

ONTARIO PESTICIDE TRAINING AND CERTIFICATION

INFORMATION GUIDE & APPLICATION FORM

Exterminators

Updated 2018

Presented by:



RIDGETOWN
CAMPUS

In cooperation with the:

**Ministry of the Environment,
Conservation and Parks**

**Ministère de l'Environnement, de
la Protection de la nature et des
Parcs**



ABOUT THIS INFORMATION GUIDE

Please read this guide carefully. It will provide you with useful information about the Ontario pesticide licensing system and will guide you through the certification process.

Inside you will find an "Application for Pesticide Certification". To start the certification process, apply on-line, by phone, or return this application form with payment by mail or fax.

ONTARIO PESTICIDE TRAINING AND CERTIFICATION (OPT&C)

University of Guelph Ridgetown Campus

- General Inquiries
- Application Information

Phone **1-888-620-9999** or 519-674-1575

Fax 519-674-1585

Email rcoptc@uoguelph.ca

Internet Address ontariopesticide.com/

Address: Ontario Pesticide Training and Certification (OPT&C)
University of Guelph Ridgetown Campus,
120 Main Street East
RIDGETOWN, ON N0P 2C0

ONTARIO MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS (MOECP)

Client Services and Permissions Branch (CSPB)

- Applications for Pesticide Licences (after obtaining certification)
- Lost or Misplaced Licences
- Licence Renewals for Current Licences
- Applications for an Operator Licence

Phone 1-800-461-6290 or 416-314-8001

Fax 416-314-8452

Internet Address ontario.ca/page/pesticide-licences-and-permits#section-1

PESTICIDE LICENSING AND CERTIFICATION

HOW ARE PESTICIDES REGULATED?

Ontario oversees the sale, storage, use, transportation and disposal of pesticides-regulated nationally under the federal *Pest Control Products Act*.

Pesticides must be federally registered and provincially classified into one of 12 different classes before they can be sold or used in Ontario. The class determines:

- who can sell or use the pesticide products
- what restrictions are placed on its use (e.g., requires a licence and/or permit)

WHAT IS A PESTICIDE?

The *Pesticides Act* defines "pesticide" as any organism, substance or thing that is manufactured, represented, sold or used as a means of directly or indirectly controlling, preventing, destroying, mitigating, attracting or repelling any pest or altering the growth, development or characteristics of any plant life that is not a pest and includes any organism, substance or thing registered under the federal *Pest Control Products Act*.

Classification of Pesticides

There are 12 classes of pesticides set out under Ontario Regulation 63/09. They are detailed on MOECP's website "[Classification of Pesticides](http://ontario.ca/page/classification-pesticides)". (ontario.ca/page/classification-pesticides)

Guidelines for Classification

Details on the criteria for classifying pesticides are set out in the pesticide classification guideline for Ontario at www.ontario.ca/page/pesticide-classification-guideline-ontario

Pesticides Classification Database

This database of pesticides for sale and use in Ontario provides:

- pesticide class
- sale and use restrictions
- registration numbers under the federal Pest Control Products Act
- active ingredients
- contact information of manufacturers

To find a pesticide go to the MOECP [Pesticide Classification Database](http://Ircsde.Irc.gov.on.ca/PCDWeb/home.action) (Ircsde.Irc.gov.on.ca/PCDWeb/home.action)

PESTICIDE LICENCES

In Ontario, you must have a licence to:

- sell pesticides (vendors)
- apply pesticides (exterminators)
- operate a business that employs people who apply pesticides commercially (operators e.g., pest control company)

1. Exterminator Licence

You need a pesticide exterminator licence to apply pesticides commercially on any property that you do not own or farm.

Types of exterminator licences

- structural exterminator
- land exterminator
- water exterminator.

Licences are valid for 5 years.

Qualifications

To apply for an exterminator licence, you must:

- complete and pass an approved pesticide certification course within the last 12 months
- be physically fit
- be at least 16 years old
- have a minimum Grade 10 standing in Ontario.

2. Operator Licence

You need a pesticide operator licence, if you:

- operate your own pesticide extermination business in Ontario
- employ people who apply pesticides commercially

An operator licence expires on February 15, the year after it is issued.

You need to renew an operator licence each year.

Qualifications

To apply for an operator licence, you must:

- be at least 18 years old
- have a valid Ontario Pesticide Exterminator Licence

- carry appropriate insurance for the pesticide business.

3. Vendor Licence

You must hold a pesticide vendor licence if you or your business sells, offers to sell, or transfers pesticides in Ontario.

You need to complete a separate application for each facility.

