

# How to Obtain a Private Applicator License

## STEPS TO BECOMING A PRIVATE PESTICIDE APPLICATOR

**Step 1:** Complete a Private Pesticide Applicator training session **FIRST**.

- Contact your local county extension agent for in-person training opportunities; cost varies, you may have to purchase your materials via mail in order form ([PA-1405](#)) (attached for your convenience) or call (979) 845-1099 to order over the phone with a Master Card or Visa.
- OR register online for a training session at <https://agrilifelearn.tamu.edu/product?catalog=AGCH-015>; fee is \$75; all materials provided\*

**Step 2:** Upon completion of the training, a Training Verification form (D-1411) will be provided to the applicant (form provided by County Extension Agent or trainer).

- Applicant keeps yellow copy, original white copy should be mailed to the Texas Department of Agriculture (TDA) with the Private Pesticide Applicator License Application form PA-400P.

**Step 3:** The applicant needs to obtain a hard copy of the Private Pesticide Applicator license application form ([PA-400P](#)). (Attached for your convenience)

**Step 4:** Submit the completed Private Pesticide Applicator application form (PA-400P) license fee of \$100, and the white (original) copy of the Training Verification form (D-1411) to TDA for processing.

**Step 5:** When the license application is accepted, TDA will send the applicant a letter in the mail with their **Account Number**. This Account Number is the number the applicator will use to register and schedule the Private applicator exam

**Step 6:** Applicants go to [PSIexams.com](http://PSIexams.com) or call 1-800-733-9267 to schedule an exam at one of 22 locations around the state. PSI staff cannot provide licensing advice or information. PSI will provide confirmation number and testing location information.

- An information bulletin is provided at the PSI website to assist the applicant with the exam scheduling process. Fee for exam is \$64
- Applicants must pass exam with a 70% or higher. Must wait 24 hours in between if a repeat exam is necessary

**Step 7:** Upon completion, the testing center will provide test results immediately. They will send exam scores to TDA daily. If all licensing criteria are met, TDA will issue the license.

Important: If an applicant has any questions about licensing or exam categories, please contact TDA at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov); 1-800-835-5832 or 512-463-7622.

Texas Department of Agriculture – Agriculture Pesticide Program | P.O. Box 12847, Austin, TX 78711 | phone 800-TELL-TDA.

*The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife. If accommodation to participate in a program is needed or for questions about the physical access provided, please contact the Camp County Extension Secretary, at 903-856-5005, at least one week prior to event.*

## Pesticide Private Applicator License

A private pesticide applicator is someone who uses or supervises the use of restricted-use or state-limited-use pesticides or regulated herbicides to produce an agricultural commodity on:

- Personally owned property;
- Rented property;
- Property owned by his or her employer;
- Property under his or her general control; or
- The property of another person if applied without compensation, other than the trading of personal services between producers of agricultural commodities.

An agricultural commodity is a plant or animal grown for sale, lease, barter, feed or human consumption and animals raised for farm or ranch work. No license is required to apply general-use pesticides to produce agricultural commodities.

### **NEW LICENSING AND CONVENIENCE TESTING PROCEDURES!**

The Texas Department of Agriculture (TDA) has contracted with PSI Services (PSI) to administer exams for agricultural pesticide applicator licensing. This is the same vendor that administers exams for structural pest control licensing. PSI has been providing credentialing and testing services to state and federal agencies, private sector businesses and professional associations for over 65 years.

PSI will provide both excellent quality exam opportunities and a convenient schedule for pesticide applicators to test in 22 locations across the state. The schedule will provide more testing opportunities than previously offered. By outsourcing testing to a third-party vendor, the Department's resources may be used in a more consistent and efficient manner.

## RECERTIFICATION REQUIREMENTS

Licensed private applicators are required to recertify every five years by obtaining 15 continuing education credits, including two (2) credits in laws and regulations and two (2) credits in integrated pest management (IPM), prior to expiration of the license. Contact TDA for a list of approved courses. A list of courses is also available on TDA's web site.

