



**OSCS**

**Office of  
Indiana State Chemist  
and Seed Commissioner**



**Indiana  
Pesticide  
Applicator  
Certification  
Examination**

**Candidate Handbook**

**TABLE OF CONTENTS**

Introduction	2
Statement of Nondiscrimination	2
How and Where the Examinations are Administered	2
Examination Information	2
Examination Fees	3
Scheduling an Examination Appointment	3
Special Arrangements for Candidates with Disabilities	4
Telecommunication Devices for the Deaf	4
Examination Appointment Changes	4
No Refunds	4
Preparing for the Examination	5
Taking the Examination	5
Identification	5
Rules for the Examination	5
Security	5
Examination Restrictions	5
Misconduct	6
Copyrighted Examination Questions	6
Practice Test	6
Timed Examination	6
Following the Examination	7
Your Score Report	7
How to Contact AMP	7
Examination Registration Form	9
Request for Special Accommodations Form	11

**INTRODUCTION**

Purdue University on behalf of the Office of Indiana State Chemist (OISC) has retained the services of Applied Measurement Professionals, Inc. (AMP) to administer the Indiana Pesticide Applicator Certification examination program. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in test development, scoring and reporting of examinations. This booklet contains general information regarding the examination and the testing process.

**STATEMENT OF NONDISCRIMINATION**

AMP and OISC do not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability or marital status.

**HOW AND WHERE THE EXAMINATIONS ARE ADMINISTERED**

The Indiana Pesticide Applicator Certification Examinations are administered via computer at AMP Assessment Centers throughout the state of Indiana, as well as neighboring states. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. More than one exam may be administered at a session not to exceed four total testing hours. No paper tests are given. No reviews of the examination questions are allowed after your examination is scored.

Examinations will not be offered on national holidays.

**AMP Assessment Center (Test Center) Locations**

Evansville, IN	Louisville, KY	Fort Wayne, IN	Mishawaka, IN
Matteson, IL	Indianapolis, IN	Urbana, IL	Cincinnati, OH

There are other AMP Assessment Centers around the country for those people taking the Indiana tests who live elsewhere. For more specific information regarding AMP's Assessment Centers, visit their website at [www.goAMP.com](http://www.goAMP.com).

**EXAMINATION INFORMATION**

Code	Examination	Time Limit
Core	Core (Also used as the Registered Technician and Limited Certification examination for all categories)	2 Hours
1	Category 1 – Agricultural Pest Management	90 Minutes
2	Category 2 – Forest Pest Management	90 Minutes
3A	Category 3A – Ornamental Pest Management	90 Minutes
3B	Category 3B – Turf Pest Management	2 Hours
4	Category 4 – Seed Treatment	90 Minutes
5	Category 5 – Aquatic Pest Management	1 Hour
6	Category 6 – Industrial Weed Management	1 Hour
7A	Category 7A – Industrial, Institutional, Structural and Health Related Pest Management	90 Minutes
7B	Category 7B – Termite Control	90 Minutes
7D	Category 7D – Fumigation	1 Hour
8	Category 8 – Community-wide Mosquito Management	1 Hour
11	Category 11 – Aerial Application	90 Minutes
12	Category 12 – Wood Destroying Pest Inspection	1 Hour

**EXAMINATION FEES**

A registration fee of \$29.00 per person is charged for each examination session which is scheduled. More than one exam may be administered during an examination session, not to exceed four total testing hours per session. There is an additional examination fee for each examination scheduled. The examination fee depends on the length of the examination taken. The examination fees are as follows:

Fees Table	
Scheduling	\$29 (per session) <b>plus:</b>
Examination fee(s)	
First exam	\$44
Additional 1 hour exam	\$22
Additional 90 minute exam	\$32
Additional 2 hour exam	\$44

Example:

Person 1 wishes to take the Core and 1-hour category examination. Person 2 wishes to take only one 1-hour examination. The charges are calculated as follows:

<u>Person 1</u>		<u>Person 2</u>	
Scheduling fee	\$29.00	Scheduling fee	\$29.00
Core Exam	\$44.00	1-Hour Exam	<u>\$22.00</u>
Category Exam (1 hour)	<u>\$22.00</u>	<b>Total Fee:</b>	<b>\$51.00</b>
<b>Total Fee:</b>	<b>\$95.00</b>		

Payment may be made by credit card (VISA, MasterCard, American Express and Discover), cashier's check or money order made payable to AMP. **Cash and personal checks are not accepted.**

**SCHEDULING AN EXAMINATION APPOINTMENT**

The Indiana Pesticide Applicator Certification Examinations may not be attempted more than three (3) times in a twelve (12) month period. The twelve (12) month period shall commence on the date the first examination failure occurs.

**Applicants may register by any one of the following routes**

**1. Call AMP to schedule an appointment**

Call AMP at 1-800-345-6559 to schedule an examination appointment. This option is available only for individuals paying the examination fee(s) by credit card (VISA, MasterCard, American Express and Discover).

**2. Mail your test registration form**

Complete the registration form on page 9 and mail it to AMP with the examination fee(s) (paid by cashier's check, money order or credit card) to the address indicated on the form. **All sections of this form must be completed.** This form will be returned, unprocessed, if it is incomplete, illegible or submitted with an incorrect fee. Call AMP at 1-800-345-6559 approximately 7 to 10 business days after mailing your exam registration materials to schedule an examination appointment.

When you call to schedule an appointment, please be prepared to confirm a date and location for testing and to provide AMP your name and Social Security number. Note: Your Social Security number is required by AMP and is used only for unique identification and testing. Your Social Security number is confidential and will not be used for any other purposes. All individuals are scheduled on a first-come, first served basis. Refer to the chart below.

