



HOW TO RENEW YOUR COMMERCIAL APPLICATOR CERTIFICATION

PESTICIDE AND FERTILIZER PROGRAM

AUGUST 2015

There are three ways to renew commercial applicator certification:

1. **Attend training** during your current certification period and **you must return your renewal application and fees to KDA**. You can also renew instantly through our [online portal](#). See [approved recertification training programs](#) listed on the [Recertification Training Schedule](#).
2. **Retest** in October to December of the year your certification expires. [Exam Schedule](#) is on the KDA web site.
3. **Reciprocate** from MO, NE, OK, TX, MN IN in some categories if you are an out-of-state resident, wait for renewal mailing.

RENEWAL BY TRAINING. Training is counted in recertification credit hours where 50 – 60 minutes of training equals one recertification credit hour.

HOW MANY RECERTIFICATION CREDIT HOURS DO I NEED?

You will need training in each subcategory of certification you are certified in and 1 core hour.

Subcategories are 1A, 1B, 1C, 1D, 3A, 3B, 3C, 5S, 7A, 7B, 7C, 7D, 7E, 7F, 9A.

Look below for the subcategories or categories (2, 4, 5, 6, 8,10) you are certified in.

1A – Agricultural Plant 3A – Ornamental 3B – Turf 6 – Right-of-Way 7A – Wood-Destroying 7B – Stored Products 7C – Industrial weed	7D – Health-Related 7E – Structural 8 – Public Health 9A – Noxious Weed 9B – Regulated 10 – Demonstration and Research	Certified in these subcategories? You need: 1 core hour and 7 pest management hours for each subcategory of certification
---	---	--

1B – Agricultural Animal 1C – Wildlife Damage 2 – Forest 3C – Interior Landscape 5 – Aquatic	Certified in these subcategories? You Need: 1 Core hour and 5 pest management hours for each subcategory of certification
--	--

1D – Stump Treatment 4 – Seed Treatment 7F – Wood Preservation 5S – Sewer Root	Certified in these subcategories? You need: 1 core hour and 3 pest management hours for each category
---	--

HOW MANY CORE HOURS DO I NEED?

You need only 1 core hour in a certification period, regardless of how many subcategories you are certified in. If you are certified in 3A, 3B and 7E, you only need one core hour if the Core Hour was attended **within the 3 year certification period of each subcategory.**

HOW DO I FIND TRAINING OR THE EXAM SCHEDULE?

Visit our [online portal](#) to view a list of approved training programs and more.

Recertification Training Schedule. Check the website frequently throughout each year. If you find training not listed on the web site, contact the program sponsor and ask them to send the program to KDA for approval in advance of the training dates. KDA requires prior approval of all programs. You may also contact extension, trade associations, etc. to ask about training.

[Exam schedule](#)

WHEN CAN I ATTEND TRAINING?

You may attend training anytime during your certification period and all hours are added up for each subcategory until your certification expiration date. Each time you renew your certification, you start a new 3 year certification period. Any extra training hours accumulated during a certification period are not carried forward into your next 3 year certification period.

HOW DO I KNOW HOW MANY HOURS I HAVE ATTENDED?

Save the attendance forms you receive at training sessions and keep track of your hours throughout your certification period. Keep in mind when your certification expires. You may also visit the online portal to [view your current certification credit hours](#). If there are any discrepancies, please contact KDA immediately.

HOW WILL KDA KNOW HOW MANY HOURS I HAVE?

All training sponsors of approved training will send attendance forms to KDA after each program. Write your name clearly on attendance forms and use the same name as on your certification card. Bring your individual commercial certification number to training sessions.

HOW MANY TRAINING HOURS DO I NEED? I AM CERTIFIED IN:

3A and 3B → 1 core hour, 7 hours in 3A and 7 hours in 3B

1A, 1B and 1C → 1 core hour, 7 hours in 1A, 5 hours in 1B and 5 hours in 1C

6 and 9A → 1 core hour, 7 hours in 6, 7 hours in 9A

Category 10:1A → 1 core hour, 7 hours in 1A

BRING YOUR COMMERCIAL CERTIFICATION NUMBER TO EACH TRAINING SESSION

Have your certification number when calling and at training sessions. Make sure your renewal application and recertification fees are received by KDA before Dec. 31 of the year your certification expires to maintain continuous certification. For those who attended complete training during their certification period, the application form and fees will be accepted for 30 days following the certification expiration date. Training sponsors do not collect KDA renewal fees or applications and any fees charged for training are separate from the fees due to KDA. You must return your KDA renewal application and fees to KDA.