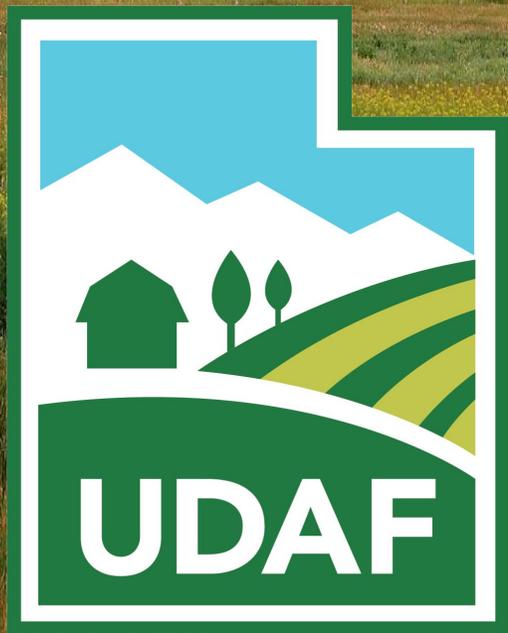


Utah Pesticide Licensing: How to Obtain a New Commercial Pesticide Applicator License

UTAH DEPARTMENT OF
AGRICULTURE & FOOD



License Types

- 4001 - "Commercial Pesticide Applicator" means any person who uses or applies pesticides for hire or compensation, or who makes pesticidal claims, remedies, or advertises for hire or compensation, or who solicits the use of pesticides for hire or compensation.

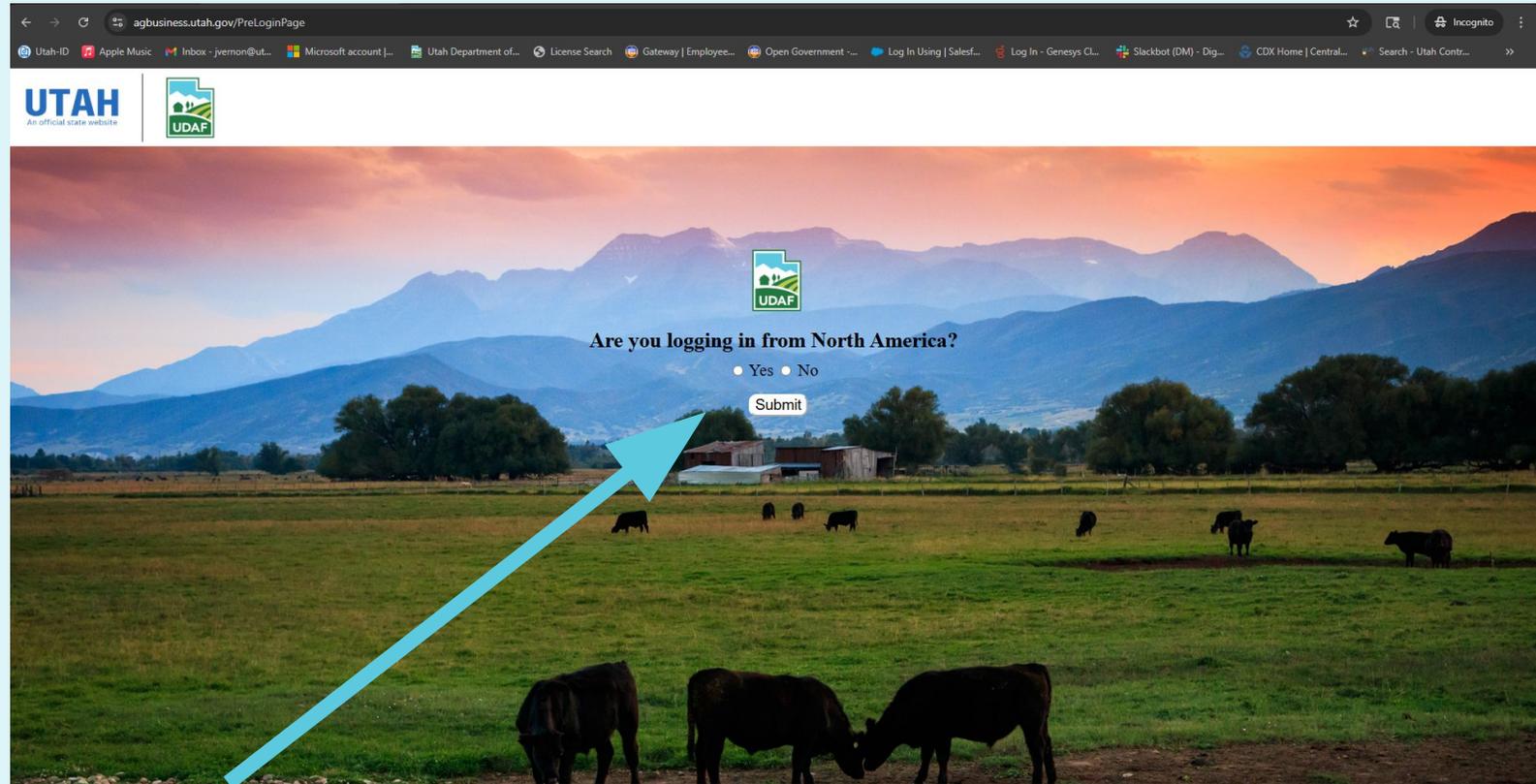
Commercial Pesticide Applicator

3

How do I obtain a new Commercial Pesticide Applicator license?