Types of vendor licences

The type of licence you need depends on the type of pesticides you sell:

- limited class vendor licence (for Class 5, 6, or 7 pesticide products)
- general class vendor licence (for Class 1, 2, 3, 4, 5, 6 or 7 pesticide products whether wholesale or retail)

Both limited and general licences are valid for 5 years.

A vendor licence is not required if only selling Class 6 pesticide products. Class 6 products are:

- intended for household use
- least hazardous
- less than or equal to 1 kilogram or 1 litre

APPLYING FOR PESTICIDE LICENCE

To apply for a Licence, you must complete and submit an application to:

Client Services and Permissions Branch

Ministry of the Environment, Conservation and Parks

135 St. Clair Ave West, 1st Floor

Toronto ON M4V 1P5

Fax: 416-314-8452.

Application forms are available on the MOECP website "[Pesticide licences and permits](#)" or by calling 1-800-461-6290.

PESTICIDE EXTERMINATOR CERTIFICATION

If you plan to apply for a new pesticide exterminator licence, you must first certify through Ontario Pesticide Training and Certification (OPT&C), University of Guelph Ridgetown Campus.

STEPS TO CERTIFICATION:

1. Complete the “Application for Pesticide Certification”.

Apply on-line or complete the form attached.

Submit with payment of \$165.00 to OPT&C.

Apply on-line at ontariopesticide.com (if paying by VISA or MasterCard)

Mail: Ontario Pesticide Training and Certification
University of Guelph Ridgetown Campus
120 Main Street East RIDGETOWN, ON N0P 2C0

Phone: 1-888-620-9999 Monday to Friday 8:30 am to 4:30 pm

Fax: 519-674-1585, 24 hours a day, 7 days a week

Payment by phone or fax must be made with a VISA or MasterCard.

- Pick an exam date and location. Exams are scheduled at locations across Ontario, and the schedule is posted at ontariopesticide.com (or call toll free at 1-888-620-9999).
- Contact OPT&C if you have any questions. Regular office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

2. Review the study materials that will be sent to you.

You will receive a Core Manual which contains information relevant to all exterminators and a Licence Category Specific Module which contains information relevant to the licence class you applied for.

- The certification program is designed for you to study at home. Read the study manuals and answer the practice questions at the end of each section.
- Call 1-888-620-9999 to help answer any questions you have regarding certification, licence categories or the course material.

3. Write the certification exam.

The certification exam is multiple-choice and is made up of two parts. Each part is 50 questions long. The Core Manual exam is one-hour, closed book; the Licence Category

Specific Module exam is one and a half hours, open book. *(Details come with your study materials.)*

- 4. Successfully complete the certification exam** with a pass mark of 75% or greater on both the Core and Licence Category Specific Module exams. You will then receive a letter of certification. You must send a copy of this letter to MOECP when you apply for an Exterminator Licence.

You must apply to MOECP for your Exterminator Licence within one year of passing your certification exams. The licence fee is \$90 for five years

EXTERMINATOR CERTIFICATION CATEGORIES

How do I decide which exterminator certification category I need?

If you apply pesticides commercially or non-commercially on an employer's property, and you are not a technician or trainee, you require an Exterminator Licence from the MOECP authorizing pesticide use according to the terms and conditions of the licence.

The licence you need depends on the type of pest management activity you will do; the category you choose corresponds to the licence you need. The following tables will help you decide which licence class you need.

