



Pearson  
VUE



# Nebraska Agriculture

**Candidate Handbook**

December 2016

# QUICK REFERENCE

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## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains important information regarding eligibility and the examination and licensing application process.

### Making an exam reservation (details on page 1)

Candidates may make a reservation by:

- Visiting <http://pearsonvue.com/ne/agriculture>
- Calling Pearson VUE

Candidates should make a reservation on the Web or by phone at least twenty-four (24) hours before the desired examination date. **Walk-in examinations are not available.**

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## SCHEDULES & FEES

### Test Center locations

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules. Additionally there are links to many more available test centers at [www.pearsonvue.com](http://www.pearsonvue.com).

### Exam fees

Candidates must pay the examination fee of \$55 per exam at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy* (page 2).**

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## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination proper identification, and other materials as dictated by the state licensing agency. A complete list appears in *What to Bring* (page 3).

### Exam procedures

Candidates should report to the test center at least **thirty (30)** minutes before the examination begins to complete registration. Each candidate will leave the test center with an official score report in hand.

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE Nebraska Agriculture

Attn: Regulatory Program  
5601 Green Valley Dr.  
Bloomington, MN 55437

**Phone**  
(800) 237-7136

**Email**  
[pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

**Website**  
[www.pearsonvue.com](http://www.pearsonvue.com)

## STATE LICENSING INFORMATION

Candidates may contact the Nebraska Department of Agriculture with questions about obtaining or maintaining a license after the examination has been passed.

### Nebraska Department of Agriculture

301 Centennial Mall South  
PO Box 94756  
Lincoln, NE 68509-4756

**Phone**  
(402) 471-6852

**Email**  
[AGR.Pesticide@nebraska.gov](mailto:AGR.Pesticide@nebraska.gov)

**Website**  
[www.nda.nebraska.gov/pesticide](http://www.nda.nebraska.gov/pesticide)

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# OVERVIEW

## **The candidate handbook is a useful tool in preparing for an examination.**

It is highly recommended that the Nebraska Pesticide Applicator handbook be reviewed before taking the examination.

## **Individuals who wish to obtain a pesticide applicator license in Nebraska must:**

### **1. Make a reservation and pay the fee.**

Make a reservation online at [www.pearsonvue.com](http://www.pearsonvue.com) or by phone at (800) 237-7136 with Pearson VUE for the examination.

### **2. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials. (See page 3.)

### **3. Apply for a license.**

Commercial applicators will be mailed a billing postcard after passing the General Standards as well as at least one category exam.

Noncommercial applicators will be mailed their license after passing the General Standards exam as well as at least one category exam.

# INTRODUCTION

## **CONTACT INFORMATION**

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available Monday – Friday, 7:00 a.m. – 10:00 p.m. CT, Saturday, 7:00 a.m. – 4:00 p.m. CT, and Sunday, 9:00 a.m. – 3:00 p.m. CT; closed on local holidays.

Please visit [www.pearsonvue.com/ne/agriculture/contact](http://www.pearsonvue.com/ne/agriculture/contact) for further information.

Candidates may contact the Nebraska Department of Agriculture with questions about obtaining or maintaining a license.

### **FOR EXAMINATIONS**

#### **PEARSON VUE/NEBRASKA AGRICULTURE**

Attn: Regulatory Program Coordinator  
5601 Green Valley Dr. Bloomington, MN 55437

#### **Phone**

(800) 237-7136

#### **Website**

[www.pearsonvue.com](http://www.pearsonvue.com)

#### **Email**

[pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com)

### **FOR STATE LICENSING**

#### **NEBRASKA DEPARTMENT OF AGRICULTURE**

301 Centennial Mall South  
PO Box 94756  
Lincoln, NE 68509-4756

#### **Phone**

(402) 471-6852

#### **Email**

[AGR.Pesticide@nebraska.gov](mailto:AGR.Pesticide@nebraska.gov)

#### **Website**

[www.nda.nebraska.gov/pesticide](http://www.nda.nebraska.gov/pesticide)

## **A MESSAGE FROM THE DEPARTMENT**

The Pesticide Program is responsible for regulating the distribution, storage, and use of all pesticides in the state of Nebraska. The goal of the pesticide program in meeting its statutory responsibilities is to protect the citizens of Nebraska and the environment from the harmful effects of pesticides by ensuring these products are handled, stored, and used properly, safely, and effectively. To carry out this goal, the pesticide program has made education and training a priority combined with a vigorous inspection and enforcement program.

