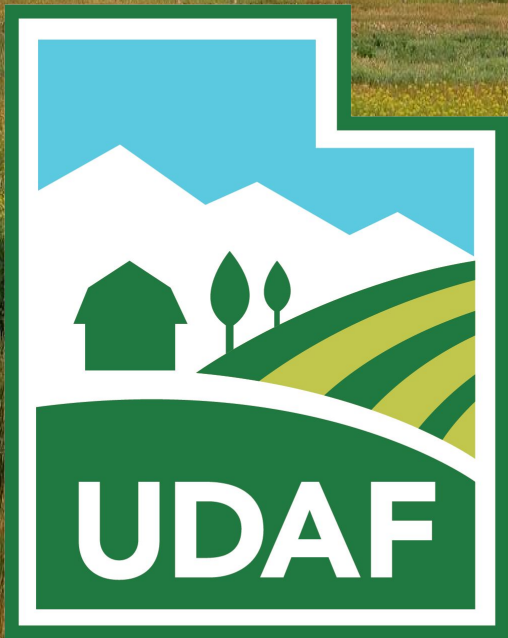


# Utah Pesticide Licensing: How to Renew a Private Pesticide Applicator License



UTAH DEPARTMENT OF  
AGRICULTURE & FOOD

# License Types

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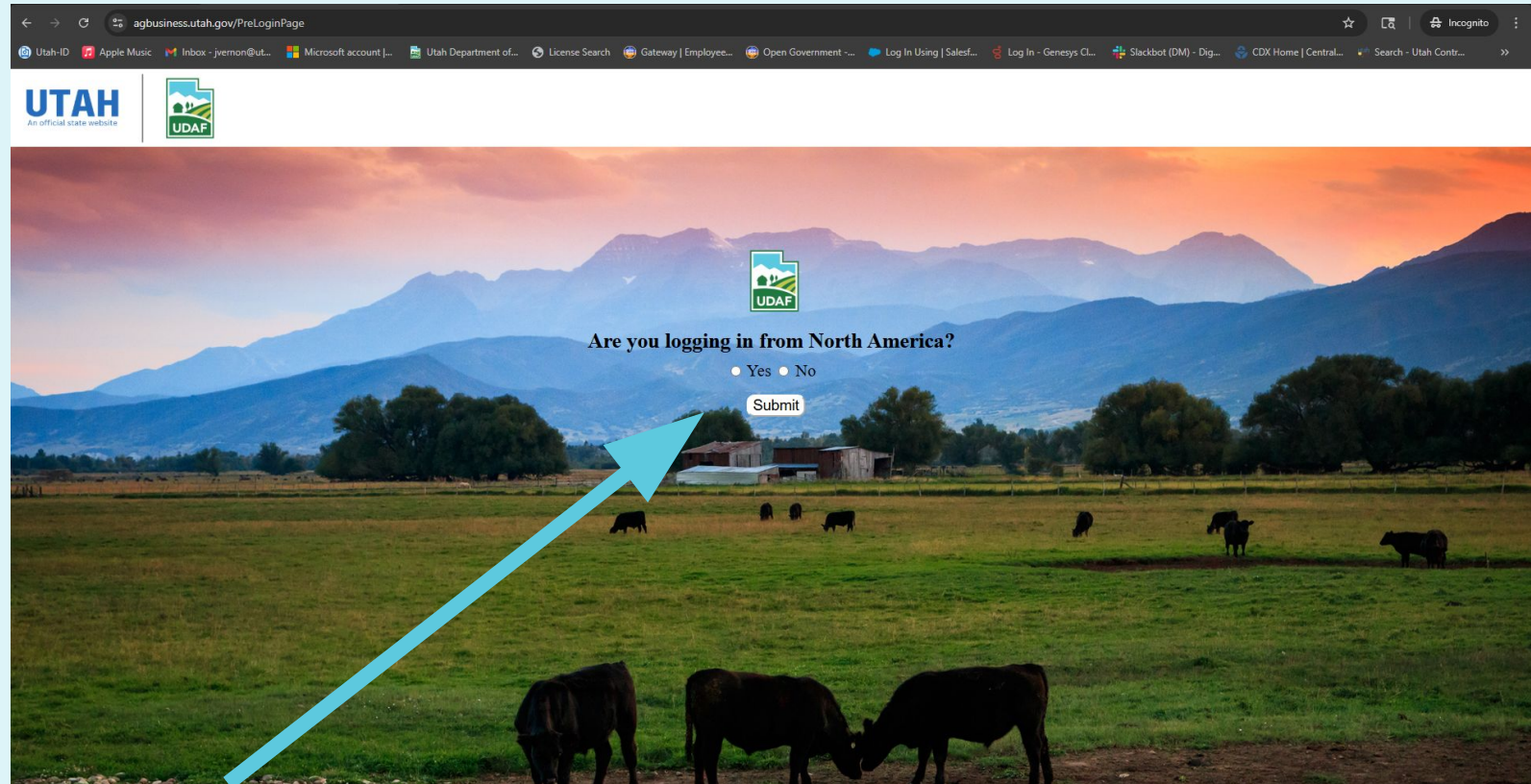
- 4003 - "Private Pesticide Applicator" means any person who uses, or supervises the use of, any restricted use pesticide for producing any agricultural commodity on private property owned, rented, or leased by the pesticide applicator, or on the private property of another, if applied without compensation.