Exterminator Licences - Structural

Class of licence	Pesticides authorized for use under the licence	Conditions for use
Fumigation Commodity	<ol style="list-style-type: none"> 1. Aluminum phosphide. 2. Magnesium phosphide. 3. Phosphine. 4. A mixture of carbon dioxide and any of the following: aluminum phosphide, magnesium phosphide, or phosphine. 5. Insecticides, including suspensions in air, that are Class 3, 4, 5, 6 or 7 pesticides that are labelled for use in the extermination of pests associated with the commodity being fumigated. 	Use in a fumigation of a commodity or other structural extermination of pests associated with a commodity, if the commodity is enclosed in a container including a shipping container, silo, bin, vehicle or vault or under a covering that suppresses the release of gas.
Fumigation General	<ol style="list-style-type: none"> 1. Fumigant gases. 2. Chloropicrin. 	Use in any fumigation.
Fumigation Soil	<ol style="list-style-type: none"> 1. Fumigant gases. 2. Chloropicrin. 	Use in any of the following: <ol style="list-style-type: none"> 1. A fumigation of soil inside a building, with gas enclosed under a covering that suppresses the release of gas. 2. A fumigation of soil that is not inside a building, with gas enclosed under a covering that suppresses the release of gas. No use in fumigation of rodent burrows.
Fumigation Vault	<ol style="list-style-type: none"> 1. Methyl bromide. 2. Ethylene oxide. 3. Carbon dioxide. 	Use in a fumigation in a vault.
Greenhouse/Interior Plant	All pesticides, including fumigants and suspensions in air, except for the following: <ol style="list-style-type: none"> 1. Fumigant gases. 2. Chloropicrin. 3. Termiticides. 	Use in a structural extermination to control pests of plants growing inside greenhouses and other buildings or structures, including use in areas on or immediately surrounding greenhouses, buildings or structures.
Structural	All pesticides, including fumigants and suspensions in air, except for the following: <ol style="list-style-type: none"> 1. Fumigant gases. 2. Chloropicrin. 3. Termiticides. 4. Herbicides. 	Use in any structural extermination, except for an extermination to control pests of plants. Use in a land extermination mentioned in subsection 71 (1) of <i>O. Reg.63/09</i> .
Termite	All termiticides, including fumigants and suspensions in air, except for the following: <ol style="list-style-type: none"> 1. Fumigant gases. 2. Chloropicrin. 	Use in a structural extermination to prevent or control termites.

Exterminator Licences - Land

Class of licence	Pesticides authorized for use under the licence	Conditions for use
Aerial	Any pesticide that may be used by an aerial application according to the directions on the pesticide's label.	Use in a land extermination performed by aerial application. Use in a water extermination mentioned in section 85 of <i>O. Reg. 63/09</i> .
Agriculture	Any pesticide that is not a fumigant gas, other than a fumigant gas that contains aluminum phosphide.	Use in a land extermination for the purposes of an agricultural operation. Use in a structural extermination mentioned in section 56 of <i>O. Reg.63/09</i> .
Industrial Vegetation	All herbicides, insecticides and fungicides, except for fumigant gases.	Use in a land extermination to control vegetation if the extermination is performed for the benefit of a public work or to allow access to the public work. Use in a structural extermination mentioned in section 57 of <i>O. Reg.63/09</i> . Use of insecticides and fungicides on in ground wooden poles only.
Forestry	All pesticides, except for fumigant gases.	Use in a land extermination performed for the purposes of forestry.
Landscape	All pesticides, except for fumigant gases.	Use in a land extermination to maintain turf or ornamental plantings on residential, recreational, commercial or public land or to maintain ornamental plants intended for sale, including the following uses: <ol style="list-style-type: none"> 1. Use on the outside of buildings or structures for exterminating pests directly associated with turf or ornamental plantings. 2. Use for maintaining treed areas not exceeding one hectare in size. 3. Use for maintaining rights of way or easements that are not related to a public work.

Exterminator Licences - Water

Class of licence	Pesticides authorized for use under the licence	Conditions for use
Aquatic Vegetation	Herbicides.	Use in a water extermination.
Fish/Mollusc	Pesticides labelled for use in a water extermination of fish, sea lamprey or molluscs.	Use in a water extermination.
Mosquito/Biting Flies	Insecticides labelled for use in an extermination of mosquitoes and other biting flies.	Use in a water extermination. Use in a land extermination mentioned in subsection 71 (2) of <i>O. Reg. 63/09</i> .

Trainee

A person that is hired as an assistant to a licensed exterminator and who has not successfully completed a MOECP approved pesticides safety training course and practical training from a licensed exterminator is described as a trainee. A trainee always requires direct supervision by a licensed exterminator.

Technician

A trainee that successfully completes an MOECP approved pesticide safety training course within the previous 24 months and has received practical training from a licensed exterminator is referred to as a technician.

FREQUENTLY ASKED QUESTIONS

What if I am already licensed in another province?

To qualify for an Ontario Exterminator Licence, you must:

- Complete the Information Order Form to purchase the Ontario exterminator study materials from Ontario Pesticide Training and Certification, University of Guelph Ridgetown Campus.
 - Core Manual, with information relevant to all exterminators and
 - A Licence Category Specific Module, with information relevant to the licence class you already hold.
- Review the study materials to become knowledgeable about the legislation and regulations that govern the practice of exterminators in Ontario. Copies of the [Pesticides Act and Ontario Regulation 63/09](#) can be downloaded. (ontario.ca/laws)

- Complete the Ontario Exterminator Signed Statement form from the MOECP indicating that you have obtained and are knowledgeable about the relevant training materials.
- Have your home province or territory (the out-of-province regulatory authority) sign and complete the Confirmation of Pesticide Licence Exterminator form indicating that your licence/certification has not expired, or been cancelled or revoked. The form is available from the MOECP. Alternatively, the out-of-province regulatory authority can write a letter on their letterhead providing the same information.
- Submit these forms with a copy of your existing licence/certificate to Client Services and Permissions Branch. Contact them 416-327-5519 for more information and to obtain the forms.