## RECERTIFICATION EXAM

Private applicators may earn the required credits by passing the recertification exam that includes questions on information covered in continuing education courses. If an applicator passes the exam, a certificate of completion for 15 CEUs will be issued. The exam costs \$64 per attempt.

## CHANGE OF INFORMATION

The Texas Administrative Code (rule 7.20) requires all licensees to notify the department within 30 days of any change in the information provided as part of the application for a license. Licensees must submit a [change of information form](#) that is signed. You can scan the signed form and email it to [license.inquiry@TexasAgriculture.gov](mailto:license.inquiry@TexasAgriculture.gov), faxed to 800-909-8534 or mail it to Texas Department of Agriculture, Licensing Division, P.O. Box 12847, Austin, TX 78711. This will ensure you receive licensing information from TDA.

*The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife. If accommodation to participate in a program is needed or for questions about the physical access provided, please contact the Camp County Extension Secretary, at 903-856-5005, at least one week prior to event.*

As an education agency, the Texas A&M AgriLife Extension Service may have programs that meet your certification training and continuing education needs, particularly for agricultural applicators. Check your county government telephone listings to find the local Extension county office, or call our office at 979-845-3849 and we can assist you in finding your local county agent. To learn of other approved training organizations, contact the Texas Department of Agriculture.

**Order Form: Study Materials for Private Applicator Pesticide License Exams**

**Texas Department of Agriculture License Exams**

**Order No.    Quantity x    Unit = Total Price**  
**Price            per package**

**Private Applicator Package (Includes B-1648 & B-5056) AES-1648** \_\_\_\_\_ x ~~AAAAA~~ **A** \$ \_\_\_\_\_

*Contact your local County Extension Agent to schedule the Texas Department of Agriculture **required** "Private Applicator Training" course (Sec. 76.112 of the Texas Department of Agriculture Laws and Regulations). The training usually takes 4 (four) hours to complete. You should purchase your study materials in advance to allow time for reviewing the manuals and worksheets. Complete the exercises before your training date to insure success on the examination.*

*Private Applicator licenses are renewed every 5 (five) years, the current fee for this license is \$60. Each licensed private applicator must obtain 15 (fifteen) CEUs within a 5 (five) year period including at least two credits in laws and regulations and two credits in integrated pest management to maintain their license.*

**Shipping & Handling:**  
**Standard 3-5 day delivery - \$10**  
 2nd day - \$15    Next day - \$25  
**Saturday Delivery \$15** (in addition to S&H charges)  
 Large orders subject to additional S&H

Order Will Be Delayed Without  
 Shipping and Handling and/or  
 Tax Added to Total

**Add S&H \$** \_\_\_\_\_  
**Subtotal \$** \_\_\_\_\_  
**TX Residents Add 8.25% tax \$** \_\_\_\_\_  
**GRAND TOTAL: \$** \_\_\_\_\_

**Mail this order form and your check or money order, payable to the Texas A&M AgriLife Extension Service, to: Texas A&M AgriLife Extension Service, P.O. Drawer FS, College Station, TX 77841**

Orders are shipped within 2 working days of receipt. Call 979-845-1099 to inquire about your order or to place a telephone order using Master Card or Visa. Email address required for receipt. We can accept purchase orders from State, Government, and School agencies **only**. To inquire about license requirements and exams, contact the Texas Department of Agriculture (TDA) at 1-800-TELL-TDA (800-835-5832), or for more information about the TDA, try their website at: [<http://texasagriculture.gov/>](http://texasagriculture.gov/). **New order forms and training opportunities can be found on our website at: <www.agrilife.org/aes/>.**

Name of person placing order: \_\_\_\_\_ Send Attention To: \_\_\_\_\_  
 Company name: \_\_\_\_\_ Email address: \_\_\_\_\_

**Physical DELIVERY address**(no P O Boxes please): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Billing address for invoicing: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Purchase Order No: \_\_\_\_\_

