



2024 Pesticide Safety Workshops and Information for Private Pesticide Applicators

We are looking forward to continuing in-person Private Pesticide Applicator Workshops in 2024!

Currently, certified Private Pesticide Applicators can recertify by attending an in-person workshop, online Zoom workshop, or successfully completing an online or mail-in exam. New applicators, or those with lapsed certifications can only certify as a Private Pesticide Applicator by taking and receiving a passing score on the Private Applicator exam.

Check out the full newsletter for details on all recertification options this season!

Tana Haugen-Brown,
Extension Educator and Program Manager
Private Pesticide Applicator Program, PSEE

IN THIS NEWSLETTER

- Private Applicator Certification Options
- Exam and Workshop Information
- Workshop Schedule and Locations
- Private Pesticide Applicator Licensing Information
- Cancellation and Refund Policies
- Additional Training Opportunities

Successful Workshop Recertification Tips

- Online registration is optional for in-person workshops and opens on January 3, 2024. Walk-in registration is still offered at workshops. Benefits of online registration include electronic payment and workshop updates.
- No cash or electronic payments are accepted at in-person workshops. Walk-in registration payment must be made by check payable to the **University of Minnesota**.
- **You must bring your applicator certification card and photo ID to recertification workshop.**
- Before you head out to a workshop, check for any last-minute workshop updates such as weather cancellations. Workshop updates are posted to the PSEE webpage z.umn.edu/2024PPATworkshops or the Farm Information Line: 1-800-232-9077.

GET CONNECTED

Sign-up for PSEE email updates: z.umn.edu/7040
(News, events & workshop notices; newsletter; licensing info)

Web: pat.umn.edu

Facebook: <https://www.facebook.com/UmnPsee>

X (formerly Twitter): PSEE@UmnPSEE

YouTube: z.umn.edu/PSEETube

Use phone or other device camera to scan QR code for quick link to our website.



Retain this newsletter for your reference, it contains ALL the recertification opportunities for Private Pesticide Applicators in 2024. Any additional workshop updates will be posted on our website and social media.

CURRENT PRIVATE APPLICATORS

Current private applicators can recertify by attending a workshop or by taking the Mail-in or Online exam. If you have any questions regarding the exam, please contact us via email at ppathelp@umn.edu or 763-767-3840. Office hours are Monday - Friday from 8:00 am to 4:00 pm.

Private Pesticide Applicator certifications and certification numbers are not transferable, even to a member of the same family. If a member of your family does not have an applicator number and would like to become a certified Private Pesticide Applicator, they will need to take the Private Applicator Exam.

FIRST TIME/NEW APPLICATORS

If you have never had a Minnesota Private Pesticide Applicator Certification and need to get a certification, you will need to complete either the mail-in or online exam. More information about the Private Applicator Exam is available online at: pat.umn.edu.

EXPIRED CERTIFICATION

If you have held a Private Pesticide Applicator certification in the past and it is currently expired, you are not considered a new applicator. You will need to take the exam to recertify as an applicator. Your previous applicator certification number is required to take either the online or mail-in exam.

Don't know your applicator number? You can search the Minnesota Department of Agriculture's online database here: z.umn.edu/PPATcertlookup. Search by last name and uncheck the "Unexpired Licenses Only" box. Confirm your address and contact the MDA if it needs updating.

MAIL-IN EXAM

Mail-in exams are available for pick-up only at most local County Extension Offices. Contact the county offices ahead of time for business hours and availability of exam materials before you travel there. A list of counties and their Extension contact information can be found at: <https://extension.umn.edu/local>.

Cost for the mail-in exam is \$75 and payable by **CHECK ONLY** (made payable to the University of Minnesota) and sent when you mail your exam. Exams must be postmarked by October 31, 2024 to receive credit. No further exam attempts, including second and third attempts, may be made after October 31, 2024.

ONLINE EXAM

The online exam is available on our website: pat.umn.edu. Cost is \$75, payable by credit card at registration. You have three attempts to pass the exam. Final exams must be completed by October 31, 2024.