- **First**, make sure to use a Private or Incognito window and go to our new AIMS website:

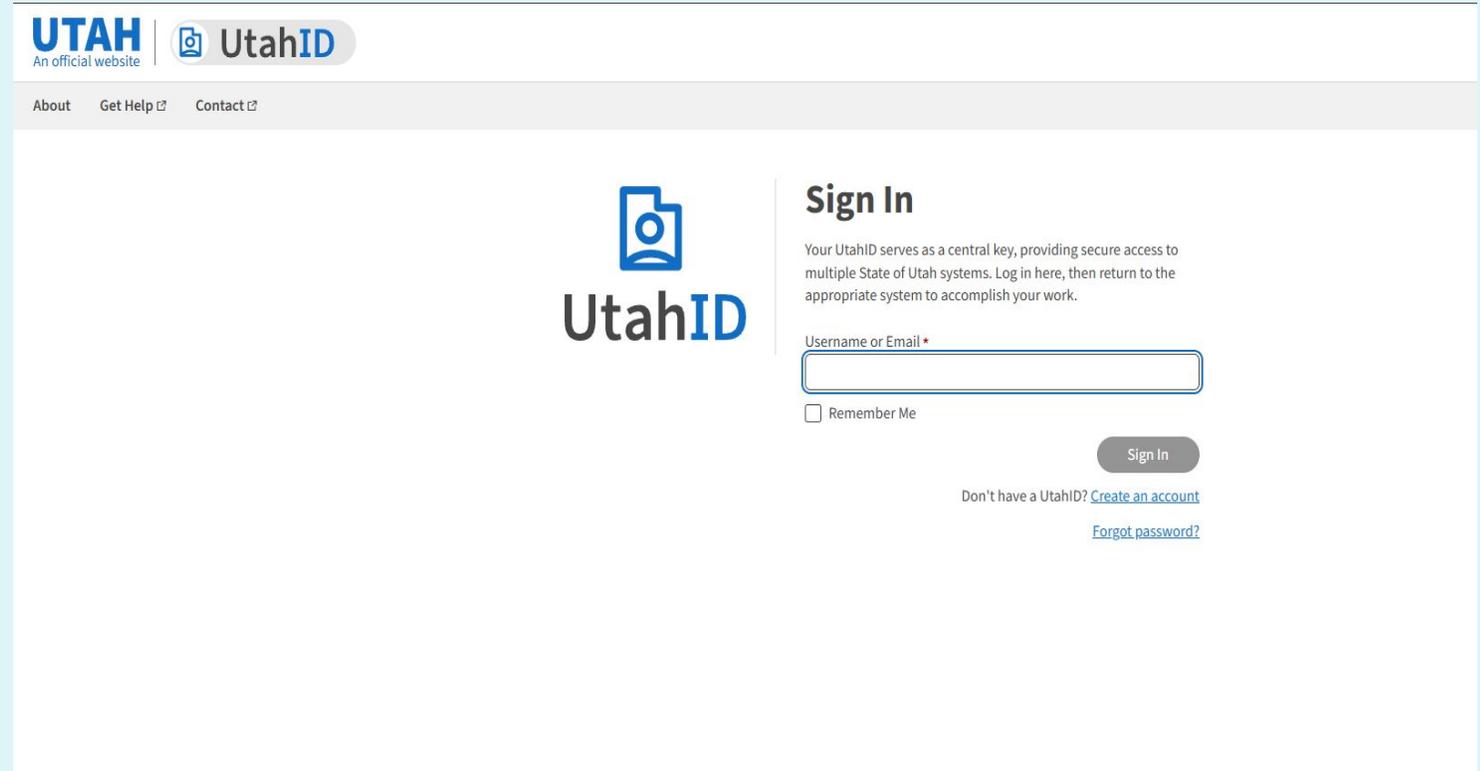
agbusiness.utah.gov



- Select “Yes” if you’re logging in from North America. Then click “Submit”.