# Private Pesticide Applicator

How do I renew a Private Pesticide Applicator license?

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

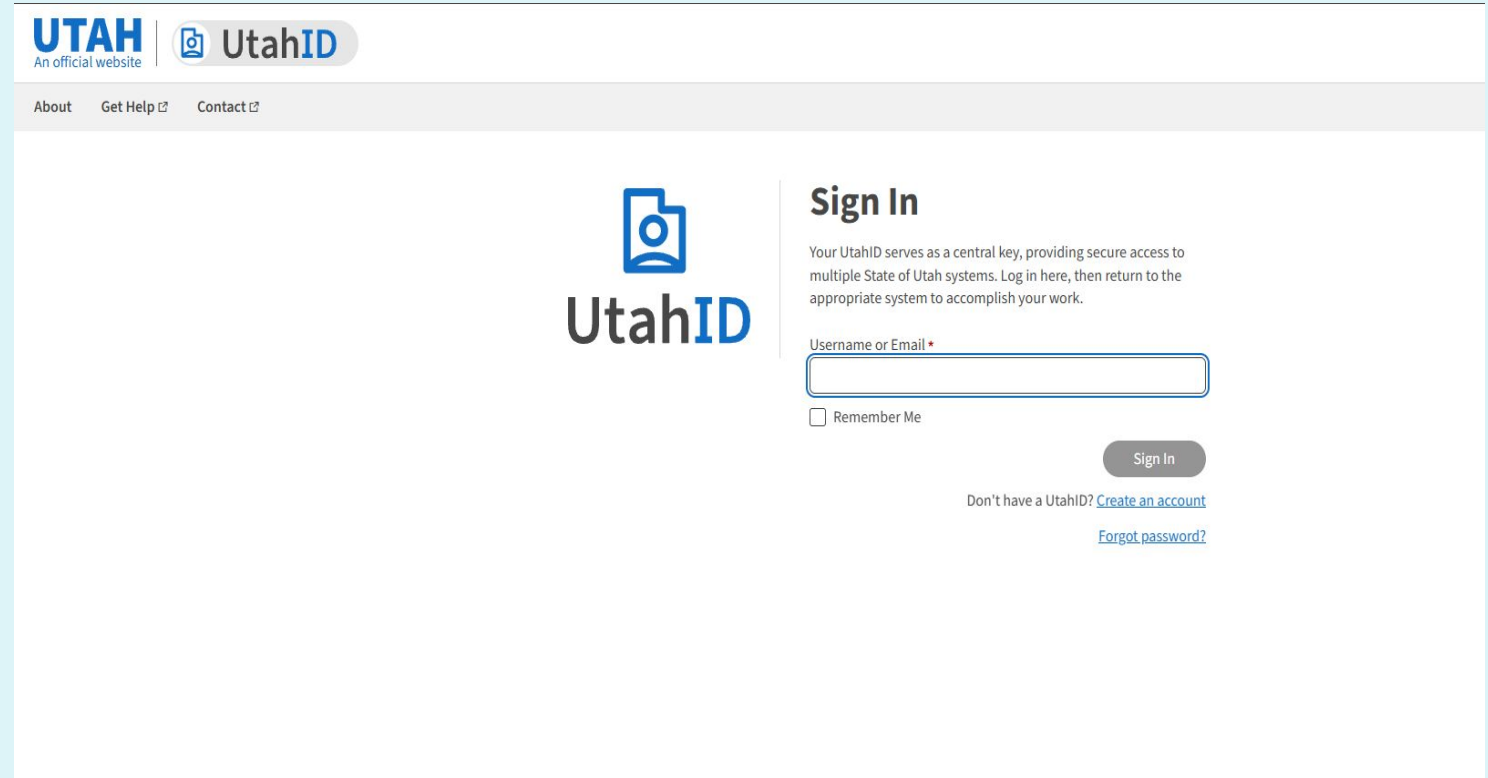
[agbusiness.utah.gov](https://agbusiness.utah.gov)



