The Minnesota Department of Agriculture (MDA) uses certification exams to verify a person possesses a minimum level competency to apply pesticides safely, properly, and qualify for an applicator exam. Rochester Community & Technical College (RCTC) administers MDA Exams.

All candidates testing at RCTC are required to:
1. Pay all required MDA License Application Fees, payable to MDA and
2. Pay an Administrative Fee, payable to RCTC

Payments can NOT be combined, as MDA issues the license and RCTC administers the exam.

If you are interested in taking the Pesticide Applicator Certification Exam review this entire document, then follow the steps outlined below:

☐ Step 1 – Choose Pesticide Applicator license type and category

☐ Step 2 – Complete the MDA Pesticide Applicator License Application and Pay License Application Fees

☐ Step 3 – Sign up and pay for testing

☐ Step 4 – Prepare for the exam

☐ Step 5 – Be at RCTC on time with required documents and fees

**Step 1: Choose Pesticide Applicator license type and category**
Commercial and Noncommercial Pesticide Licenses are issued for specific use categories. MDA’s Pesticide Applicator Licensing webpage can help applicants identify the categories they need. Go to [http://www.mda.state.mn.us/en/licensing/licensetypes/pesticideapplicator.aspx](http://www.mda.state.mn.us/en/licensing/licensetypes/pesticideapplicator.aspx) MDA Licensing and Certification office can be contacted at pesticide.licensing@state.mn.us or 651-201-6615.

All pesticide applicators need to be licensed in and pass the Category A – Core exam. At least one other license category and passing exam is needed. Passing scores are 70%.

Continue to Step 2

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1 No Structural Pest Control Applicator (SPCA) License Exams or Commercial Animal Waste Technician (CAWT) Licenses will be offered at RCTC.
Step 2: Complete the MDA Pesticide Applicator License Application and pay License Application Fees
Fees vary and are based on type of Pesticide Applicator License.

Online Application - Credit Card Payment
Complete the MDA license application form and pay the application fee, at http://www.mda.state.mn.us/ and click on Apply/Renew a License. Upon completion of the online application and payment, print your receipt and bring it with you on the day of the exam.
Anyone without a receipt will not be allowed to test, NO EXCEPTIONS.

In-Person or Mail-in Application – Check Payment
Bring the completed application and check (payable to MDA) to the RCTC-BWE office. CHECKS ONLY, cash or credit card will not be accepted. To print MN Pesticide Applicator License Application forms from the web, go to http://www.mda.state.mn.us/en/licensing/licensetypes/~/media/Files/licensing/chemicals/ag03030commnoncomm.ashx

Hard copies of the forms are also available at the RCTC-BWE testing office at the Heintz Center 1926 Collegeview Road SE, Rochester MN 55904 (Office hours: Monday – Friday 8 am – 4 pm). MN Pesticide Applicator License Application forms and fee payments can also be mailed to MDA, 625 Robert Street North, St. Paul MN 55110-2538. Bring a copy of the application and check to the testing session to verify completion and payment.
In-Person – Check Payment ONLY
Bring the materials from step 2, (MDA application and MDA check payment) and your $30.00 check to RCTC- BWE office during our regular office hours, Monday - Friday, 8 am – 4 pm. Our office is located at the Heintz Center 1926 Collegeview Rd SE, Rochester MN 55904. Please note it will take 10 – 15 minutes to get you registered for the exam.

Parking Tip: When registering, park on the west side of the building and enter through doors marked H14, HC 107 is located directly across this entrance. On the exam date park on the east side of the building and enter through the door marked H9. Signs directing participants to the classrooms will be posted throughout the building.

Continue to Step 4

Step 4: Prepare for the exam
Obtain study materials from the UMN Bookstore by phone at 612-627-0108 or online at http://www.extension.umn.edu/pesticides/pat/orderform.pdf.

It is recommended that testers read the study material, then study learning objectives, terms to know and example questions that are in the manual chapters. The most common reason given for not passing an exam is not studying.

All exams are multiple choice; a passing score for all exams is 70%. MDA allows exams to be taken up to 3 times a year. RCTC charges for each exam session.

Continue to Step 5

Step 5: Be at RCTC on time with required documents and fees
On the date of the exam you are required to bring/abide by following:

- Arrive by 8:15 am (15 minutes early) – signs directing you to the classroom will be posted
- Bring MDA Receipt
- Bring RCTC Receipt
- Bring Valid Picture ID

Failure to bring the required items will result in you being dismissed form the exam and you will lose you RCTC administrative fee.

Walk-in Process
If there is space available, you may register and pay for an exam the same day. Call 507-280-3157 at least 1 business prior to the exam date, to check availability.

You must bring the following items with you, 30 minutes prior to the exam start time for processing:
- MDA Online Confirmation Page or Application and Check
- RCTC Fee Receipt or $30.00 check
- Valid Picture ID
Finding the RCTC Heintz Center
For a detailed map and driving directions go to:
http://www.rctc.edu/campustour/getting-to-ucr.html
Scroll down to “Directions to Heintz Center"

Driving Directions to the Heintz Center 1926 College View Road SE, Rochester, MN 55904:

**HWY 52 Southbound:** Exit at 41st STREET exit to access 37th STREET NW (turns into East Circle Drive and County Road 22) and travel east through the intersection of US 63. Before the County Road 9 intersection (stop light), merge right onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.

**HWY 63 Southbound:** Exit (left) at 37th STREET NW (turns into East Circle Drive and County Road 22). Follow directions above.