**If paying with a purchase order, invoice will be sent seperately - Do Not Pay From This Form**



**Texas Department of Agriculture**  
**Application for**  
**Pesticide Applicator License**

**PA-400P**

COMMISSIONER SID MILLER

<b>SECTION A</b>	<b><sup>1</sup> APPLICATION TYPE AND FEE</b>	<b>TDA USE ONLY</b>	
	<b>Private Applicator License Fee: \$100.00</b> This license is for application of pesticides and herbicides on one's property or the property of one's employer if the application is for the purposes of agricultural commodity production. Once issued, the license will be valid for five years.	Client No.	Account No.
		Date (mm/dd/yy) / /	Initials

<b>SECTION B</b>	<b><sup>1</sup> APPLICANT INFORMATION</b>			
	<input type="checkbox"/> Driver License No. _____ (required)		<input type="checkbox"/> TX	
	<input type="checkbox"/> State Issued ID No. _____ (if DL is not available)		<input type="checkbox"/> Other _____	
	First Name (Legal Name on Photo ID)	M. I.	Last Name	Suffix
	Mailing Address			
City	State	Zip	Phone ( ) - Ext.	

<b>SECTION C</b>	<b><sup>1</sup> PERSON TO CONTACT FOR LICENSE-RELATED MATTERS</b>			<input type="checkbox"/> SAME AS ABOVE
	First Name	M. I.	Last Name	
	Primary Phone ( ) - Ext.		Secondary Phone (optional) ( ) - Ext.	
	Fax (optional) ( ) - Ext.			
	E-mail Address:			
	<b>***Important Note***</b> I understand that my email address is required by the Texas Department of Agriculture to keep me informed of critical information, including licensing and regulatory updates; renewal invoices; and other important communications. Failure to provide an email address may result in my not receiving time-sensitive information that could affect my compliance with state regulations and result in monetary penalties.			
	<b><sup>2</sup> MAILING ADDRESS</b>			<input type="checkbox"/> SAME AS APPLICANT ADDRESS
Address				
City			State	Zip

This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)

Applicant Name \_\_\_\_\_

<b>SECTION D</b>	<b><sup>1</sup> FACILITY (LOCATION OF LICENSEE, LICENSED ACTIVITIES OR EQUIPMENT)</b>			
	Facility Name (If applicable)			
	<b><sup>2</sup> PHYSICAL ADDRESS OF FACILITY</b>			
	Address (No P.O. Box)			
	City	State	Zip	County
Directions to Physical Location				

<b>SECTION E</b>	<b><sup>1</sup> SIGNATURE</b>	
	The applicant, by signature below, (1) certifies that all information provided in or in connection with this application is true and correct; (2) acknowledges that any misrepresentation or false statement made by the applicant, or an authorized agent of the applicant, in or in connection with this application, whether intentional or not, will constitute grounds for denial, revocation, or non-renewal of any license issued pursuant to this application and/or assessment of monetary administrative penalties; and (3) if applying as an individual, further acknowledges that this application may be denied and that any license issued pursuant to this application may be suspended, revoked, or denied renewal due to delinquency in payment of a guaranteed student loan and that any license issued pursuant to this application may be suspended or denied renewal for failure to pay child support. If signed by an agent or employee of the applicant, the person signing certifies that he or she is authorized to make the preceding certifications on behalf of the applicant.	
	Applicant Name (print)	Title
	Applicant Signature	Date (mm/dd/yy) / /

<b>SECTION F</b>	<b><sup>1</sup> CHECKLIST</b>
	Please use this checklist to ensure you are sending all of the necessary information and documents. <input type="checkbox"/> Pesticide Applicator Application <input type="checkbox"/> Private Applicator Training Verification (white copy of PA-404/D-1411, yellow copy is for your records) <input type="checkbox"/> Fee (\$100)
	Please note that an incomplete application may result in denial or delay in processing the application.

Mail to:  
**Texas Department of Agriculture**  
**P.O. Box 12076**  
**Austin, TX 78711-2076**