Private Applicator Certification

Business Case: How do I use the SUPER Training/Registration module for private applicator certification?

Solution: The forms currently required for pesticide certification are:

- PSEP Private Applicator Initial Certification and Recertification Training Form (318A)
- Roster for Private Applicator Initial Certification (318B)

The use of these forms is optional because the information included on these forms should be available from the SUPER Training/Registration module. County personnel must create a pesticide certification course/event in SUPER Training/Registration. To register participants for the course/event, they must be enrollees in the SUPER Enrollment module.

After the training (or at the end of the month), create a list of the participants using the Run Report feature. From SUPER, the list of participants will open in Microsoft Excel. On the participant list, add two columns, one for pre-test score and a second column for post-test score (Figure 1).

![Figure 1. Private Applicator Certification Report](image)

Insert the pre-test and post-test scores, print this file, and mail to:

Entomology and Plant Pathology Department
PSEP Coordinator
2505 E.J. Chapman Drive, 370 PBB
Knoxville, TN 37996-4560

These same instructions apply to recertification, with one addition. County personnel should add one column for the individual’s certification number. This process will be a huge savings in time and effort for the entire organization, and especially for county agents and secretaries. Please direct questions about this process to your Regional Program Leader for Agriculture or questions concerning the PSEP program requirements to Dr. Darrell Hensley (865-974-1286).

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