A link to the exam is found in your UMN Registration Confirmation email or directly at canvas.umn.edu. You will need your email (Internet ID) and password used for registration. Refer to the Online Exam Guide available at z.umn.edu/OnlineExamGuide for instructions on taking the online exam.

Please note, The online exam and mail-in exam are different. Answers and payments from one exam option do not transfer to the other. Switching from one exam option to another requires a separate fee payment. You cannot register online for the exam and attend a workshop in place of taking the exam.

LICENSING RESOURCES

CHECK YOUR CERTIFICATION STATUS

z.umn.edu/PPATcertlookup

MDA LICENSING GENERAL INFORMATION:

z.umn.edu/mdappatinfo

Or call the MDA at 651-201-6633



(Image: creative commons)

County office contacts <https://extension.umn.edu/local>

RECERTIFICATION OPTIONS AT-A-GLANCE

Confirm you have the required technology when considering recertification options. Registration opens January 3, 2024.

Options	Time (hrs)	Payment Options	Advance Registration Required	Advance Registration Deadline	Internet Required	Other Required Technology
Recertification Workshop						
In-Person Online Registration	3.5	Credit Card	Yes	3 Days Before Workshop	No	None
In-Person Day of Walk-In	3.5	Check Only Payable to University of Minnesota	Register On-Site	None	No	None
Online Zoom Workshop	3.5	Credit Card Only	Yes	3 Days Before Zoom Workshop	Yes	Computer or Tablet, Camera, Microphone & Speakers
Certification/Recertification Exam						
Online Exam	Varies	Credit Card Only	Yes	October 31, 2024	Yes	Computer or Tablet
Mail-in Exam	Varies	Check Only	No	Must be Postmarked by October 31, 2024	No	None

IN-PERSON RECERTIFICATION WORKSHOPS

In-person workshops are \$75 and held at various locations around the state. Online registration is optional for in-person workshops and opens on January 3, 2024. Online registration closes 3 days before a workshop. Benefits of online registration includes electronic payment and workshop updates. Walk-in registration is still offered at workshops and payable by check only made out to the "University of Minnesota".

Check-in starts 30 minutes prior to the start of the workshop. **BRING your private pesticide applicator certification card or number and a photo ID** to the workshop. Visit z.umn.edu/PPATcertlookup to look up your applicator number. Those who arrive more than 15 minutes late or leave early will not be eligible for recertification credit.

LIVE ONLINE ZOOM RECERTIFICATION WORKSHOPS

Zoom workshops offer an opportunity to recertify remotely. You must register online and have an internet connected device with a video camera, speaker, and microphone.

Participants will receive an email with Zoom link and materials two days before the scheduled workshop. Check spam/junk folders if you don't see it in your inbox. **Do not share the Zoom link with other applicators**, only preregistered participants are allowed to attend. Zoom workshops are limited to 50 participants. Registration closes when workshop is full or on the close date, whichever comes first.

Check-in begins 15 minutes before workshop. You must have your certification card on hand. Those who arrive more than 15 minutes late or leave early will not be eligible for recertification credit. Participants are required to interact with the presentations to be counted as present.

We reserve the right to cancel a Zoom workshop due to low enrollment. Cancellation decision will be made several days before a workshop and you will be notified.

Need some help with Zoom?
 Check out these resources:
 Zoom Demo Help Video:
z.umn.edu/PPATZoomTutorial

 Zoom Participant's Guide:
z.umn.edu/PPATZoomGuide

Advance registration (optional) opens online January 3 and closes 3 days before scheduled workshop. Walk-in registration starts 30 minutes prior to start of the workshop. All participants must arrive prior to start of workshop to check-in or register onsite.