If you call AMP by 3:00 p.m. Central Time on . . .	Depending upon availability, your examination may be scheduled beginning . . .
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

You will be notified of the time to report to the Assessment Center; please make a note of it since you will NOT receive a confirmation letter. If you need an Assessment Center address, or directions to a center, please ask when you call to schedule. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center. Test Center addresses and directions can also be found on AMP’s website, [www.goAMP.com](http://www.goAMP.com).

**Special Arrangements for Candidates with Disabilities**

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at most established test centers. Candidates must advise AMP at the time of registering for the examination that wheelchair access is necessary.
2. Candidates with disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Candidates requesting special accommodations will be required to submit documentation of their disability via fax or mail before they are scheduled for an examination. You must provide documentation from an appropriate professional (e.g., education professional, doctor, psychologist, psychiatrist). All special arrangements will be made on an individual basis. To request special accommodations, complete the REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS form on page 11 in this handbook and submit it prior to your desired testing date. Submit the special accommodations documentation along with your EXAMINATION REGISTRATION FORM and fee(s) to the AMP Candidate Support Center, 18000 W. 105th Street, Olathe, Kansas 66061-7543. AMP and the Office of Indiana State Chemist will make all decisions regarding special accommodations. Once acceptance of your request for special accommodations is determined, AMP will contact you to schedule your testing appointment.

**Telecommunication Devices for the Deaf**

AMP is equipped with Telecommunications Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (CST) Monday-Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

**Examination Appointment Changes**

Candidates who have scheduled an appointment for testing may reschedule their appointment for a future date on one occasion, if they contact AMP by phone at least **two business days** prior to the examination (see table below). Candidates wishing to change their examination appointments within two days of the examination will not be refunded their examination fee and will be required to pay the entire examination fee for any future examinations.

If your examination is scheduled on . . .	You must call AMP by 3:00 p.m. Central Time to change your reservation by the previous . . .
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

**NO REFUNDS**

A candidate must submit the appropriate fee with a complete examination application according to the following schedule. Payment may be made by credit card (VISA, MasterCard, American Express or Discover), or company check, cashier’s check or money order made payable to AMP. Cash and personal checks are not acceptable. Fees are nonrefundable. The application and fees may NOT be transferred to a future examination date.

Credit card transactions that are declined will be subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to AMP to cover declined credit card transactions.

## **PREPARING FOR THE EXAMINATION**

1. The examination(s) will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more examination questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the examination(s) by working quickly and efficiently.
2. Be sure to answer each examination question, even the ones for which you are uncertain. Avoid leaving any examination questions unanswered; this will maximize your chances of passing. It is better to guess than to leave an examination question unanswered; there is no penalty for guessing.

## **TAKING THE EXAMINATION**

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your testing appointment, report to the Assessment Center no later than your scheduled testing time. Look for signs indicating AMP Assessment Center Check-in. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

### **Identification**

To gain admission to the Assessment Center, a candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

**YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.** Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your testing fee.

## **RULES FOR THE EXAMINATION**

### **Security**

AMP maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, personal digital assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No programmable calculators are permitted.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

### **Examination Restrictions**

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination, which must be returned to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

**Misconduct**

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

**Copyrighted Examination Questions**

All examination questions are the copyrighted property of AMP. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

**Practice Test**

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your testing session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking a test on the computer. The time you use for this practice test is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

**Timed Examination**

Following the practice test, you will begin the actual examination. Before beginning, instructions for taking the examination are provided on-screen.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right portion of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the testing time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the testing session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination items answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## **FOLLOWING THE EXAMINATION**

After you finish the examination, you will be asked to answer a short survey about the test center facilities.

### **Your Score Report**

After you have completed the examination, you will be instructed to report to the testing supervisor at the Assessment Center to receive your score report.

***If you pass the examination,*** you will receive a score report showing your examination results for each examination completed with instructions on how to apply for a license.

***If you fail the examination,*** you will receive a score report showing your examination results for each examination completed. To reregister for the examination(s), call AMP (if payment is made by credit card) or submit a new completed registration form (if payment is made by cashier's check or money order).

***If you do not appear to take the examination(s)*** for which you are scheduled, you must reapply for another examination, forfeiting the fee for the examination that you missed, and submit the fee for the examination for which you will be scheduled. To reapply, contact AMP.

## **HOW TO CONTACT AMP**

For inquiries and general registration information, write or call:

AMP Candidate Support Center  
18000 W. 105th Street  
Olathe, KS 66061-7543  
1-800-345-6559  
Web: [www.goAMP.com](http://www.goAMP.com)  
E-mail: [info@goAMP.com](mailto:info@goAMP.com)



# Pesticide Applicator Certification Examination

---





## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. (Please see page 4 of this handbook for further information.)

### **Candidate Information**

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Requested Assessment Center \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Daytime Telephone Number

### **Special Accommodations**

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- \_\_\_\_\_ Accessible testing site
- \_\_\_\_\_ Special seating
- \_\_\_\_\_ Extended testing time (time and a half)
- \_\_\_\_\_ Separate room
- \_\_\_\_\_ Other special accommodations (Please specify.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Official Use Only**

Special accommodations to be provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form with your EXAMINATION REGISTRATION FORM and fee to:**

**AMP Candidate Support Center  
Indiana Pesticide Applicator Certification Examination  
18000 W. 105th Street, Olathe, KS 66061-7543  
1-800-345-6559**

## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required test accommodations.

### **Professional Documentation**

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a  
Test Candidate Date

\_\_\_\_\_  
Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Documentation of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form with your EXAMINATION REGISTRATION FORM and fee to:**

**AMP Candidate Support Center  
Indiana Pesticide Applicator Certification Examination  
18000 W. 105th Street, Olathe, KS 66061-7543  
1-800-345-6559**