# GENERAL GUIDELINES

## THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard. The state of Nebraska has retained the services of Pearson VUE to develop and administer its pesticide applicator licensing examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

## OVERVIEW OF LICENSURE

Pesticide applicator licensure is actually a two-step process. The first step is to pass the required examinations for the type of work an applicator does. All commercial and non-commercial applicators must pass the General Standards exam as a demonstration of core competency. All applicators must then pass at least one category examination that demonstrates competency in the specialty of pesticide application they are engaged in, or intend to engage in. Once the General Standards and one category examination are passed the applicator is considered “certified”. This is not the same as “licensed”, which requires payment of a licensing fee set by the Nebraska Pesticide Act. Once the application and license processing fee is paid (in the case of non-commercial applicators there is no fee), the pesticide applicator license is issued for a period of three years, expiring on April 15<sup>th</sup> in the third year after the exams were passed.

## LICENSING REQUIREMENTS

**To qualify for a Nebraska pesticide applicator license, you must:**

- Pass the examinations required by statute
- Be at least 16 years old
- Be a legal citizen of the United States or provide the Department of Agriculture with USCIS documentation upon request
- Remit the license fee (commercial applicators only)

# EXAM RESERVATIONS

## ONLINE RESERVATIONS

Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go to <http://www.pearsonvue.com/ne/agriculture/> to make a reservation for an examination online. First time users are required to create an account. The candidate needs to fill in all required fields –which are preceded by an asterisk (\*) – on the online form in order to create an ID and be assigned a password. Simple step-by-step instructions will lead the candidate through the rest of the examination reservation process.

An online reservation **must** be made at least twenty-four (24) hours before the desired examination date.

## PHONE RESERVATIONS

Candidates may call Pearson VUE at (800) 237-7136 to make a reservation.

PEARSON VUE HOURS	
Central Time	Mountain Time
Monday – Friday 7 a.m. – 10 p.m.	Monday – Friday 6 a.m. – 9 p.m.
Saturday 7 a.m. – 4 p.m.	Saturday 6 a.m. – 3 p.m.
Sunday 9 a.m. – 3 p.m.	Sunday 8 a.m. – 2 p.m.

**Before calling, candidates should have the following:**

- Legal name, residence address, daytime telephone number, and date of birth
- The names of the examinations
- The preferred examination dates and test center locations (a list of test centers appears on the back cover of this handbook)

Candidates are responsible for knowing which examination they need to take. Pearson VUE representatives are not able to provide guidance on which examination a candidate should take. If you are unsure of which examination you should take, please call the Nebraska Department of Agriculture at (402) 471-6852 and ask for the Applicator Certification Specialist. A Pearson VUE representative will help candidates select a convenient examination date and location and will answer questions. The reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation must do so at least twenty-four (24) hours before the desired examination date.

## EXAM FEES

The examination fee must be paid at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*. The fee for each exam is \$55.

## Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at <http://www.pearsonvue.com/vouchers/pricelist/neag.asp> by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate Voucher as the payment method and provide the voucher number. All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.

Vouchers expire 12 months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

## CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 237-7136 forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation, or may request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate, while refunds for vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

## ABSENCE/LATENESS POLICY

Candidates should arrive thirty (30) minutes before their scheduled examination. For example, if the examination start time is 8:00 a.m. the candidate should arrive at the test center at 7:30 a.m. Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

Candidates who are absent and fail to change or cancel their reservation according to the *Change/Cancel Policy* will forfeit the examination fee. Candidates who are late will not be admitted to the examination and will forfeit the examination fee.

## WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

## ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time – additional 30 minutes

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

**NOTE:** Candidates for whom English is a second language (ESL) may request additional time for the examination by sending the *English as a Second Language (ESL) Request Form* (found in the back of this Candidate Handbook) to Pearson VUE. Candidates **MUST** include a letter from either his/her English instructor or sponsoring company (on official letterhead if from a company) stating that English is not the candidate's primary language.

Candidates should not attempt to make a reservation until after they have been notified by Pearson VUE via email that their request for additional time has been approved. The length of the examination will be extended by 30 minutes. **NOTE: NO OTHER accommodations will be granted for ESL.**

The approval of additional time will be for one (1) year from the date of the request for the level you have requested.

# EXAM DAY

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## WHAT TO BRING

### Required Materials

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

Candidates who have changed their names must provide written documentation of the change. This documentation may be a copy of a marriage license, divorce decree or other official document.

**Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.**

Note: You will not be permitted to bring your own calculator into the testing room.

### Acceptable Forms of Candidate Identification

Candidate must present **two (2)** forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued, photo-bearing with a signature and the secondary identification must contain a valid signature. Identification must be in English.

#### Primary ID (with photograph and signature, not expired)

- Government-issued Driver's license
- U.S. Department of State Driver's license
- U.S. Learner's permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

#### Secondary ID (with signature, not expired)

- U.S. Social Security card
- Debit (ATM) or Credit card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. The examination will end automatically when the examination time has expired, and candidates will leave the test center with their official scores in hand.

