



**How to Register a Technician** – you can register your technician with this paper form or through your PaPlants business account. See below.

**Submitting a Paper Form:**

1. Fill out the paper form and submit to the PA Department of Agriculture in one of the following ways:
  - a. You can fax the form to 717-783-3275
  - b. You can email the form to [pesticides@pa.gov](mailto:pesticides@pa.gov)
  - c. You can mail the form to:  
PA Department of Agriculture  
Bureau of Plant Industry – Technicians  
2301 N Cameron Street  
Harrisburg, PA 17110
2. Once PDA receives and processes the form, the business will be sent an application to complete the training information and return with payment for the license.
3. The 30 day training period begins based on the postmark date, fax date, or email date when you send us this form.

**Submitting through PaPlants:**

1. Go to [www.paplants.pa.gov](http://www.paplants.pa.gov) and log on to your business account by entering your username and password for the business.
2. Click on Employees
3. Click Request Employee Change
4. Select Add. This is selected by default.
5. Select Technician from the Employee Type dropdown box
6. Enter the Employee Information
7. Click Save Technician
8. Print the application form
9. Read instructions on application thoroughly

## **Pesticide Registered Technician Information**

### 1) Training Program Administrator:

A certified applicator with at least 1 year's experience, in the applicator certifications, #1-26, in which the technician is to be trained, shall administer the thirty (30) day minimum training program, subject to the disapproval of the Department. Appropriate training records must be maintained.

### 2) Training Objectives:

Adequate knowledge of the proper use and handling of pesticides relative to job related duties is to include the following topics:

- a) pest identification
- b) pesticide labels and proper use
- c) application equipment
- d) calibration of equipment
- e) equipment maintenance
- f) protective clothing required
- g) respiratory equipment required
- h) human health effects
- i) environmental effects
- j) transportation and spill handling
- k) proper disposal procedures
- l) state and federal regulations

PLEASE NOTE: Penn State has fact sheets which cover many of the required topics and would be useful in your training program. Please contact your local county agent for more information

### 3) Annual Training Required:

The technician shall undergo annual training to assure that his/her knowledge is adequate for satisfactory completion of work related duties. Retain documentation of all training as per record keeping requirements listed below.

### 4) Training Records:

The business employing the technician shall keep records of training provided for at least three (3) years and make such records available upon request.

### 5) Prohibited Applications:

The technician is not permitted to make a pesticide application using techniques, pesticides or equipment not included in his/her training.

### 6) Transferability:

A technician's registration **MAY NOT BE TRANSFERRED** from one business to another.

### 7) Fee:

The annual Registered Technicians Fee for Public application business is \$20.00 and for Commercial application businesses is \$30.00

### 8) Expiration:

A Technician's Registration shall expire on February 28 each year.