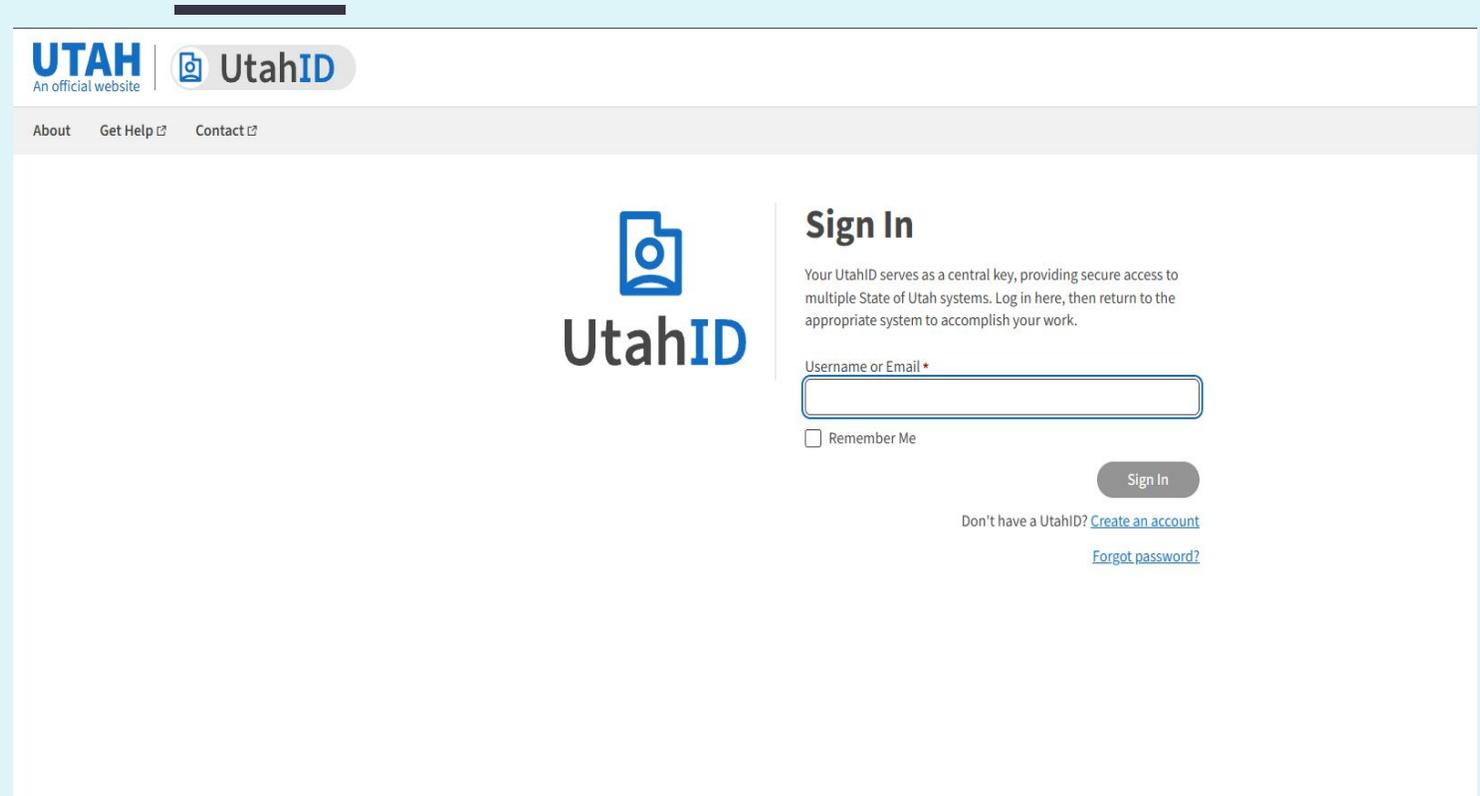
Commercial Pesticide Applicator

- You will be redirected to sign in to your UtahID account.
- If you already have a UtahID account that uses a **PERSONAL** email address, then sign in to your UtahID account.



Commercial Pesticide Applicator

- If you don't have a UtahID account, you will need to create one. You need to use a **PERSONAL** email address for your personal UtahID and AIMS account.



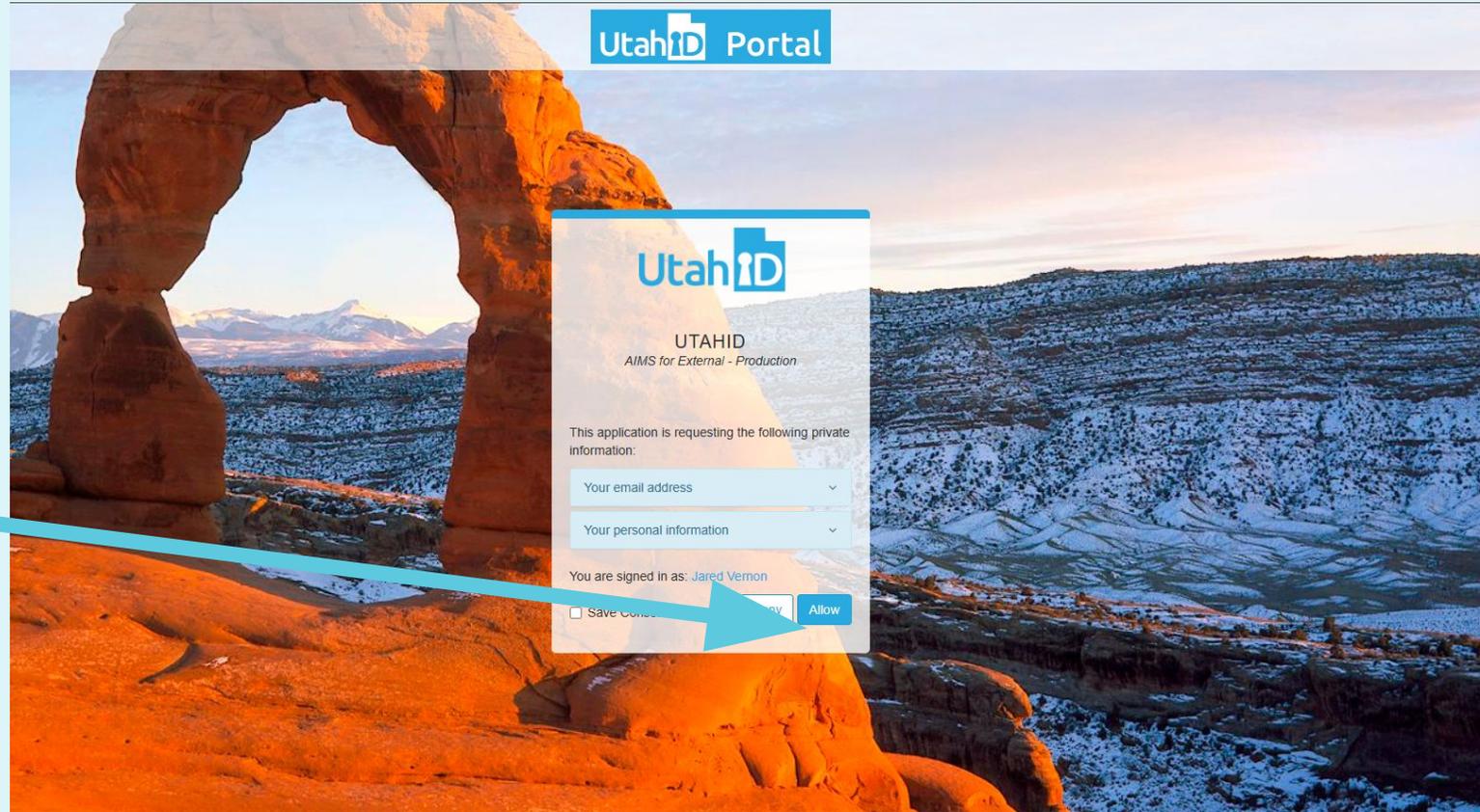
- **DO NOT USE A WORK EMAIL ADDRESS.**

- Go here for visual aids on how to create a UtahID account:

<https://dts.utah.gov/idhelp/account-creation/>

Commercial Pesticide Applicator

- After you sign in to your UtahID account, you may see this screen.
- Click “Allow” to proceed to the AIMS website at agbusiness.utah.gov.



Commercial Pesticide Applicator

- You will be asked if you already have a registered AIMS account.
- **If you have never** had a Utah pesticide applicator license, **or** it's been **more than four years** since you had one, select "No".

UTAH
An official state website

UDAF

Home

Jared Vernon

Utah Department of Agriculture and Food

Welcome Jared!
Kindly Fill in below Profile Registration Form

Account Register

Do you have a Registered Account?