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

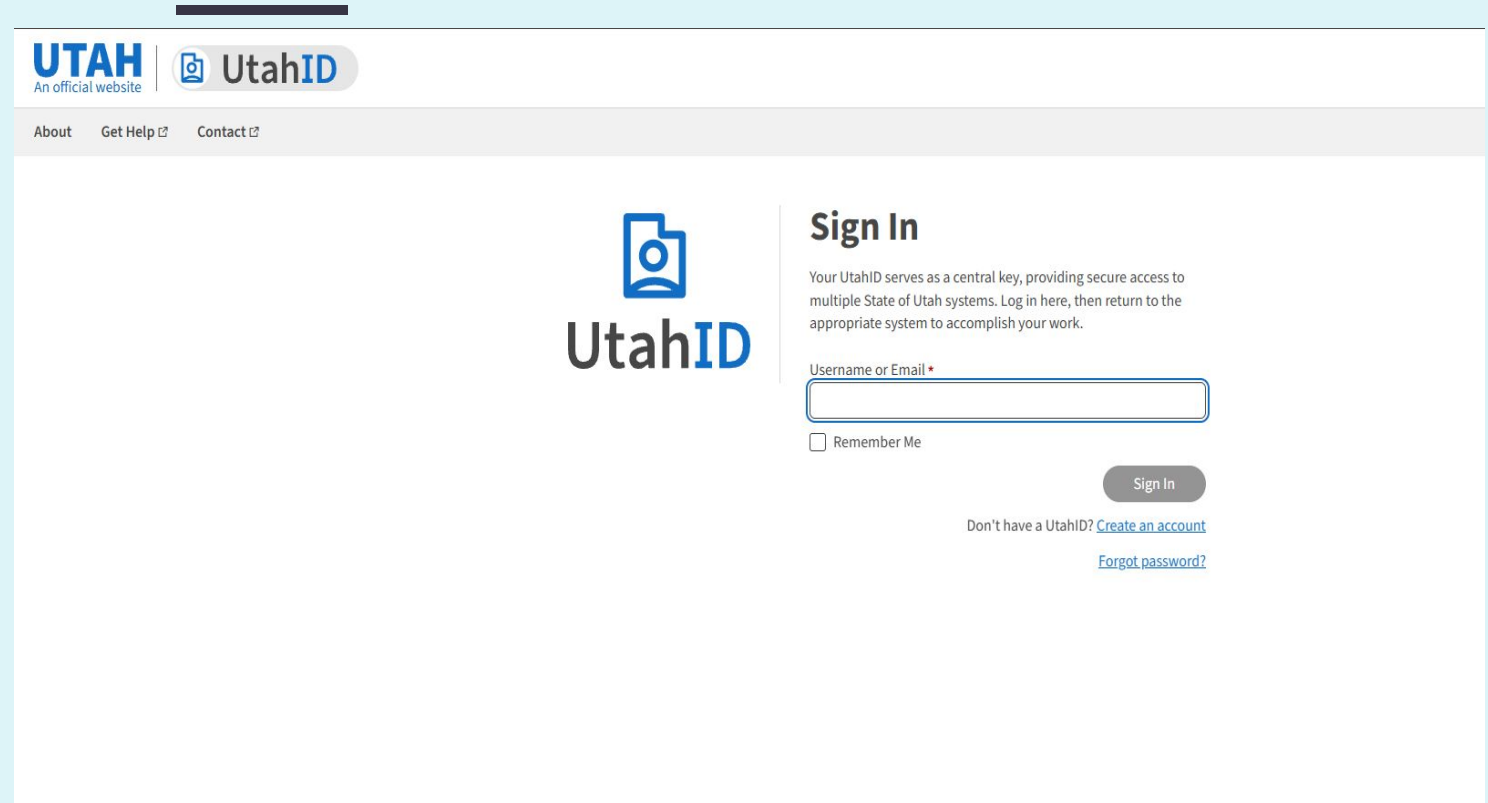
# Private Pesticide Applicator

- 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.



# Private 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/>

# Private 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](http://agbusiness.utah.gov).



# Private Pesticide Applicator

- You will be asked if you already have a registered AIMS account.
- Since you are Renewing your applicator license, you already have a Registered Account. Click “Yes”.

