

Private Applicator Training Information

(Updated 7/6/26; Jordan K)

General Information

- **Private Applicator:** A person who applies restricted-use (pesticide label identifies) pesticides to produce an agricultural commodity **AND** pesticides are applied on property that they own or rent, or their employer owns or rents. If an applicator does not meet **BOTH** parts of the definition, they are considered commercial applicators.
 - Examples of commercial applicators: Lawn care company or County Highway employee.
- **Certification Validity:** Certification is valid for 5 years.
- **Certification Status Check:** Applicators can check certification status here: <http://www.kellysolutions.com/WI/Applicators/index.asp>.
- **Notifying Expiring Certified Applicators:** The PAT Program notifies farmers with expiring certifications in early winter, but it's the farmer's responsibility to track their status. Post card notifications will be sent until 2029. Starting in 2030, notification will be sent by email only.
- **Contact Information:** For questions, contact patprogram@mailplus.wisc.edu, 608-262-7588, or 414-399-0373.

Training

Training Materials:

- Anyone that would like to become a certified Private Pesticide Applicator must purchase a manual.
 - Each person must have their own manual, as it includes a unique PAT number on the certificate (needed for taking the exam).
 - Those retaking the exam within 1 year do not need the certificate.
- Applicators can purchase manuals from the PAT Program website: <https://patstore.wisc.edu/secure/Items/private>. For mail orders, use this form: [Private Applicator Mail Order Form](#).

- Print manuals are delivered within 5-10 business days at no additional charge. There is an additional shipping charge for rush delivery. Pdf manuals are emailed within 3 business days of purchase.

Learning the Material

Self-Study:

- Self-study students purchase the manual, study independently, and test at a designated County Extension Office or Pearson Vue (see below for testing info).

Self-paced Online Training:

- Canvas course is available for purchase at PAT website:
<https://patstore.wisc.edu/secure/collection/private/17>
- Course costs \$10.
- Course must be completed for the reduction in passing score. Must show proctor the course completion email.
- Online training takes approx. 3.5 hours. Stopping/starting throughout the training is allowed.

Extension-Hosted Zoom Training (organized and hosted by Regional Crops Educators):

- Registration costs \$10 and must be completed in advance through the <https://patstore.wisc.edu/secure/item?store=private&id=128>.
- Students must bring their PAT certificate to the training.
- Dates and locations will be posted online in late fall.
- Class is taught by PAT Program staff over Zoom.

In-person Training & Test

- A few in-person training opportunities will be hosted by the PAT Program.
- Registration costs \$10 and is available through the UW PAT Store:
<https://patstore.wisc.edu/secure/collection/private/45>.
- Details will be posted on the Extension Calendar and UW PAT Program website.

Testing Information

Testing is offered at designated County Extension Offices or through Pearson Vue (see below for testing info).

- *Self-study or Self-paced Online Course:*
 - A 70% or higher passing score is required for self-study.



- A 50% or higher passing score is required for self-paced online course.
 - The course completion confirmation email must be **shown to the proctor to be coded as “attended a training”**
- **County Extension Offices (test proctored by county support staff):**
 - County Extension Offices can choose if they want to provide testing for self-study individuals.
 - Testing counties and contact info is posted on the UW PAT Program website.
 - County support staff will set testing schedules based on regional needs, with increased frequency from December to May.
 - Farmers from other counties can take tests at any participating location.
 - County Extension Departments are reimbursed \$10/test. You must submit the PAT certificate to the PAT Office for a test to be counted as proctored.
- **Pearson Vue Testing:**
 - Tests can be taken through Pearson Vue in-person or online for \$45, with a 70% passing requirement.
- **Extension-hosted Zoom Training (organized/hosted by Regional Crops Educator):**
 - Attendees must have a valid **private** PAT certificate to take the test.
 - Do not give private exams to any individual who has a **commercial** PAT certificate.
 - Test proctored by Regional Crops Educator after zoom training.
- **In-person Training & Test:**
 - In-person training hosted by the PAT Program includes the test upon completion of the training material.
 - Training costs \$10 and seats can be purchased through the UW PAT Store.

Proctoring Instructions

County Support Staff and Regional Educator Proctoring Instructions:

- Individual Testing:
 - Provide a quiet space; no phones. Monitor the open-book exam.
- Group Testing:
 - Ensure proper space and lighting. Phones silenced and away. Proctor must remain in the room.
- Both Individual and Group:

- Hand out bubble/answer sheets and explain the following test instructions:
 - Use a #2 pencil
 - Calculators allowed
 - No phones
 - No writing in the test manual or test booklet.
 - Scratch paper can be provided if requested.
- Tests are open book but must be completed individually.
- Test takers are **allowed 90 minutes** to complete the exam.
- Ensure the correct code is filled in on the bubble/answer sheet and follow instructions for sending materials.
- After testing, collect:
 - Test booklet
 - Test manual
 - Bubble/Answer sheet
 - Any used scratch paper
 - SSN form (if applicable)
 - Completed PAT certificate from the manual (if missing, direct them to purchase materials at UW PAT Store).
 - DATCP **will not** grade exams without a valid PAT certificate and number.
- Send completed scantrons/answer sheets to DATCP
 - Use the pre-addressed brown envelopes provided by the PAT Program.
 - **Do not fold the scantrons.**
 - Request more by calling or emailing the PAT Program or Jordan Kampa.
- Send PAT certificates by mail or email to the PAT Program.
 - Use the pre-addressed white envelopes provided by the PAT Program.
 - Request more by calling or emailing the PAT Program or Jordan Kampa.

Proctoring Payment (for Support Staff only):

- County Extension offices receive \$10/test (excludes Regional hosted zooms).
- Upgraded postage is reimbursable through the PAT Program. Include receipt(s) when invoices are requested at the end of the fiscal year.
- Payments are based on certificates submitted to Jordan Kampa or the PAT Program. Invoices are submitted after test numbers are confirmed prior to the end of the fiscal year.



Contact Information

PAT Program

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