Date	Time	Workshop Location				County
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South East - South Central Region						
1/23/2024	12:30 - 4:00 pm	Rice Co. Fairgrounds 4H Building	1900 Fairgrounds Drive #17	Faribault	55021	Rice
1/25/2024	12:30 - 4:00 pm	Fillmore County Extension Office, Room 108	902 Houston Street	Preston	55965	Fillmore
1/29/2024	12:30 - 4:00 pm	Hamburg City Hall	181 Broadway Ave	Hamburg	55339	Carver
1/30/2024	12:30 - 4:00 pm	Good Times Bar and Grill	118 Bissen St	Caledonia	55921	Houston
1/31/2024	12:30 - 4:00 pm	Blooming Prairie City Hall	138 Hwy Ave S	Blooming Prairie	55917	Steele
2/2/2024	9:00 am- 12:30 pm	Lafayette Community Center	540 7th St	Lafayette	56054	Nicollet
2/5/2024	12:30 - 4:00 pm	Scott County Extension Office	7151 190th St W # 100	Jordan	55352	Scott
2/6/2024	9:00 am - 12:30 pm	Steele County Community Center	1380 S Elm Ave	Owatonna	55060	Steele
2/7/2024	12:30 - 4:00 pm	Rochester International Event Center	7333 Airport View Drive SW	Rochester	55902	Olmsted
2/13/2024	6:00 - 9:30 pm	Main Street Plaza	141 4th St	Pemberton	56078	Blue Earth
2/19/2024	12:30 - 4:00 pm	Riverland Community College - Lecture Hall 124	2200 Riverland Dr	Albert Lea	56007	Freeborn
2/22/2024	6:00 - 9:30 pm	Wykoff Community Center	226 N Gold St	Wykoff	55990	Fillmore
2/29/2024	6:00 - 9:30 pm	AmericInn Event Center	240 Stadium Rd	Mankato	56001	Blue Earth

Northwest Region						
1/16/2024	9:00 am - 12:30 pm	McIntosh Community Center	115 NW Broadway	McIntosh	56556	Polk
1/17/2024	1:00 - 4:30 pm	Ada Event Center (former VFW)	415 S Main St	Ada	56510	Norman
1/19/2024	1:00 - 4:30 pm	Comstock Community Center	15855 17th St South	Comstock	56525	Clay
2/1/2024	9:00 am - 12:30 pm	Roseau City Center	121 Center St	Roseau	56751	Roseau
2/2/2024	1:00 - 4:30 pm	Northwest Research & Outreach Center Auditorium	2900 University Ave.	Crookston	56716	Polk
2/16/2024	9:00 am - 12:30 pm	Northland Community & Tech College Auditorium	1101 Highway One East	Thief River Falls	56701	Pennington

West Central Region						
1/16/2024	9:00 am - 12:30 pm	Broadway Ballroom Event	115 30th Ave E	Alexandria	56308	Douglas
1/22/2024	1:00 - 4:30 pm	West Central Research and Outreach Center	46352 State Hwy 329	Morris	56267	Stevens
1/24/2024	10:30 am - 2:30 pm	Otter Tail County Offices Bldg, Lower Level	118 North Main	New York Mills	56567	Otter Tail
1/25/2024	1:00 - 4:30 pm	Otter Tail Co. Government Services Bldg, Lake Room	500 Fir Ave W	Fergus Falls	56537	Otter Tail