**HWY 63 Northbound:** Exit at HWY 14 East (also known as 12th Street) and travel east. Turn left at 15th Avenue SE/Marion Road intersection. Follow 15th Avenue to 4th Street and turn right onto 4th street. At 4-way stop, turn right and then left into parking lot of Heintz Center.

**I-90:** Exit at HWY 63 North and follow instructions above.

**HWY 14 Westbound or Eastbound:** Exit at County Road 22 (30th Avenue) and follow to County Road 9 intersection. Turn left onto Country Road 9 (College View Road). Take a left at the 4-way stop sign and another left into the parking lot of Heintz Center.

**Parking Tip:** When registering, park on the west side of the building and enter through doors marked H14. HC 107 is located directly across this entrance. On the exam date park on the east side of the building and enter through the door marked H9.

*Updated: 01/10/2012*
RCTC Testing Policies

1. Testing policies
2. Student Code of Conduct
3. Frequently Asked Questions
4. Exam Day Checklist/Required items

1. **Testing Policies**
   Failure to adhere to any of these policies may result in you not being able to test and loss of your RCTC registration fee. If you have any questions, call 507-280-3157. MDA has reviewed and approved RCTC’s testing policies.

- Lateness – If you arrive late for your exam, you will NOT be admitted to the exam room and you will be responsible for the entire exam fee.

- Electronic Devices – Cell phones or any other electronic devices are not permitted in the test room. If a cell phone is brought into the exam room it must be turned in to the test proctor at the beginning of the exam.

- Guest/Visitors – No guest, visitors, or children are allowed at the test site.

- Student Code of Conduct - During your exam you must abide by RCTC’s Student Code of Conduct. Violation of the student code of conduct may result in disciplinary action. You may request a copy of the student code of conduct at any time in HC 107.

2. Code of Conduct: Statement of Understanding

As participants in the MDA applicator License exam, you are considered members of the Rochester Community and Technical College academic community. The Rochester Community and Technical College Student Conduct Code apply to all aspects of the exam. I understand that when I participate in the State License Exam at Rochester Community and Technical College, I take upon myself certain responsibilities and obligations, including satisfactory performance and social behavior consistent with the lawful purposes of the college.

I recognize and understand that conduct is an integral part of the educational process. The conduct norms expected of me are those of common decency, decorum, recognition of and non-infringement upon the rights and property of others and the college.

I further understand the following are examples of unacceptable conduct (including but not limited to) and subject to disciplinary action by the college including dismissal from the exam:

- Use or threatened use of violence, either verbal or written
- Assaulting, striking, or in any way threatening or causing physical harm to another; including but not limited to fighting, extortion, interference or obstruction and attack with a weapon
- Any conduct which constitutes a serious danger to any person’s health, safety or personal well being
- Use of profanity or obscene language toward college staff or other participants
- Disobedience or insubordination to all college personnel
- Coming to the college under the influence of alcohol, drugs or other controlled substances except as prescribed by a physician

*Updated: 01/10/2012*
Harassment and abuse directed toward individuals or groups, whether discriminatory or nondiscriminatory
Violation of local, state or federal law
Other acts of conduct, as determined by the college, which endangered property, are disruptive of the educational process or are dangerous or detrimental to participants, college personnel and other persons

Cell phone use including text messaging, during the exam is prohibited. Cell phones will be collected by the evaluator at check-in and returned to the student upon completion of the exam. We strongly recommend you leave your cell phone at home or in your vehicle.
Sharing any contents of the written and skills testing or your results of the testing with another student. It is the responsibility of RCTC and the student to keep all contents of the testing confidential.

I have read the above Code of Conduct and understand that failure to comply with the Code of Conduct may result in disciplinary action.

3. Frequently Asked Questions

How will I receive my result?
All exams are scored by the MDA office in St. Paul. Testers who pass will receive their license identification card in the mail. Persons who fail will be notified by letter from the MDA office. No results will be provided over the phone.

When will I receive my results?
Usually within a few weeks; applying online usually speeds up the application process. If you have licensing questions, contact MDA’s Licensing and Certification office at 651-201-6615 or pesticide.licensing@state.mn.us.

What if I can’t test on the date I chose?
Call RCTC at 507-280-3157, or stop by our office HC 107 (Heintz Center) to cancel or transfer your registration.

What if I can’t test on the date I chose due to illness?
Contact the RCTC office immediately, 507-280-3157, to transfer test date.

What if I forget my ID or do not have a picture ID the day of the test?
You will NOT be allowed to take the test and will be charged the full RCTC fee for the test.

What if I forget my MDA receipt?
You will NOT be allowed to take the test and will be charged the full RCTC fee for the test.

What behavior/actions are considered violations, to the Student Code of Conduct?
- Use or threatened use of violence, either verbal or written,
- Use of profanity, obscene language, harassment, bullying or abuse toward college employees, other students, or guest
- Sharing any contents of the exam with another participant

What if I still have questions?
For testing dates at RCTC, call the RCTC office at 507-280-3157, or stop by our office HC 107 (Heintz Center). Our office is open Monday – Friday, 8 am – 4:00 pm.

For Licensing and Certification questions, call MDA at 651-201-6615 or email to pesticide.licensing@state.mn.us.
4. **Exam Day Checklist**

**Required Items**
- Arrive 15 minutes early – by 8:00 or 8:15 am. Signs directing you to the room will be posted throughout the building.
- MDA Online Confirmation Page or Application and Check.
- RCTC Fee Receipt or $30.00 check
- Valid picture ID
- Leave study manuals, books, purse/bag, cell phone, or other electronic devices at home or in your vehicle

**Suggested Items**
- Two #2 pencils with erasers
- Basic function calculator (can’t use calculator on electronic devices or cell phones)
- Sweater or wrap for temperature changes