

Private Applicator Certification

Business Case: How do I use the SUPER Training/Registration module for private applicator certification?

Solution: The forms currently required for pesticide certification are:

- *PSEP Private Applicator Initial Certification and Recertification Training Form (318A)*
- *Roster for Private Applicator Initial Certification (318B)*

The use of these forms is optional because the information included on these forms should be available from the SUPER Training/Registration module. County personnel must create a pesticide certification course/event in SUPER Training/Registration. To register participants for the course/event, they must be enrollees in the SUPER Enrollment module.

After the training (or at the end of the month), create a list of the participants using the **Run Report** feature. From SUPER, the list of participants will open in **Microsoft Excel**. On the participant list, add two columns, one for pre-test score and a second column for post-test score (Figure 1).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Private Applicator Certification												
2	5-Jan-09												
3	Unit	Last Name	First Name	Address		City	State	Zip	Phone 1		Pre-Test Score	Post-Test Score	
4	Stewart County	Atkins	Sue	P.O. Box 6907		Big Rock	TN	37023			80	100	
5	Stewart County	Arms	Jenny	231 Thompson Hollow Rd.		Dover	TN	37058	931-827-5555		50	80	
6	Stewart County	Barnes	Ed	29 Taylor Rd.		Dover	TN	37058			10	100	
7	Stewart County	Barlow	Larry	4801 Bend Rd.		Clarksville	TN	37040			75	100	
8	Stewart County	Beard	Steve	446 Spring Creek Lane		Erin	TN	37061	931-243-5895		80	100	
9	Stewart County	Black	Rhonda	656 Overlook Rd.		Dover	TN	37058	931-272-4671		70	90	
10	Stewart County	Brown	Misha	425 Salem Ridge Rd.		Clarksville	TN	37040			99	100	
11	Stewart County	Brown	Misty	425 Salem Ridge Rd.		Clarksville	TN	37040			99	100	

Figure 1. Private Applicator Certification Report

Insert the pre-test and post-test scores, print this file, and mail to:
 Entomology and Plant Pathology Department
 PSEP Coordinator
 2505 E.J. Chapman Drive, 370 PBB
 Knoxville, TN 37996-4560

These same instructions apply to recertification, with one addition. County personnel should add one column for the individual’s certification number. This process will be a huge savings in time and effort for the entire organization, and especially for county agents and secretaries. Please direct questions about this process to your Regional Program Leader for Agriculture or questions concerning the PSEP program requirements to Dr. Darrell Hensley (865-974-1286).

Original by Joseph L. Donaldson, Extension Specialist
 Updated by John Toman on 7/10/2014