Date	Time	Workshop Location				County
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Central Region						
1/26/2024	12:30 - 4:00 pm	Paynesville American Legion	770 Diekmann Drive	Paynesville	56362	Stearns
2/1/2024	12:30 - 4:00 pm	Little Falls Government Center	213 1st Ave SE	Little Falls	56345	Morrison
2/1/2024	12:30 - 4:00 pm	Renville Community Center	221 North Main Street	Renville	56284	Renville
2/6/2024	12:30 - 4:00 pm	Health and Human Services Building Multipurpose Rm 0030	2200 23rd St NE	Willmar	56201	Kandiyohi
2/12/2024	5:30 - 9:00 pm	Crow River Winery	14848 Hwy 7 E	Hutchinson	55350	McLeod
2/16/2024	9:00 am - 12:30 pm	Wright County Government Center	3650 Braddock Ave NE	Buffalo	55313	Wright
2/19/2024	12:30 - 4:00 pm	Sauk Centre City Hall	320 Oak St S	Sauk Centre	56378	Stearns
2/21/2024	12:30 - 4:00 pm	Braham Event Center	655 8th St SW	Braham	55006	Isanti
2/22/2024	9:00 am - 12:30 pm	Arlington Community Center	204 Shamrock Dr	Arlington	55307	Sibley
2/26/2024	9:00 am - 12:30 pm	Henry's Auction Center	6774 MN-25	Foley	56329	Benton
2/27/2024	12:30 - 4:00 pm	Renville County Government Services Center	105 South 5th Street	Olivia	56277	Renville
2/28/2024	9:00 am - 12:30 pm	Dakota County Extension & Conservation Center	4100 220th St W	Farmington	55024	Dakota

Southwest Region						
1/29/2024	12:30 - 4:00 pm	Minnesota West Pipestone, Room 103	1314 North Hiawatha	Pipestone	56164	Pipestone
1/30/2024	12:30 - 4:00 pm	Murray County 4-H Building Exhibit Hall	3048 S Broadway Ave	Slayton	56172	Murray
2/1/2024	9:00 am - 12:30 pm	Best Western	1201 Torgerson Dr	Fairmont	56031	Martin
2/6/2024	12:30 - 4:00 pm	Sleepy Eye Event Center	110 12th Ave NE	Sleepy Eye	56085	Brown
2/8/2024	12:30 - 4:00 pm	Southwest Research and Outreach Center	23669 130th Street	Lamberton	56152	Redwood
2/12/2024	12:30 - 4:00 pm	Merit Center	1001 West Erie Rd	Marshall	56258	Lyon
2/13/2024	12:30 - 4:00 pm	American Legion	411 1st St	Jackson	56143	Jackson
2/16/2024	12:30 - 4:00 pm	Montevideo American Legion	613 Legion Dr	Montevideo	56265	Chippewa
2/27/2024	9:00 am - 12:30 pm	Worthington Event Center	1447 Prairie Dr	Worthington	56187	Nobles

Zoom						
2/14/2024	7:45 am - 11:45 am	Zoom webinar - Fruit & Vegetable focus (Link emailed 2 days prior to workshop)				Zoom
2/29/2024	9:00 am - 12:30 pm	Zoom webinar - Crops focus (Link emailed 2 days prior to workshop)				Zoom

BEFORE REGISTERING FOR A COURSE OR WORKSHOP

Our cancellation and refund policies have changed. We cannot make exceptions to these policies. You must use the name and contact information (including e-mail address) for the **APPLICATOR RECEIVING** credit.

To transfer to another in-person workshop or Zoom workshop, you must request this change **BEFORE** the workshop registration deadline.

Workshop registrations cannot be added after the registration deadline. If you need to cancel your registration, you must do so prior to the registration deadline to receive a partial refund. Cancellations will incur a \$30 administration fee even if requested before the registration deadline. There is no refund if you cancel after the registration deadline.

REGISTRATION PROCESS

Workshop advance registration and online exam registration links can be found at: pat.umn.edu.

Registrations cannot be accepted by phone, email, or mail. Registration help guides can be found online:

- Step-by-step registration video: z.umn.edu/RegVideo
- Step-by-step registration guide: z.umn.edu/RegGuide
- Guest Account Password Reset video: z.umn.edu/PasswordResetVideo

The University of Minnesota registration system uses Guest Accounts. If this is your first time registering for the online exam or workshop, you must create a new Guest Account with your own email address. Shared or duplicate email address cannot be used.

If you have registered for a private applicator exam, workshop or self-paced course in the past, you probably already have a guest account and will need to reset your Guest Account password before you start your registration. Follow the guides, video tutorials or contact the UMN Technology Help Desk at 612-301-4357 for any technical issues related to Guest Accounts. Technology Help is available 24/7!