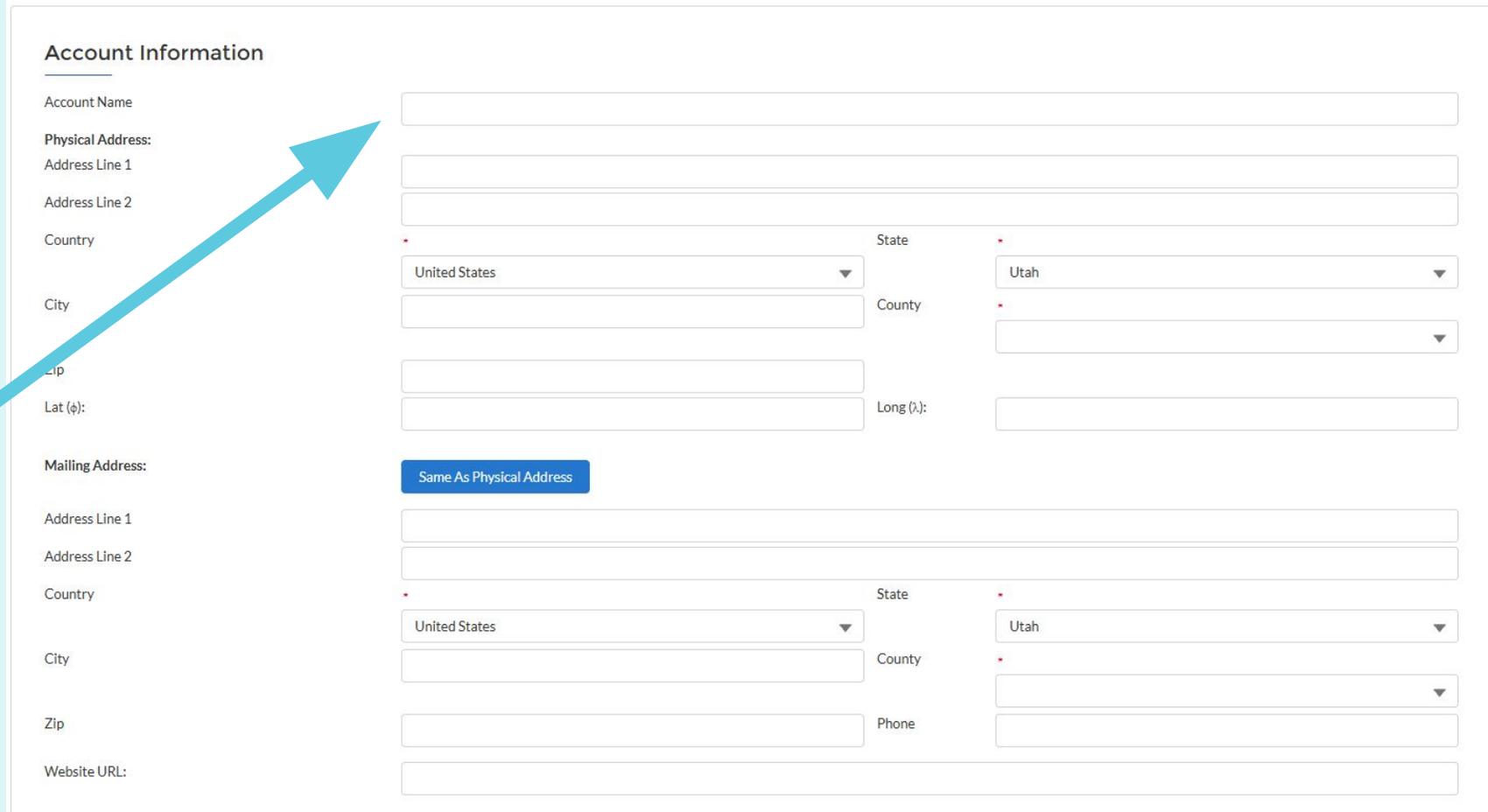
Yes No

Select 'Yes' if you have or have had a permit, license, certificate or registration with UDAF. If, after selecting 'Yes' you still have issues finding your company, please contact your program support so that we can assist.

Next

Commercial Pesticide Applicator

- You will then create your AIMS account by filling in all of the information.
- The Account Name is your full name.



The screenshot shows a web form titled "Account Information" with two sections: "Physical Address:" and "Mailing Address:". Each section contains fields for Address Line 1, Address Line 2, Country (dropdown), State (dropdown), City, Zip, Lat (φ), and Long (λ). A blue button labeled "Same As Physical Address" is located between the two sections. A large blue arrow points from the "Account Name" field in the "Physical Address:" section to the text "The Account Name is your full name." in the list on the left.

Commercial Pesticide Applicator

- The Physical Address is where you live.
- The Mailing Address is where you receive mail.
- Make sure you add your phone number.

Account Information

Account Name:

Physical Address:

Address Line 1:

Address Line 2:

Country: State:

City: County:

Zip: Lat (φ): Long (λ):

Mailing Address:

Address Line 1:

Address Line 2:

Country: State:

City: County:

Zip: Phone:

Website URL:

Commercial Pesticide Applicator

- For your personal AIMS account, select “Individual”.
- Make sure you select the Pesticides box.

Individual : An individual is someone who is applying for a personal use license, permit, or product registration, For Example: A Pesticide applicator, An Individual industrial hemp grower etc.
Company/Business : A company is a stand alone entity that manages licenses, permits and product registrations for themselves. Do not pick this option if you intend to manage licenses/permits or product registrations on behalf of other companies or Individuals.
Third Party : A 3rd party is an entity that manages licenses, permits and product registration on behalf of other companies and individuals.
Corporate HQ : A Corporate HQ is an entity that manages licenses, permits and product registrations for subsidiaries, franchisees or Individuals that come under the Corporation. For Example : 7-Eleven corporate headquarters would choose this option to manage 7-Eleven licenses for all of its franchisees

Entity Type Individual Company Corp HQ 3rd Party

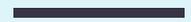
UDAF Program Affiliation *

Organics Medical Cannabis Industrial Hemp Establishment Registration Nursery Produce Safety Pesticides Apiary Seed Weed Kratom Feed & Fertilizers

Error: Required

Previous Next

Commercial Pesticide Applicator



- For your individual AIMS account, you **DO NOT** have a DBA. Just click “Next”.



