



Utah Department of Agriculture and Food

Plant Division

Pesticide Program Policy

Pesticide Examination Proctor Policy

1. INTRODUCTION

1.1 Purpose

Federal Code 40 C.F.R § 171.103 (2020) and Utah Admin R. 68-7-8(6) require certain standards to be met regarding the Utah Pesticide Examination Proctoring. This policy will assist in meeting those necessary requirements.

1.2 Scope

This policy covers the Federal and State requirements for how the Utah Pesticide Examinations are conducted and who is qualified to proctor the exams.

2. POLICY

In accordance with Federal Code 40 C.F.R § 171.103 (2020) and Utah Admin R. 68-7-8(6), The Utah Department of Agriculture and Food (UDAF): Pesticide Program has provided a policy for proctors of the Utah Pesticide Applicator Exams.

Proctors for all three Pesticide Applicator Categories must adhere to the following requirements:

1. The examination must be presented and answered in writing, either by a paper copy of the exam, or by the standard online computer format provided by UDAF.
2. The examination must be proctored by an individual designated by the UDAF Pesticide Program Manager or Assistant Manager.
3. Each person seeking certification must present valid, government-issued, photo identification as proof of identity and age to be eligible for certification.



4. Candidates must be monitored throughout the examination period.
5. Candidates must be instructed in examination procedures before beginning the examination.
6. Examinations must be kept secure before, during, and after the examination period so that candidates have access to the examination only in the presence of the proctor.
7. Candidates must not have verbal or non-verbal communication with anyone other than the proctor during the examination period.
8. Any exam materials given to the candidates for the purpose of the exam must be returned to the proctor at the end of the examination.
9. The only reference materials used during the examination are those that are approved by the UDAF Pesticide Program.
10. Proctors are to report to the UDAF Pesticide Program any inconsistencies or irregularities, including cheating, use of unauthorized materials, and attempts to copy or retain the examination.
11. Each candidate must be notified of the results of their examination.
12. The examination must be conducted in accordance with these requirements, along with any other requirements deemed necessary by the UDAF Pesticide Program.

Exam Proctors for those individuals taking the Utah Pesticide Exam seeking to obtain a Pesticide Applicators License should have the following requirements:

1. Commercial
 1. An employee of the UDAF Pesticide Program, who has been approved by the Pesticide Program Manager to proctor the examination.
 2. An employee and proctor at a designated and UDAF approved testing center or organization.
2. Non-Commercial
 1. An employee of the UDAF Pesticide Program, who has been approved by the Pesticide Program Manager to proctor the examination.



2. An employee and proctor at a designated and UDAF approved testing center or organization.
 3. A Federal, State, County, or City Government Supervisor, who has been approved to proctor the exam by either the Pesticide Program Manager, or the Pesticide Program Assistant Manager.
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3. Private
 1. An employee of UDAF, or USU Extension Agent, who has been approved to proctor the examination by the Pesticide Program Manager, or the Pesticide Program Assistant Manager.
 2. An employee and proctor at a designated and UDAF approved testing center or organization.

3. ROLES AND RESPONSIBILITIES

This policy applies to all individuals seeking to proctor the Utah Pesticide Examinations. The Pesticide Program Assistant Manager, under the direction of the Pesticide Program Manager, will enforce this policy. Random compliance inspections will be conducted on proctors and testing centers, to verify their understanding and compliance with UDAF Exam requirements. Those not meeting the requirements will be put on probation, or may possibly be revoked, due to the severity or persistence of any violation..

4. RELATED POLICIES AND PROCEDURES

Federal Code 40 C.F.R § 171.103 (2020) and Utah Admin R. 68-7-8(6)

5. ANNEXES

None

6. DOCUMENT CONTROL INFORMATION

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Written by Jared Vernon, Pesticide Program Assistant Manager, 14 July 2020