Don't forget to click on "Receipt Notes" located in the receipts screen of the registration. The notes provide important information about your (re)certification. This information is also included in your registration confirmation email.



REGISTRATION COMPLETED – NEXT STEPS

Watch your email for confirmations from accounts@umn.edu:

- University of Minnesota Enrollment Notification
- University of Minnesota Confirmation which includes the Receipt Notes and/or link to Canvas online exam; **DO NOT DELETE** until completion of applicator exam
- University of Minnesota Guest Account (if you created a new Guest Account)

Check your SPAM/JUNK folder if you do not see these emails in your inbox.

Need Assistance?	Contact
Workshop and Applicator Exam Questions	Tana Haugen-Brown thbrown@umn.edu 763-260-4423
Registration Changes, Assistance, or General Questions M-F from 8-4	Mary Sue Stothart ppathelp@umn.edu 763-767-3840
UMN Guest Account or Log-in Issues	UMN Helpdesk 612-301-4357
Help Guides and Video Tutorials	pat.umn.edu

Welcome to the 2024 Private Pesticide Applicator (PPAT) workshop season. I'm proud to announce that the PPAT staff continues to provide relevant workshop content and materials that contribute to the overall success of the program. This success is accomplished by collaborating with local and regional extension educators and administrative support personnel throughout the state. I would like to formally thank everyone who participates in our success, including the attendees.

Upcoming Legislative Changes for Private Applicator Certification

Minimum Age: A private applicator must be at least 18 years old to use/apply Restricted Use Pesticides (RUP).

Definition of Use: Use, as in “to use an RUP” means any of the following:

- (1) Pre-application activities involving mixing and loading the pesticide.
- (2) Applying the pesticide.
- (3) Other pesticide-related activities, including, but not limited to, transporting or storing pesticide containers that have been opened, cleaning equipment, and disposing of excess pesticides, spray mix, equipment wash waters, pesticide containers, and other pesticide-containing materials.

Proctored Open-book Exams: The examination must be proctored by an individual designated by the certifying authority and must be monitored throughout the examination period.

As a reminder, please Get Connected by signing up for our email updates and e-newsletters that include pesticide news and workshop notices. Don't forget to LIKE and follow us on our Facebook page, Twitter account and YouTube videos. This is the fastest way for you to receive updated information and last-minute workshop notices.

Linda Johns, PSEE Associate Director

Meet the Pesticide Safety and Environmental Education Team



Linda Johns
PSEE Associate
Director



Tana Haugen-Brown
Private Applicator
Program Manager



Mary Sue Stothart
Private Applicator
Program
Administrative
Assistant



Jolene Warnke
Commercial &
Noncommercial
Program Manager



Sally Nelson
Commercial &
Noncommercial
Program Manager



Rebecca Bryan
PSEE Program
Coordinator



UNIVERSITY OF MINNESOTA EXTENSION

Private Pesticide Applicator Training
Pesticide Safety & Environmental Education
550 Bunker Lake Blvd NW, Ste L1
Andover, MN 55304

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PERMIT NO. 128

Visit our Website for Additional Training and Information!

Worker Protection Standard (WPS) FREE Zoom-based Webinars

Registration is required but can be completed as you join the webinar.

Printed materials will be mailed following the webinar to those providing valid mailing addresses. Only one packet will be mailed per person per year unless other arrangements have been made.

Visit z.umn.edu/psee for the events calendar to register for each webinar.

Agendas for each session can be found at: <https://z.umn.edu/WPSWebinarResources>

Dates	Time	Topic
1/18/24	10:30 - 11:30am	How to Comply Basics
4/23/24	12:30 - 1:30pm	How to Comply Basics
7/16/24	11am - 12pm	How to Comply Basics
10/9/24	2pm - 3pm	How to Comply Basics

Visit our U of M Extension Pesticide Safety YouTube channel to view previous webinars:
z.umn.edu/PSEETube