Account Information Continued

DBA(S) OR FORMER NAME(S) LISTING(S)

Add

Previous

Next

Commercial Pesticide Applicator

- Enter your phone number.
- Select "Pesticides".
- Select "Other".
- Click "Save".

The screenshot shows a web form titled "Contact Information". It includes fields for "Primary Contact" (Jared), "Primary Contact Email" (jaredlarryvernon@gmail.com), and "Suffix" (Vernon). Below these are "Programs" and "Other" sections, each with a list of checkboxes and a red "Error: Required" message. The "Programs" list includes: Organics, Medical Cannabis, Industrial Hemp, Nursery, Pesticides, Apiary, Seed, Weed, Kratom, and Feed & Fertilizers. The "Other" list includes: Accounting/Finance Contact, Administration/Management Contact, Billing Contact, Branding Contact, Business User, Facility Contact, Inspection Contact, International Contact, Lab Contact, Marketing/Sales Contact, Operations Contact, Other, Owner, Production Contact, Quality Assurance Contact, Regulatory Contact, Sampling/Results Contact, Shipping Contact, and Technical Support Contact. At the bottom, there is an "Additional Contacts" table with columns for "FIRST NAME", "LAST NAME", and "EMAIL". To the right of the table are buttons for "Add Contact", "Pre", and "Save".

Commercial Pesticide Applicator

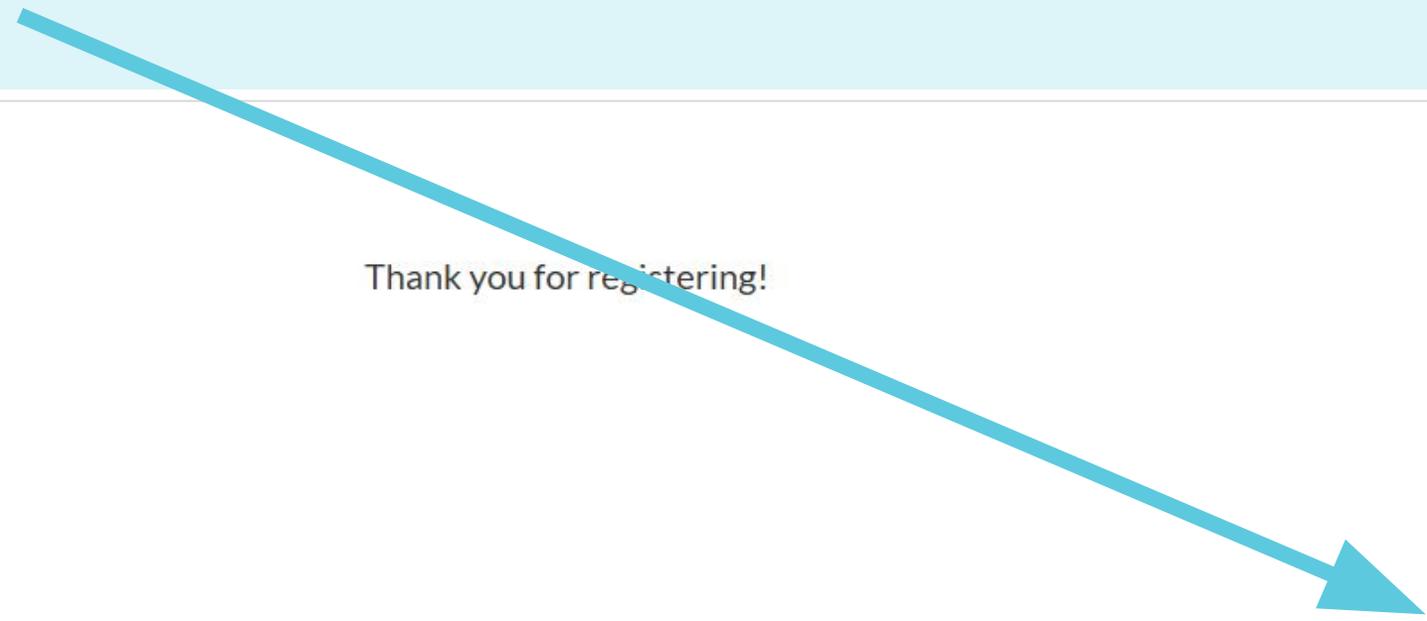


- You've successfully created your AIMS account.
- Select "Finish".

Acknowledgement

Thank you for registering!

Finish



Commercial Pesticide Applicator

- You should now see your Home Page, with your name in the upper right corner. This is your AIMS Profile.



- Click on the “Pesticide” tile.

Commercial Pesticide Applicator

- Then click on the Pesticide License Application tile.



Commercial Pesticide Applicator

- Read the Privacy Statement and then click “Continue”.

The screenshot shows the Utah Department of Agriculture and Food (UDAF) website. The header includes the UTAH logo, UDAF logo, and navigation links: Home, My Records, Public Complaint, Registered Products, and License & Permits. A user profile for Jared Vernon is visible in the top right. The main content area has a green background with the text "Utah Department of Agriculture and Food". Below this is a white box containing a "Privacy Statement" section with text about data collection and a "Continue" button. To the right of the privacy statement is a "Steps" section with a vertical list: "Privacy Statement" (selected with a blue circle), "Select Application Type", and "Select Application Sections". A large blue arrow points from the "Continue" button in the privacy statement to the "Continue" button in the steps section.

Commercial Pesticide Applicator

- Select a “New Application”.
- Verify the Account Name and Contact Name are **you**.
- Select your Type of License.