## ABOUT THE EXAM

All Nebraska Department of Agriculture Pesticide Applicator examinations are given in a multiple choice format dealing with basic pesticide knowledge for the General Standards exam, and category-specific knowledge for the category exams.

Through standardization and control, Pearson VUE ensures that no individual has an unfair disadvantage or advantage because of a particular examination format.

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity. If there is sufficient cause to question the score, Pearson VUE will refer the matter to the Department, which will make the final decision on whether or not to cancel the score.

The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying

fraud. If it is determined that a score has questionable validity, the Department will be so notified and will determine whether the candidate's scores will be released.

## SCORE EXPLANATION

A passing score of 70% or greater must be achieved to pass any of the Pesticide exams.

## DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report from Pearson VUE either by calling (800) 237-7136 or by completing the form in the back of this handbook.

## RETAKE THE EXAM

Reservations for reexamination are not made at the test center. **Candidates must wait one (1) day before scheduling a reexamination.**

## QUESTIONS OR COMMENTS ABOUT THE EXAM

For security reasons, examination material is not available to candidates for review. Candidates who have questions, comments, or concerns about the examinations should direct written inquiries to Pearson VUE's address provided on the inside front cover of this handbook.

In all correspondence, candidates should provide their name and address information. If questions or comments are concerning an examination already taken, candidates should also include:

- The name of the examination
- The date the examination was taken
- The location of the test center

## TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**

- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes, from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.



# DUPLICATE SCORE REQUEST FORM

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Use this form to request that Pearson VUE send a duplicate copy of your score report to you.

**There is no fee for duplicate score report requests.**

Please print or type all information on this form and either email or mail your request to Pearson VUE. It is strongly suggested that you email your request to [pearsonvuecustomerservice@pearson.com](mailto:pearsonvuecustomerservice@pearson.com); however if you are unable to email, please mail your request to:

Pearson VUE  
**NEBRASKA AGRICULTURE**  
DUPLICATE SCORE Request  
5601 Green Valley Drive  
Bloomington, MN 55437

I hereby authorize Pearson VUE to send me at the email address below a duplicate of my score report.

Signature	Date
Name	
Email Address	

If you do not have a valid email address please include your physical mailing address below.

Address		
City	State	ZIP

If the above information was different at the time you tested, please indicate original information below.

Name		
Address		
City	State	ZIP

Exam Taken	
State in which exam was taken	Date Taken
Date of Birth	

# ENGLISH AS A SECOND LANGUAGE (ESL) REQUEST FORM

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**Note: Only candidates who require additional examination time for ESL should use this form.**

Candidates for whom English is a second language (ESL) may request additional examination time.

Candidates who wish to request additional time for ESL should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 2 of the candidate handbook.

**All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.**

**PLEASE PRINT CLEARLY**

Date:		
Last Name:		
First Name:		M.I.:
Address:		
City:	State:	ZIP:
Daytime Telephone:		
Email address:		
Examination Name:		
<input type="checkbox"/> English as a second language	<input type="checkbox"/> Additional time	
<p><b>Candidates should contact Pearson VUE with questions about additional time.</b> <b>PEARSON VUE SPECIAL ACCOMMODATIONS/ESL</b> 5715 West Old Shakopee Road • Bloomington, MN 55437 Phone (800) 466-0450 • Fax (610) 617-9397</p>		

# GENERAL INFORMATION

**CANDIDATES MAY CALL (800) 237-7136 TO MAKE AN EXAM RESERVATION.**

Go to <https://www3.pearsonvue.com/testtaker/registration/SelectTestCenterProximity/NEAG/914425>  
for more information on test center locations.

TEST CENTERS		
CITY	LOCATION	SCHEDULE
<b>Pearson Professional Centers</b>		
Lincoln	Pearson Professional Center, Lincoln	2 days per week
North Platte	Pearson Professional Center, North Platte	1-2 days per week
Omaha	Pearson Professional Center, Omaha	2-3 days per week
<b>Third Party Sites</b>		
Columbus	Central Community College	Varies
Grand Island	Central Community College	Varies
Lincoln	Southeast Community College	Varies
McCook	McCook Community College	Varies
Norfolk	Northeast Community College	Varies
North Platte	Mid-Plains Community College	Varies
Omaha	IT4E Training Services	Varies
Omaha	New Horizons Computer Learning Center	Varies
Scottsbluff	Western Nebraska Community College	Varies

*Locations and schedules are subject to change.*

AVAILABLE EXAMS		
00 General Standards	07 Right-of-Way	09 Public Health Pest Control
01 Agricultural Plant Pest	08 Structural Pest	11 Fumigation
04 Ornamental and Turf Pest	08W Wood Destroying Organisms	12 Aerial Pest

## PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving	