



Hawaii Department of Agriculture
 Plant Industry Division
 Pesticides Branch

Navigating the Pesticides Education Portal

<https://inforps-dp.hawaii.gov/PesticidesEducation/#/homepage>

The screenshot shows the Pesticides Education Portal interface. At the top, there is a header with the portal name and login fields for Username and Password. Below the header is a navigation bar with tabs for Home, Profile, Applications, Exam Scheduler, Certifications, Courses, and Misc. The main content area is divided into three columns representing different steps of the process:

- Step 1: Create or lookup an application**
 - Create Commercial Application: Fill out Commercial Certification Form.
 - Create Private Application: Fill out Private Certification Form.
 - Create DealerRep Application: Fill out DealerRep Certification Form.
 - Lookup Applications: Check the status of your applications.
- Step 2: Once approved, schedule an exam**
 - Schedule Exam: Schedule an exam for certification.
 - Lookup Scheduled Exams: Check the status of your scheduled exams.
 - Study Guides: Review exam preparation materials.
- Step 3: Check your status**
 - Exams Taken
 - Active Certifications
 - Credit Summary
 - Courses Taken
 - Upcoming Courses

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For more information, including language accessibility and filing a complaint, please contact Acting Non-Discrimination Coordinator Morris Atta at (808) 973-9560, or visit HDOA's website at <http://hdoa.hawaii.gov/>.

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Requesting an Account

The screenshot shows the Pesticides Education Portal interface. At the top, there is a navigation bar with the following elements:

- Logo: Hawaii State Department of Agriculture
- Username field with a "LOGIN" button below it.
- Password field with a "FORGOT PASSWORD?" link below it.
- A red box highlights the "REQUEST ACCOUNT" button located between the Username and Password fields.

 Below the navigation bar is a main menu with icons for Home, Profile, Applications, Exam Scheduler, Certifications, Courses, and Misc. The main content area is divided into three columns representing steps:

- Step 1: Create or lookup an application**
 - Create Commercial Application: Fill out Commercial Certification Form.
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1. Click Request Account (underneath Username) if you have not made an account yet.
2. Please allow at least two business days for the application to process. A confirmation email will be sent to you stating that your web portal account has been created and it will provide you with a username, temporary password, and a secret code that is used for changing passwords.
3. After your web account has been created, you can return to the website to access the other functions.

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Changing Passwords

Pesticides Education Portal
Hawaii State Department of Agriculture

Aloha, Esther Riechert LOGOUT

Home Profile Applications Exam Scheduler Certifications Courses Misc.

Password Reset

To successfully reset your password, you must provide the correct answer to your security question, and provide a new password.

Enter your secret code.

SUBMIT

1. Click “Profile” and enter your secret code and new password.
2. If you do not know your secret code, please contact an Education Specialist below.

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Change of Company or Legal Name Request

Pesticides Education Portal
Hawaii State Department of Agriculture

Aloha, Esther Riechert **LOGOUT**

Home **Profile** Applications Exam Scheduler Certifications Courses Misc.

Change of Company or Legal Name Request

Change Request Type
Change of Company ▼

Certification Number

New Company Name

Phone Number
###-###-#### - Please enter a valid phone number.

Please verify the information above before submitting your request.