How much does certification cost?

- Initial Licence Category (consisting of Core Manual + one Licence Category Module) - \$165.00
- Each additional Licence Category (taken within 12 months of passing Core Manual exam) - \$148.50
- Full payment **must be received** before you will be sent study material. Post-dated cheques are not accepted.
- No refunds are given. There is a \$30.00 charge for NSF cheques.
- You will receive a receipt after your payment has been processed.

What do I do when I have finished studying the manuals?

- Write the certification exam(s) you are scheduled for.

Will I get confirmation of the exam date and location I selected?

- We will send you a "Notice of Examination" to confirm your exam date, time, and location selected on your application form. If you do not receive this letter at least one week before the exam date you selected, please call 1-888-620-9999.
- If your first choice is full or closed when your application is processed, you will be scheduled for your second choice. We will contact you if none of your exam choices are available.
- Check the information on the "Notice of Examination" carefully. Make sure that your personal information on the letter is correct and that it shows the correct Licence Category. If there is an error on this letter, call 1-888-620-9999 immediately.

You must give the "Notice of Examination" to the invigilator at the exam location to be permitted to write the exam. If you do not present your "Notice of Examination", you will not be allowed to write.

What do I need to pass the exam?

- You must write and obtain a grade of 75% or more on both the Core Manual Exam and Licence Category Specific Module Exam to obtain Licence Category certification.
- If you fail on your first exam attempt, you have 12 months after your initial exam attempt to rewrite the exam. You can rewrite twice, if necessary, during the 12 months. You can only attempt the exam twice in any six month period. The exam rewrite fee is \$40.00.
- If necessary, after three attempts you can reapply as a new applicant one year after your initial exam attempt.

When will I get my results?

- Your exam results will be mailed from OPT&C within 10 working days of your exam date.
- Exam results cannot be released by telephone, fax or email.
- If you have passed, you must forward a copy of the certification letter with your completed licensing application to the MOECP to obtain your Pesticide Licence.

Can I reschedule or cancel my exam time?

- You may reschedule an exam time without a penalty, **only once**. No refunds will be given. You must notify Ontario Pesticide Training and Certification at least 48 hours before your scheduled exam time.
- If you do not write at your scheduled exam time and you have not notified OPT&C, you will forfeit your full certification fee. You will be required to reapply as a new applicant (pay \$165.00) to be eligible for a new exam date.
- Ontario Pesticide Training and Certification may cancel an exam due to weather conditions or other difficulties. This exam will be rescheduled without penalty and we will notify you of the new arrangements.

What other things do I need to know about certification?

- Certification is open to anyone, however to apply for an exterminator licence you must be over 16 years of age, with Grade 10 standing or equivalent.
- If you have any special needs, please make them known when you apply.
- Proficiency in English or French language skills are required to successfully complete the home study program and exam.
- Make a note of your applicant number. To ensure a prompt response to your inquiries, quote this number when you contact Ontario Pesticide Training and Certification.

HOW DO I FILL OUT THE APPLICATION FORM?

You can also [apply on-line](http://ontariopesticide.com) (ontariopesticide.com) if you are paying by VISA or MasterCard)

Section 1: Personal and Company Information

- Print clearly in ink.
- Print the information in the boxed areas where requested.
- **Make sure the form is completely filled in or your application will not be processed.**
- Check whether the study material and correspondence should be sent to your home or company address.

Your study material (i.e. Core and Licence Category Specific Manuals) will be sent to you by courier. Please make sure you are entering a street address where delivery can be made during the day, as well as a box number or rural route if applicable.

- Check whether correspondence should be in English or French.

Section 2(a): Initial Extermination Certification being applied for

- Check one box for your initial application fee of \$165.00 (includes Core Manual, one Licence Category Specific Module and exams).
- If you want to get more than one licence, you may apply for additional Licence Categories by checking more than one box. The fee is \$148.50 per additional category.

Section 2(b): Additional Exterminator Certification being applied for

- If you have passed your Core Manual exam in the past 12 months, you can apply for additional Licence Categories.
- Indicate which additional Licence Category you are applying for in this space.

Section 3: Exam Information

- Select your first and second choice of exam location/date from the exam schedule. An exam schedule is available at ontariopesticide.com or toll free at 1-888-620-9999.
- Remember, you must attempt the exam within 12 months of your date of application.

