December 6, 2016

Dear Private Pesticide Applicator:

**According to our records, your Private Pesticide Applicator License is due to be renewed.**

The *Training Manual for the Private Pesticide Applicator*, *7th Edition* can be purchased at the UW-Extension Office in the Shawano County Courthouse, 311 North Main Street, Room 101, Shawano. Cost of the manual is $30, due upon receipt.

After purchasing your exam, please complete the *Training Registration Form* found immediately following the front cover; it will be collected at the time you take your examination. However, do NOT remove the *Training Registration Form* from the manual until asked to do so.

To prepare for the exam, please read page vii, *How to Pass the Certification Exam*. Each chapter begins with learning objectives covering subject areas you will be tested on and ends with a worksheet to review your subject knowledge. Also, please read Appendix F, *Tips on Taking the Certification Exam*.

You may attend an optional training session conducted by the Shawano County Extension Office on **WEDNESDAY, January 25th** or **WEDNESDAY, March 1st**. Both sessions begin at 10 am in Room A/B of the Shawano County Courthouse. You must bring your training manual, a photo ID, and a calculator to the training session. \*\*A list of additional training sessions offered in surrounding counties can be found on the back of this sheet.\*\* These training sessions supplement the information found in your manual, but are not a substitute for reading the manual itself. If you attend a training session, a minimum score of 50% is required to pass your certification exam.

If you choose not to attend a training session, you must achieve a minimum score of 70% to pass your certification exam. When choosing the self-study option, you must schedule an appointment to take your exam by calling the Shawano County UW-Extension office at (715) 526-6136. Please bring your training manual, a photo ID, and calculator with you to your exam.

Please note…DATCP will send your exam score by mail. This can take up to 30 days, depending on the time of year when you test.

**Wisconsin now requires that any person taking a certification exam must provide positive identification (a driver’s license is most common) *and* their social security number.** You must bring this identification to the training session. Other acceptable forms of ID are: **1.** A photo ID **2.** Birth Certificate *plus* another form of ID **3.** Social Security Number.

If you have questions, please feel free to contact Jamie Patton, Shawano County UW-Extension Agriculture Agent at (715) 526-6136.

**Alternative Training/Testing Sites**

**Marathon County**

Tuesday, February 21 - Marathon County UW-Extension Office, 212 River Drive, Wausau

Session begins at 9 am. Please contact Dan Marzu at (715) 539-1078 to register.

**Oconto/Marinette Counties**

Tuesday, January 10 - Oconto Falls Public Library, 251 North Main Street, Oconto Falls

Wednesday, February 1 - Pound Town Hall, W8484 County Road B, Coleman

Friday, February 17 - Oconto Falls Public Library, 251 North Main Street, Oconto Falls

Training sessions will begin at 10 am, with an optional half-hour discussion of Crop Insurance Programs starting at 9:30 am. Please contact Scott Reuss at 715-732-7510 to register.

**Outagamie County**

Wednesday, February 1 - Jackson Point Sports Grill and Banquet (located at Crystal Springs Golf Course), N8055 French Road, Seymour

Monday, February 13 – Outagamie County UW-Extension Office, 3365 W. Brewster Street, Appleton

All sessions begin at 9 am. Please contact Kevin Jarek at 920-832-5128 to register.

**Waupaca County**

Tuesday, March 1 –Waupaca County Courthouse, Room LL42, 811 Harding Street, Waupaca

All sessions begin at 8:30 am. Please contact the Waupaca UW-Extension Office at (715) 258-6230 to register.