SUBMIT

1. Click “Profile” and enter the requested information

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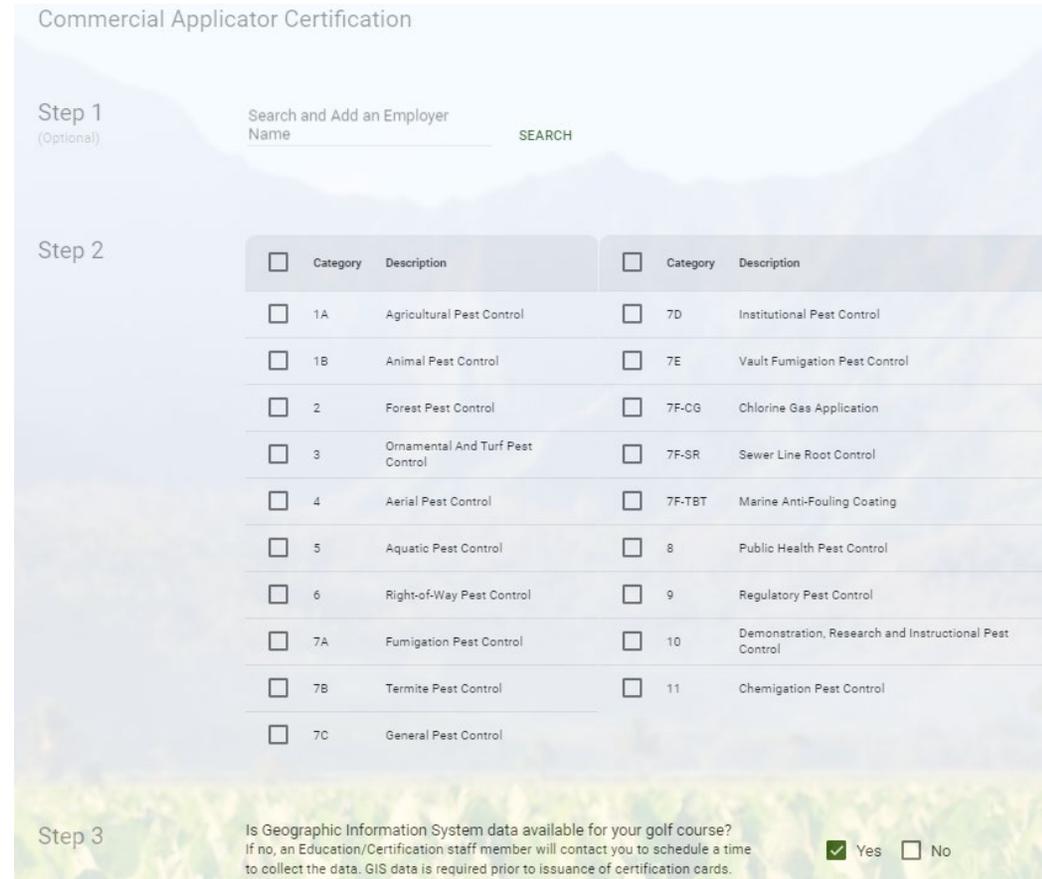
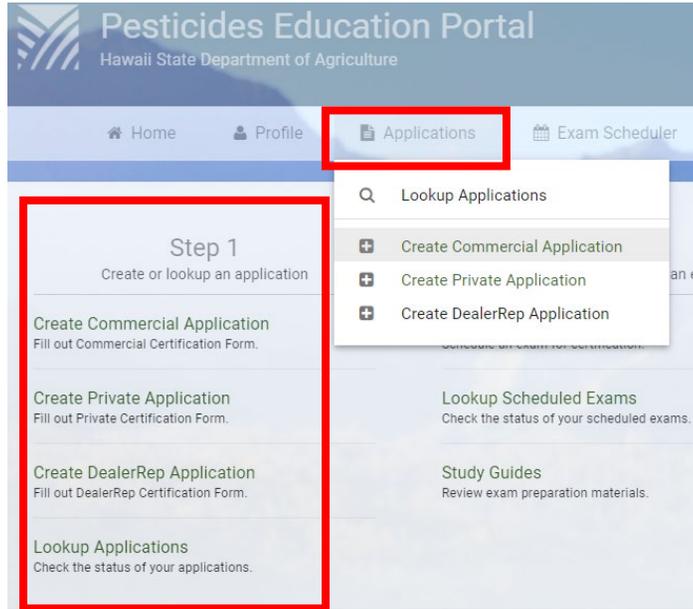
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Creating an Application



1. Log-in to your account (pg. 8)
2. Click “Applications” or look at “Step 1” at the home page
3. Create the correct Application
4. More information on Commercial and Private categories can be found at “Descriptions of the Commercial and Private Categories”
5. If you are still unsure, please contact an Education Specialist at one of the numbers below.
6. You will receive an email within 3 business days that your application has been approved.