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.*

\*Account Name

*Error: Account Name is required.*

*If you don't find your Registered Account please select 'No' and create your New Account.*

Next

# Private Pesticide Applicator

- In the box, type your name. When you see your complete name in the autofill area, select your name. This is your AIMS account.

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.*

\* Account Name ⓘ

jared ver

JARED VERNON  
Jared Vernon Last Pest Test

Next

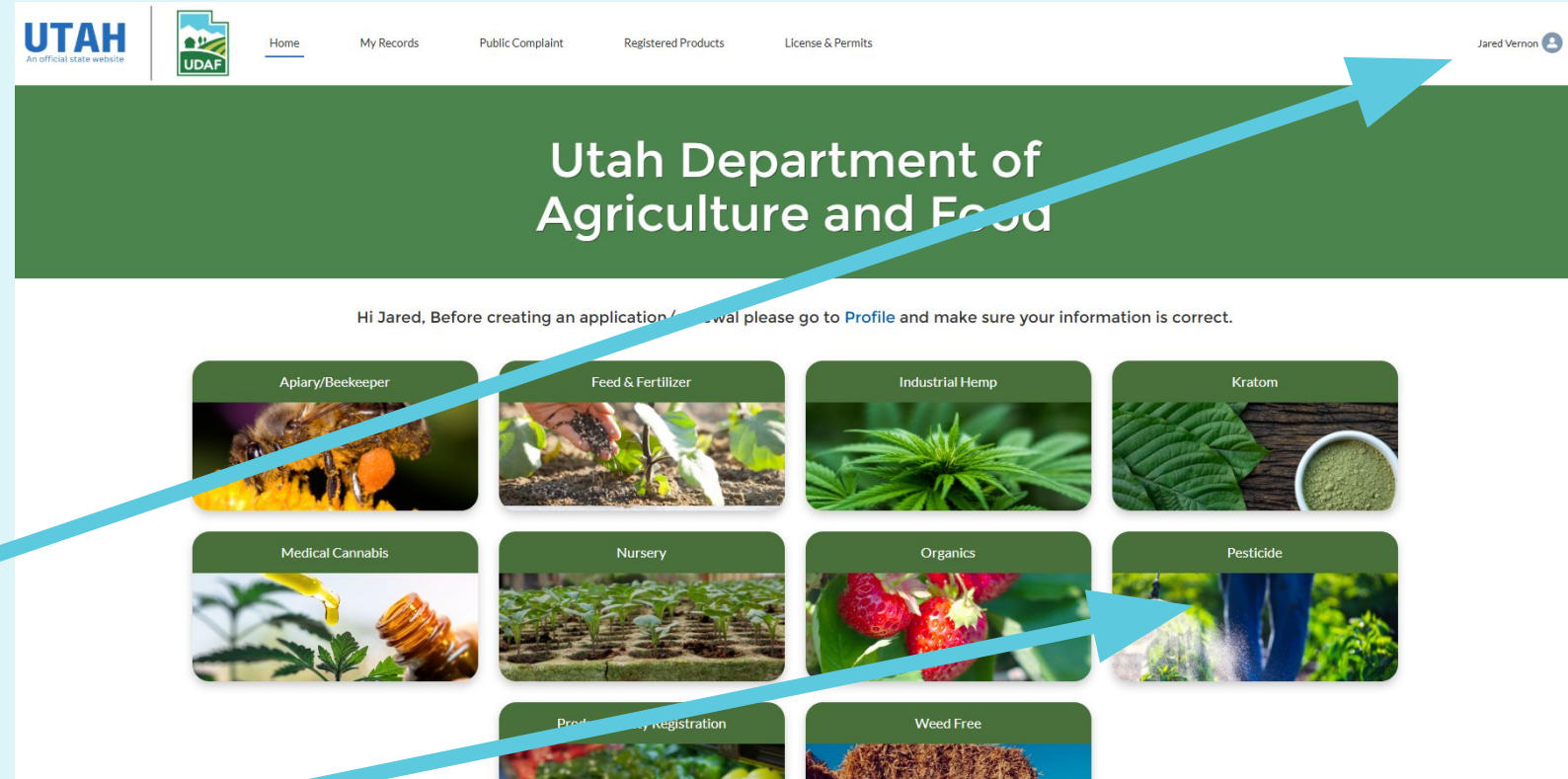
- Click "Next".