Select Application Type

*Type of Application
 New Application Renewal Application Change Request

Account Name
Jared Pest Test 4001 Applicators

Contact Name
Jared Vernon

*Type of License
 4000 - Commercial Business License
 4001 - Commercial Applicator
 4002 - Non Commercial Applicator
 4003 - Private Applicator
 4004 - RUP Dealer

- 4000 - "Commercial Business License" means a license issued by the department to a business responsible for supervising commercial pesticide applicators employed to apply pesticides on a commercial basis.
- 4001 - "Commercial Pesticide Applicator" means any person who uses or applies pesticides for hire or compensation, or who makes pesticidal claims, remedies, or advertises for hire or compensation, or who solicits the use of pesticides for hire or compensation.
- 4002 - "Non-Commercial Applicator" means any person working as an employee of any entity, firm, or government agency who uses or demonstrates the use of any restricted use pesticide on the entity's property, or any property occupied, managed, or under the direction or authority of any entity, firm, or government agency, and does not require a commercial pesticide applicator's license.
- 4003 - "Private Applicator" means any person who uses, or supervises the use of, any restricted use pesticide for producing any agricultural commodity on private property owned, rented, or leased by the pesticide applicator, or on the private property of another, if applied without compensation.
- 4004 - "Restricted Use Pesticide Dealer" means a licensed business which sells Restricted Use Pesticides to licensed applicators.

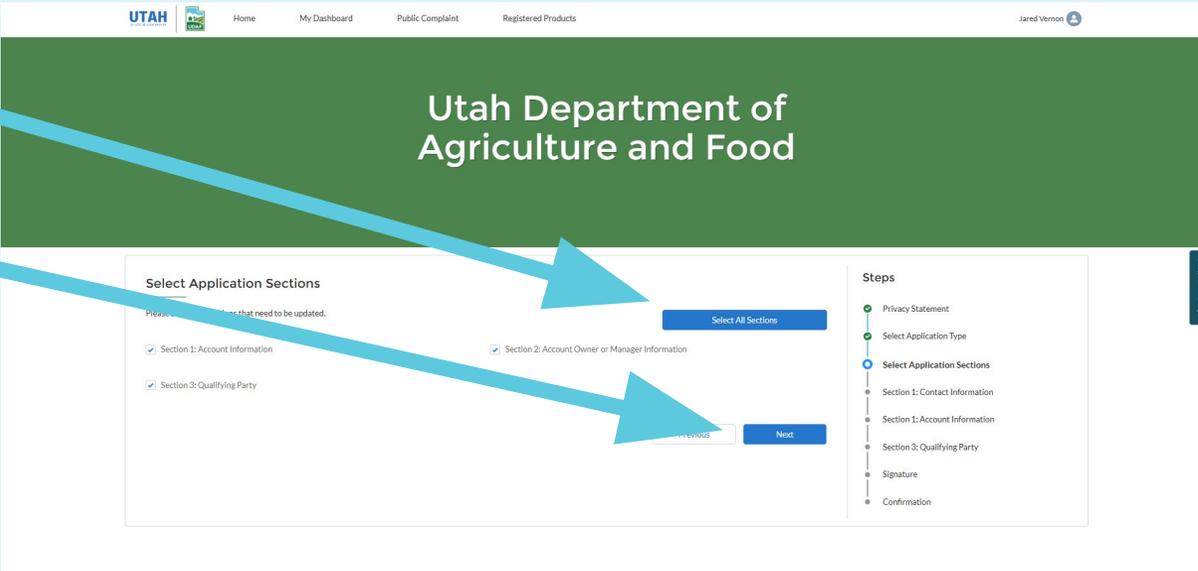
Previous Next

Steps

- Privacy Statement
- **Select Application Type**
- Select Application Sections

Commercial Pesticide Applicator

- “Select All Sections” and then click “Next”.



Commercial Pesticide Applicator

- Verify your Contact Information then click “Next”.

- The greyed-out information can only be changed in your AIMS Profile.

Section 1: Contact Information

Primary contact for the application

Jared

Vernon

Phone Number

(123) 123-1234

Email

pesttest4001jared@gmail.com

Previous Next

Steps

- ✓ Privacy Statement
- ✓ Select Application Type
- ✓ Select Application Sections
- ✓ Section 1: Select Applicable Doing Business As (DBA)
- **Section 1: Contact Information**
- Section 1: Account Information
- Section 3: Qualifying Party
- Signature
- Confirmation

Commercial Pesticide Applicator

- Verify your Account Information, then click “Next”.
- The greyed-out information can only be changed in your AIMS Profile.

Section 1: Account Information

What is the Account name?

Business website (if applicable)

Account Physical Address
If this address is wrong it can be updated in your profile.
If this facility is in a different location please specify below under Additional Locations. If this address is wrong it can be updated in your profile.

Address Line 1 *
Address Line 2

Country State
County County
Zip

*How to find GPS Coordinates on Google Maps: Go to Google Maps and find your location. Right click on your site and choose 'What's Here?'
Use Decimal Format (Example: 40.776924, -111.937890)*

Lat (°) Long (°)

Account Mailing Address
If this address is wrong it can be updated in your profile.

Address Line 1 *
Address Line 2

Country State
City County
Zip

Additional Location(s)
If this permit/license is for a location other than the account address above please enter it below.

LOCATION NAME	COUNTRY	STATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

Commercial Pesticide Applicator

Confirm Reciprocal License

*Are you applying for a new Reciprocal License?

Yes No

Previous

Next

- Only choose “Yes” if you are trying to obtain a Reciprocal License from another State.
- Select “No” if you are NOT obtaining a reciprocal license. **MOST** Utah Applicators select “No”.

Commercial Pesticide Applicator

- Enter the Commercial Pesticide Business license number of the business you work for.

4001 - Commercial Applicator

Do Not Have Business License Number

* Commercial Pesticide Business License Number

* Applicator Birth Date

10-30-2024

Government Issued ID

Upload a Valid Government Issued ID (front and back)

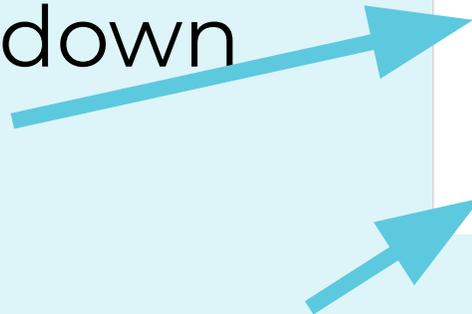
Or drop files

DO NOT select this box unless you have been directed to do so by UDAF Staff.

- Enter your Birth Date. You **MUST** be at least 18 years of age.

