address if available.
- The minimum passing grade is 80% and the results of the exam will be given by phone, email if available, or mailed to the address provided on the questionnaire.
- A copy of your exam results are also kept on file in the Helena main office and at the field office responsible for your county of residence.
- Initially passing exams is only the first step to getting licensed. You will not be licensed until all licensing requirements are met which includes an approved application.
- If you fail an exam once, twice, thrice...
  - 1<sup>st</sup> waiting period is 7 days from 1<sup>st</sup> exam date
  - 2<sup>nd</sup> waiting period is 15 days from 2<sup>nd</sup> exam date
  - 3<sup>rd</sup> waiting period is Jan 1<sup>st</sup> of the next year after the 3<sup>rd</sup> exam date

Montana Department of Agriculture	Email: <a href="mailto:agr@mt.gov">agr@mt.gov</a>
302 North Roberts	Phone: (406) 444-5400
Helena MT 59620-0201	Fax: (406) 444-9493

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## PROCTOR INFORMATION

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- Examinations may be proctored outside of Montana by another state lead agency that is responsible for licensing pesticide applicators or dealers or by an extension office. Other arrangements such as the Montana State University extension offices are reviewed on a case by case basis.
- Some exams and materials can now be sent electronically, please inquire if desired.
- Exam materials in your custody must be kept secure at all times; not left unattended; limited to authorized staff and the applicant.
- Exam materials cannot be destroyed, scanned, photographed or copied in any manner, except as noted for electronic exchanges, without the express written consent of the Montana Department of Agriculture (MDA).
- The exam content is not to be read to or discussed with any candidates for any purpose.
- The exam proctor must be present during the exam at all times ensuring the integrity of the exam and that all rules have been followed.
- The exam proctor is authorized to disqualify any candidate for failure to adhere to any examination rule.
- All exam materials are to be collected and returned to MDA at the end of the exam.
- For exam materials that are exchanged electronically:
  - MDA will send PDF files of the exam documents to be printed.
  - Proctors will return the exam questionnaire(s) and answer sheet(s).
  - Upon confirmation of receipt at MDA, all exam materials are to be destroyed.
- Montana does not charge any fees related to examinations nor have any involvement with fees that may be required for the services of proctors outside of MDA.
- All examination materials are to be returned to:

Postal service	Email & Fax
Pesticide Licensing Montana Department of Agriculture 302 N Roberts Street Helena MT 59620-0201	<a href="mailto:dreimer2@mt.gov">dreimer2@mt.gov</a>  406-444-9493