# Private Pesticide Applicator

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- You may see a message stating the Contact person for the Account you chose has been notified.
- If you see this message, there are some issues that need to be addressed by the Pesticide Program staff. Contact them at: **udaf-pesticide@utah.gov** or **801.982.2300**.
- If everything went as it should, you should be connected with your AIMS account information from your previous license. Proceed to the next slide if you did not receive any type of error message.

# Private 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.

# Private Pesticide Applicator

- Then click on the Pesticide License Application tile.



# Private Pesticide Applicator

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

The screenshot shows the Utah Department of Agriculture and Food (UDAF) website. The navigation bar includes links for Home, My Records, Public Complaint, Registered Products, and License & Permits. The user is identified as Jared Vernon. The main heading reads "Utah Department of Agriculture and Food". Below this, a "Privacy Statement" section is displayed, containing text about the collection of Personally Identifiable Information (name, address, contact, etc.) for account creation. A "Continue" button is located at the bottom right of the privacy statement. To the right of the privacy statement is a "Steps" sidebar 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 text in the list item to the "Continue" button.

# Private Pesticide Applicator

- Select a “Renewal 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

# Private Pesticide Applicator

- Select your license you are renewing, then select “Select All Sections”, and then click “Next”.

**Select Application Sections**

Previously Submitted Applications

Account Name	License Number	Status	License Expiration ...	Submission Date	Pesticide Applicatio...
Jared Pest Test 4001 Applicators	000002928	License Issued	2027-12-31	2025-04-29	PEST-00000049

Please select the sections that need to be updated.

Section 1: Account Information

Section 2: Account Owner or Manager Information

Section 3 - Application License 4001

**Select All Sections**

**Next**

**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

# Private 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	Email
(123) 123-1234	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

# Private 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?  
Jared Pest Test 4001 Applicators

Business website (if applicable)  
[Greyed-out field]

**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 \* test, test test  
Address Line 2 [Greyed-out field]

Country United States State Utah  
City test County Utah  
Zip 12345

*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 (ø) [Greyed-out field] Long (i) [Greyed-out field]

**Account Mailing Address**  
*If this address is wrong it can be updated in your profile.* [Same As Physical Address](#)

Address Line 1 \* test, test  
Address Line 2 test

Country United States State Utah  
City test, Utah County Utah  
Zip 12345

**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
[Greyed-out field]	[Greyed-out field]	[Greyed-out field]

Previous Next

# Private 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”.

# Private Pesticide Applicator

- Select how you are renewing your license with either **CEUs** or **Testing**.

4003 - Private Applicator

Are you renewing your license with CEUs or by Testing?  CEUs  Testing

\* Applicator Birth Date

Government Issued ID

Driver License

Upload a Valid Government Issued ID (front and back)

Upload Files Or drop files  Attach

- If you are renewing with CEUs, then upload your CEUs.