Commercial Pesticide Applicator

- Select your valid Government Issued ID from the drop-down list.



4001 - Commercial Applicator

Do Not Have Business License Number

* Commercial Pesticide Business License Number

* Applicator Birth Date

10-30-2024

Government Issued ID

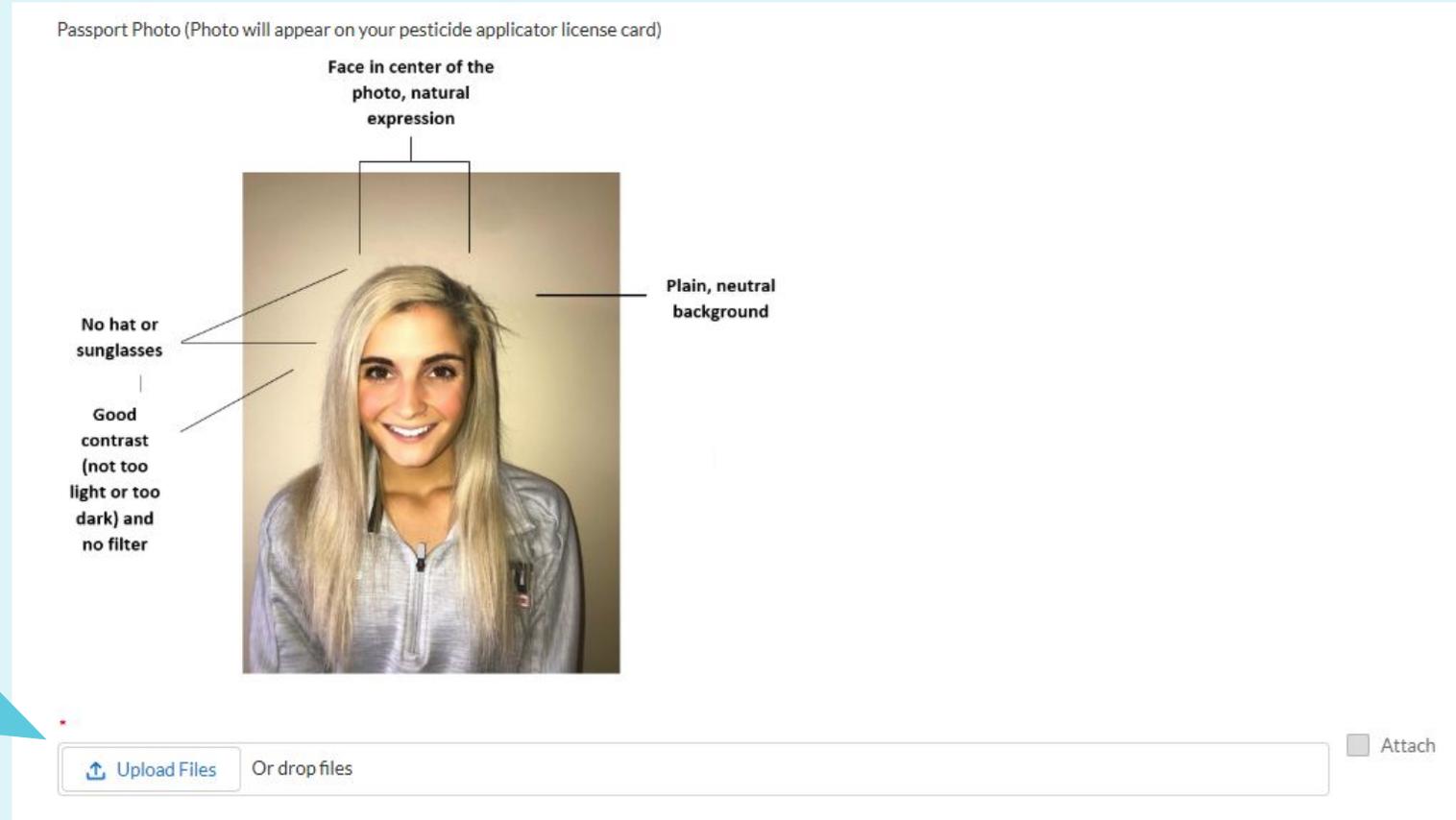
Upload a Valid Government Issued ID (front and back)

Or drop files

- Then upload a photo, both front and back, of your valid Government Issued ID.

Commercial Pesticide Applicator

- Upload a Passport type photo. This photo is what will appear on your pesticide applicator license.



- **FOLLOW THE DIRECTIONS AND THE EXAMPLE.**

Commercial Pesticide Applicator



- Select whether you have the Aerial Application Pest Control category.
- If you have the Aerial Application Pest Control category, or wish to obtain this category, you must also upload a picture of your Pilot License.

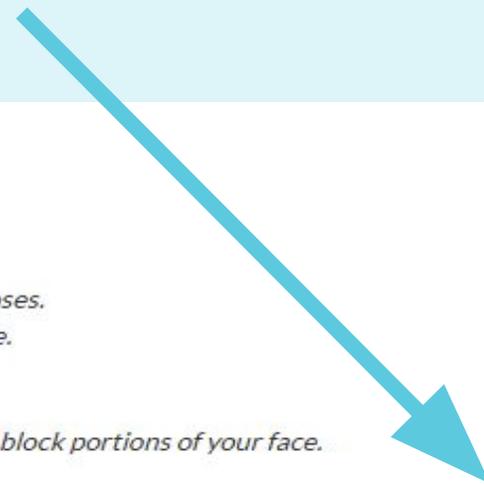
- *Do not submit photocopies or digitally-scanned photos.*
- *Do not submit a damaged photo with holes, creases, or smudges.*
- *Have a neutral facial expression with both eyes open and mouth closed.*
- *Face the camera directly with full face in view.*
- *Take off any eyeglasses, sunglasses, or tinted glasses.*
- *Take off your hat or head covering, unless your head covering is medically necessary or for religious purposes.*
- *Your full face must be visible and your hat or head covering cannot cast shadows or cover part of your face.*
- *You cannot wear headphones or wireless hands-free devices.*
- *You can wear jewelry and keep on your facial piercings as long as they do not hide your face.*
- *Take off any face covering or medical mask so your full face is visible and the face covering or mask do not block portions of your face.*

*Do you have the Aerial Application Pest Control category or do you plan on obtaining the Aerial Application Pest Control category?

