

GEORGIA DEPARTMENT OF AGRICULTURE

COMMISSIONER TYLER J HARPER

Compliance Assistance Module
Pre-Examination Training





Objective

The purpose of this presentation is to provide compliance assistance for necessary training and requirements prior to taking the Registered Employee exam in accordance with the Rules of the Georgia Structural Pest Control Commission





Who is a Registered Employee?

Any employee involved in any part of pest control, including solicitation, needs to obtain their registered employee license. Requirements include:

- At least 18 years old
- 10 hours of classroom training
- 70 hours of on-the-job training
- Pass employee registration exam
- Pay \$10 licensing fee

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Steps to Becoming a Registered Employee

1. Complete 10 hours of classroom training and 70 hours of supervised on-the-job training
2. Fill out the Pre-Exam Training Form
3. Go to www.GeorgiaPestExam.com to schedule an exam and print an application
4. Give your application to a Designated Certified Operator (DCO) for signature
5. Bring your application and fee to the scheduled exam location and complete the exam
6. If you pass the exam, give the exam report and application to the DCO to complete. Mail to the GDA and include the fee payment. The registration application and \$10 registration fee can be submitted online at:
<https://www.kellysolutions.com/ga/Structural/UpdateInfo/Login.asp>.
7. If you fail, complete steps 1-3 again. If you fail the third or any subsequent attempt, you must repeat the 10 hours of classroom training before retaking the exam.



License Categories

REGISTERED EMPLOYEES MAY ONLY BE LICENSED IN CATEGORIES THAT THEIR COMPANY ALREADY HOLDS

Household Pest Control (HPC)

The use of any pesticide or device to control pests, including birds, that commonly enter structures, nest on or in structures, or invade structures.

It does not include the control of mammals with the exception of commensal rodents and squirrels.

Does not include fumigates

Wood Destroying Organisms (WDO)

The application of any and all measures for the purpose of controlling termites, powder post beetles, wood boring beetles, wood destroying fungi and any other wood destroying organism in structures and/or adjacent outside areas.

Fumigation (FUM)

The application of a fumigant to any structure or enclosed space, or to any compartment thereof, as a specified concentration, and exposure period for the purpose of controlling insects, rodents, or other pests.





Pre-Exam Training Form

- Step 2 is filling out an official SPCC Pre-examination training form
- This form needs to be maintained by the company for a minimum of 2 years
- Make sure to read the back! It includes definitions and explanations of requirements

[Pre Exam Training Form PDF](#)

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Pre-Exam Training Form (back)

SPCC PRE-EXAMINATION TRAINING FORM DEFINITIONS

The Georgia Structural Pest Control Commission (SPCC) PRE-EXAMINATION TRAINING FORM is the record to verify that the training requirements of Rule 620-3-.02(1)(e) are met for new employees and employees that are required to retest. The record must be maintained by the pest control company for a period of two years. The form must be completed by the trainer(s).

Date of Hire – date began employment at company to train for an employee registration.

Date of Training – actual date training was provided including classroom and on the job experience.

Category – the operational category of the subject matter taught (FUM: Fumigation; HPC: Household Pest Control; WDO: Wood-destroying Organisms).

Classroom Training and Hours – employee must complete a total of 10 hours of classroom training. This training must cover each of the required training areas listed on this form. The training may also include additional topics that are included in the Employee Registration Manual. The training must be provided by a certified operator or an approved SPCC instructor. The training section must be completed by the trainer(s) (certified operator or an approved SPCC instructor).

Employee Registration Manual & Training – this manual is published by the SPCC and is intended to prepare technicians for the Employee Registration Examination. Training on the manual is recommended and some of the other topics in the manual include pest identification, pest biology, IPM and application techniques. The additional lines on the form are provided to record training topics from the Employee Registration Manual.

Employee Registration Examination – this exam includes 100 questions and is based on the Employee Registration Manual.

On the Job Experience Hours – actual hours of on-the-job training by the employee. Must be a total of 70 hours in the category(ies) in which registration is sought. This training must be provided by a certified operator or registered employee. The experience section must be completed by the trainer(s) (certified operator or registered employee).

Trainer & Cert/Reg# - The name of the responsible certified operator, registered employee and/or approved instructor that provided the training and the certification or registration number of the trainer.

Is the training to retest? - If employee fails the employee registration examination 3 times, the classroom training is required to be repeated before retaking the examination. If employee registration is not renewed before October 1st of odd numbered year, training requirements are required to be repeated before re- examination.



How do I Pass the Exam?

- Exam is 100 questions and a 70% is required to pass
- Study the [Employee Registration Manual](#)! All exam material is in the manual
- Take notes on classroom trainings
- If you do fail, there is a 2-day waiting period to retake the exam

Commercial and Structural Pest Management Testing System

A Partnership between Athens Technical College and the GA Department of Agriculture

| | | | |
|-------------------------------|----------------------------------|--------------------------------------|---------------------------------|
| Account Login | Exam Information | Register for an Exam | Testing Centers |
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Welcome to the Georgia Department of Agriculture's Commercial and Structural Pest Management Testing System. Use this website to register for pest control examinations, find information about our testing centers, and view your previous exam registration and participation records.

Log In Now



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[Map of Available Testing Centers](#)

Employee Registration Exam Preparation Course Available!

This course will prepare applicants to take the Employee Registration Exam. Please [click here](#) for more information or to register for this course

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FAQ

- Is the Pre-Exam Training Form required?
 - YES, and it must be retained for at least 2 years
- Who can supervise the 70-hour training?
 - A registered employee or certified operator
- Do I have to take the pre-exam training again?
 - If the exam is failed 3 times, the classroom training must be repeated before the exam can be taken again
 - If the employee's license is not renewed before October 1st of odd-numbered years, then all training requirements must be repeated



FAQ

- What categories can I be licensed in?
 - Registered Employees can only be licensed in categories that their company already holds
- What if I have more questions?
 - The answers to many common questions can be found on the back of your Pre-Exam Training Form
 - Visit agr.georgia.gov/registered-employee-credential for more information
 - Contact us during business hours or send an email to pest@agr.georgia.gov

GDA is here for you!

We're standing by to take your questions.



STRUCTURAL PEST

GEORGIA DEPARTMENT OF AGRICULTURE



Give us a call

404-656-3641

Send us an e-mail

pest@agr.georgia.gov