Upload CEU's

Upload Files Or drop files  Attach

Previous Next

- **\*\***The CEU “Upload Files” window appears at the **BOTTOM** of the page.**\*\***

# Private Pesticide Applicator

4003 - Private Applicator

Are you renewing your license with CEUs or by Testing?  CEUs  Testing

\*Applicator Birth Date

Government Issued ID

Driver License

Upload a Valid Government Issued ID (front and back)

Attach

[Upload Files](#) Or drop files

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

# Private Pesticide Applicator

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

4003 - Private Applicator

Are you renewing your license with CEUs or by Testing?  CEUs  Testing

\* Applicator Birth Date

Government Issued ID

Driver License

Upload a Valid Government Issued ID (front and back)

Or drop files  Attach

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

# Private Pesticide Applicator

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


Passport Photo (Photo will appear on your pesticide applicator license card)

Face in center of the photo, natural expression

No hat or sunglasses

Good contrast (not too light or too dark) and no filter

Plain, neutral background



Upload Files Or drop files  Attach

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

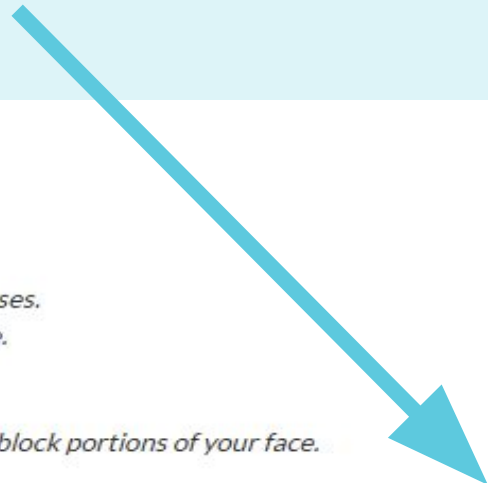
# Private Pesticide Applicator

- 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



# Private 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.


# Private Pesticide Applicator

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

### Confirmation

Your 4003 - Private Applicator Application is submitted successfully. Your application number is: PEST-00024632

Complete the payment of Non-Refundable Application Fee \$25 for your Application.

 **Fee Details**

Fee Type (License / Product Fee) ▾	Quantity ▾	Unit Price ▾	Total Price ▾
4003 - Pesticide Private Applicator Licen...	1	\$25.00	\$25.00

**Grand Total: \$25.00**

[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

# Private Pesticide Applicator

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

# Private Pesticide Applicator

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- 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.

# Private Pesticide Applicator

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- **IF** you renewed your license with CEUs, once your application has been approved, you'll receive an automatic email notifying you that your application has been approved, and your license has been renewed.
- **IF** you are renewing your license by Testing, you must follow the additional instructions found on the next pages.

# Private Pesticide Applicator

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- 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”.

# Private 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/>

# Private Pesticide Applicator

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- 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](https://pesticidetesting.utah.gov)**

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

# Private Pesticide Applicator

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

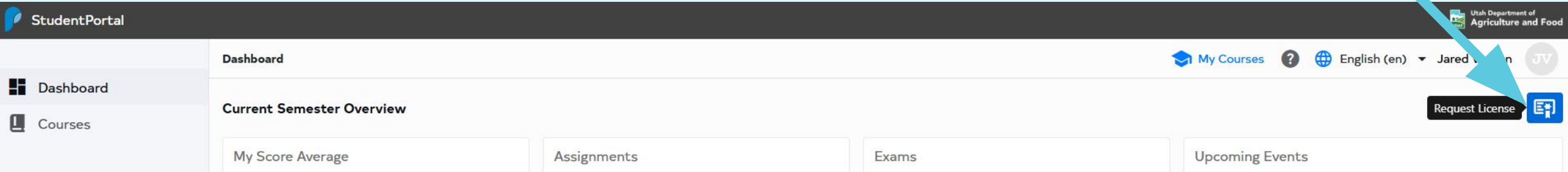
<https://pesticidetesting.utah.gov>

- 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/>

# Private 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.



The screenshot shows the StudentPortal interface. The top navigation bar includes the StudentPortal logo, the Utah Department of Agriculture and Food logo, and user information for Jared V. In the top right corner, there is a blue button labeled "Request License" with a white icon of a document and a plus sign. A blue arrow points from the text in the second bullet point to this button. The main content area shows a "Current Semester Overview" section with four cards: "My Score Average", "Assignments", "Exams", and "Upcoming Events".

# Private 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.

# Private Pesticide Applicator

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- 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](mailto:udaf-pesticide@utah.gov)  
801.982.2300**