Yes No

Previous

Next



Commercial Pesticide Applicator

Signature

I, the undersigned, understand and acknowledge that my electronic signature on this document is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility. By signing below, I hereby certify that the information provided in this document is true and accurate to the best of my knowledge and belief.



Capture Signature Clear

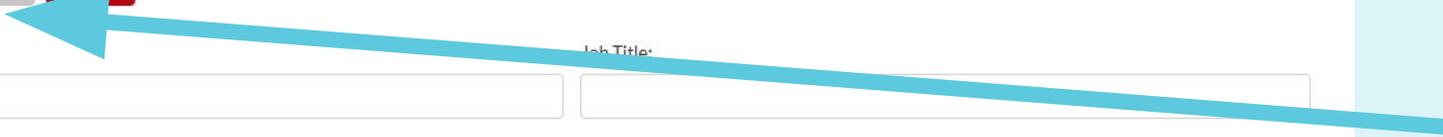
Signed By Name:

Job Title:

Date of Signature:

Previous Next

- Complete the Signature page, making sure to click the “Capture Signature” button after you sign your name.



Commercial Pesticide Applicator

- Follow the instructions and complete your chosen form of payment.

Confirmation

Your 4001 - Commercial Applicator Application is submitted successfully. Your application number is: PEST-00024142

Complete the payment of Non-Refundable Application Fee **\$100** for your Application.

 **Fee Details**

Fee Type (License / Product Fee)	Quantity	Unit Price	Total Price
4001 - Pesticide Applicator License	1	\$75.00	\$75.00
Pesticide Licensing Educational Materials	1	\$25.00	\$25.00

Grand Total: \$100.00

[Print Invoice](#)

Your application will be subject to a review once the payment is made. If your payment is not received within 30 days, your application will become inactive and you will need to reapply.
Payments are non-refundable.
Please select the Payment Mode:
 Credit Card E-Check Offline Payment Invite Payer

Steps

- ✓ Privacy Statement
- ✓ Select Application Type
- ✓ Select Application Sections
- ✓ Section 1: Contact Information
- ✓ Section 1: Account Information
- ✓ Confirm Reciprocal License
- ✓ 4001 - Commercial Applicator
- ✓ Signature
- Confirmation**

Commercial Pesticide Applicator

- Congratulations, you've successfully submitted your application.
- You'll receive an automatic email with your receipt.

Commercial Pesticide Applicator

- You'll receive an automatic email letting you know your application has been successfully submitted.
- Your application will then go into the queue to be reviewed. The review process can take as many as **five** business days. You can check the status of your application in your **AIMS** account.

Commercial Pesticide Applicator

- Once your application has been reviewed and “Approved for Testing”, you’ll receive an automatic email notifying you that your application has been approved.
- **DO NOT** make any appointments with any Testing Centers until you have received your email notification that you have been “Approved for Testing”.

Commercial Pesticide Applicator

- You **WILL NOT** have access to the Pesticide Category Exams until your Pesticide License Application has been reviewed and “Approved for Testing”.
- Use the time that your application is being reviewed to study for your Pesticide Category Exams.
- Here is a link for the Pesticide Category Study Manuals:
<https://ag.utah.gov/pesticides/continuing-education/pesticide-educational-materials/>

Commercial Pesticide Applicator

- You may take your pesticide Category Exams either online or at an approved Testing Center. Verify you have access to the Pesticide Exams by going to the Pesticide Exam website at:

pesticidetesting.utah.gov

- Once you have access to the Pesticide Category Exams, you may select the exams you would like to take.

Commercial Pesticide Applicator

- To take your exams online, utilizing an online proctor, go to our testing website at:

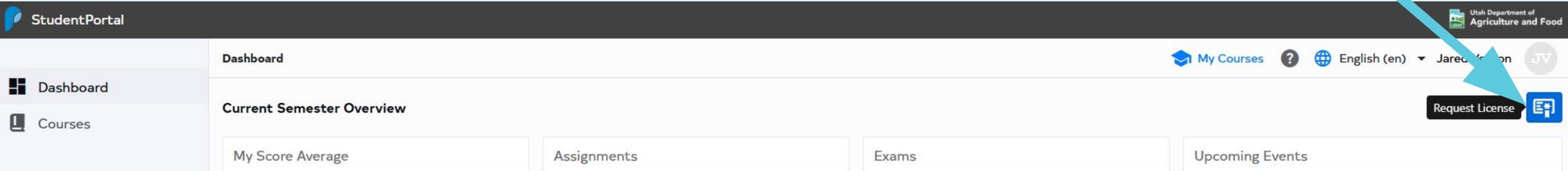
<https://pesticidetesting.utah.gov>

- To take your exams at a Testing Center, you must make an appointment at your chosen Testing Center. We have a list of Testing Centers on our website at:

<https://ag.utah.gov/pesticides/pesticide-licensing-testing-centers/>

Commercial Pesticide Applicator

- Successfully pass your chosen pesticide category exams with a score of 70% or higher.
- When you have successfully passed all of your exams, you'll need to notify the UDAF Pesticide Program Licensing Team by clicking on the blue **“Request License”** button located on your DigitalDesk Dashboard.



Commercial Pesticide Applicator

- Once you notify UDAF that you have completed your exams, UDAF staff will review all of your exam scores, and a **Final Review** will be done on your license application.
- If you have successfully completed the license application and your exams, a Pesticide Applicator License will be issued to you. It may take up to **7 business days** to issue you a license **AFTER** you have completed the exams, so make sure you plan accordingly.

Commercial Pesticide Applicator

- You can always check the status of your Pesticide License Application directly in your AIMS account.
- Once your license has been issued, you can download a copy of your license in your AIMS account.

THANK YOU

**If you encounter any issues with your
license application, contact the
Pesticide Program at:
udaf-pesticide@utah.gov
801.982.2300**