Section 4: Confidentiality

- Sign and date the application form to verify that the information you have given is true and correct.

Section 5: Payment

- Enter the total amount you are remitting. Mark your method of payment.
- If you choose to use a Visa or MasterCard, accurately fill in your card number, expiry date, CVV Code # and the name on the card.
- Make cheques and money orders payable to "University of Guelph."
- Applications received without payment will not be processed.

Application for Pesticide Certification

Ontario Pesticide Training and Certification University of Guelph Ridgetown Campus
General Information: 1-888-620-9999 (519-674-1575) Fax: 519-674-1585 Email: rcoptc@uoguelph.ca

Section 1 - Personal and Company Information (print clearly in ink)

Name of Applicant (First, Middle, Last): _____
Date of Birth (Month/Day/Year): _____
Home Address (#, Street, Apt. /Unit): _____
City/Town: _____ Prov. _____ Postal Code _____
Home Telephone: _____ Home Fax: _____
Home Email Address: _____ Company Email Address _____
Company Name: _____
Company Address (#, Street, Apt. /Unit): _____
City/Town: _____ Prov: _____ Postal Code: _____
Company Telephone: _____ Company Fax: _____

Send correspondence to my home company . (Choose One)

Address all correspondence in English French . (Choose One)

Section 2a - Initial Exterminator Certification being applied for:

Please check one box below for your initial application fee of \$165.00 (includes Core Manual & one Licence category). You may also apply for additional Licence Categories by checking additional boxes. The fee is \$148.50 for each additional category and exam, and does not include the Core Manual.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Land
<input type="checkbox"/> Landscape
<input type="checkbox"/> Forestry
<input type="checkbox"/> Industrial Vegetation
<input type="checkbox"/> Aerial
<input type="checkbox"/> Agriculture | <input type="checkbox"/> Water
<input type="checkbox"/> Aquatic Vegetation
<input type="checkbox"/> Mosquito-Biting Flies
<input type="checkbox"/> Fish-Mollusc | <input type="checkbox"/> Structural
<input type="checkbox"/> Structural
<input type="checkbox"/> Greenhouse/Interior Plant
<input type="checkbox"/> Termite
<input type="checkbox"/> Fumigation-General | <input type="checkbox"/> Limited
<input type="checkbox"/> Fumigation-Commodity
<input type="checkbox"/> Fumigation-Soil
<input type="checkbox"/> Fumigation-Vault |
|---|--|---|--|

Section 2b - Additional Exterminator Certification being applied for:

If you have passed your Core Manual Exam within the past 12 months, you can apply for additional Licence Categories. Please indicate below which additional category(s) you are applying for. You must write the additional category exam within 12 months of the date you passed the Core Manual exam. The fee for each additional category is \$148.50.

Additional Licence Category (specify from list above): _____

Section 3 - Exam Information

Please fill in your exam choices below. You must write the exam within 12 months of your date of application.

Location:

1st Choice: _____ Date: _____

2nd Choice: _____ Date: _____

If your first choice is not available, you will be scheduled into your second choice. We will notify you which location you are scheduled to write at no later than one week prior to the exam date.

Section 4 - Confidentiality

Personal information contained on this form is collected under the authority of the Pesticides Act. It will be used to register participants in the Ontario Pesticide Training and Certification program, issue certificates and provide information updates. The Ministry of the Environment and Climate Change will use the information to monitor compliance of requirements under the Pesticides Act and verify certification. Questions about this collection should be directed to Ontario Pesticide Training and Certification, University of Guelph Ridgetown Campus, 1-888-620-9999 or (519) 674-1575.

I certify that the information given on this form is true and correct.

Signature: _____ Date: _____

YOU MUST COMPLETE THE NEXT PAGE

Section 5 –Payment (HST exempt)

Name of Applicant (First, Middle, Last)

Initial Licence Category (Core Manual, One Module and Exam): \$165.00

Each additional Licence Category (One Module and Exam): \$148.50

Total Payment: \$ _____

Payment by: (Choose One)

Cheque (payable to "University of Guelph") Money Order VISA MasterCard

Do not send cash (no refunds)

Credit Card # _____

Expiry Date _____ CVV Code # _____

Cardholder's Name: _____

Cardholder's Signature: _____

Return completed application form and payment to:

By Mail:

Ontario Pesticide Training and Certification

University of Guelph, Ridgetown Campus

120 Main St E

RIDGETOWN ON N0P 2C0

By Fax: 519-674-1585 (with Visa/MasterCard payment only)

Incomplete information may hold up registration.

For General Information, call 1-888-620-9999 (519-674-1575)