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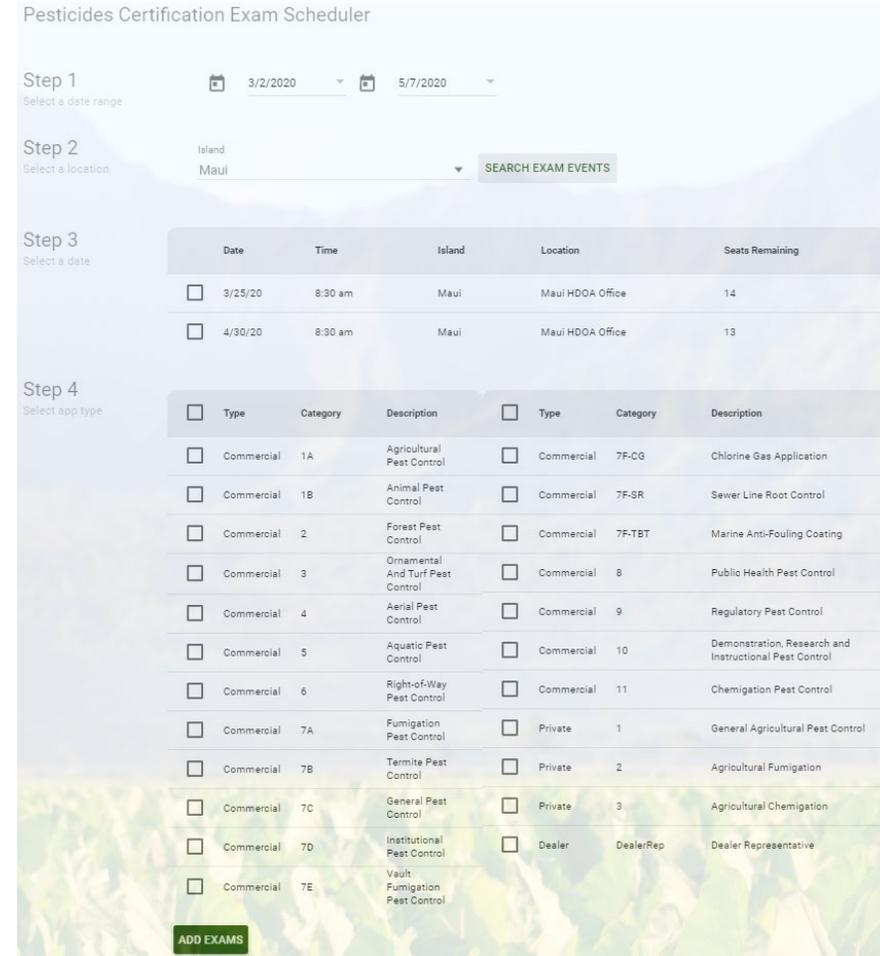
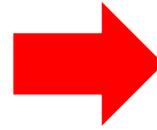
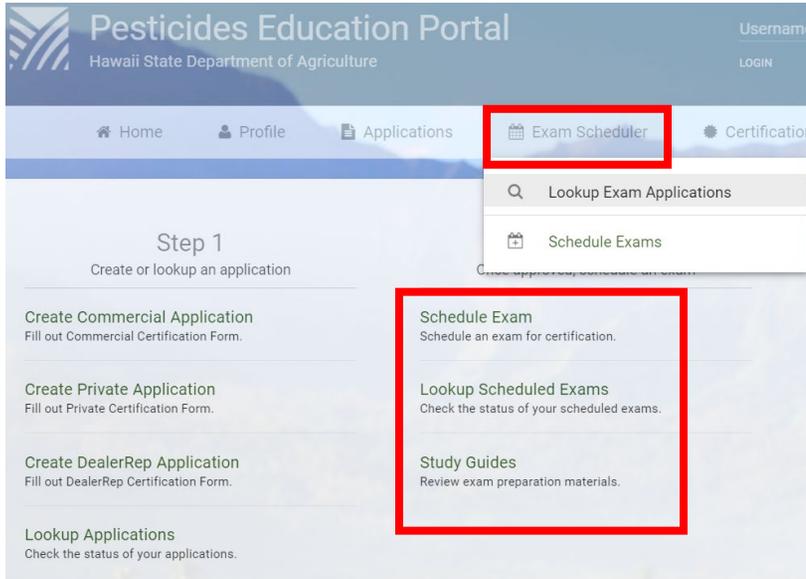
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Signing up for Exams



1. Log in-to your account (pg. 8)
2. An application must have already been completed and approved (pg. 6)
3. Click “Exam Scheduler” or “Step 2, Schedule Exam” at the home page
4. Exam dates that are already full will not show up in “Step 3”
5. Commercial CORE exams will be signed up by Education staff
6. You will receive an email within 3 business days confirming your exam and it will have the location, date, and time.
7. Contact an Education specialist below if you need to re-schedule or cancel an exam.

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Exam Scores

Important for Commercial Categories: An active Core (category) is required for a passed Commercial category exam to be valid. An active Core is defined by a passed Core exam within the last 6 months. If a Core exam is failed or there is no active Core, any passed Commercial category exams will be invalid and will have to be retaken in addition to a Core exam.

Exam Date	Category Type	Category No	Passed	Score
2/5/18	COMMERCIAL	10	Y	
2/5/18	COMMERCIAL	CORE	Y	
5/3/18	COMMERCIAL	2	Y	

1. Log-in to your account
2. Click “Certifications” or “Step 3, Exams Taken” at the home page
3. A passing score is 70% or higher.
4. You must pass the CORE exam in order for your CATEGORY exam to be valid.
 Example: You fail the CORE, but pass the CATEGORY, you will need to retake both.
 Example: You pass the CORE, but fail the CATEGORY, you only need to retake the CATEGORY.
5. The CORE exam is valid for 6 months, after which the applicator will have to re-take the CORE.

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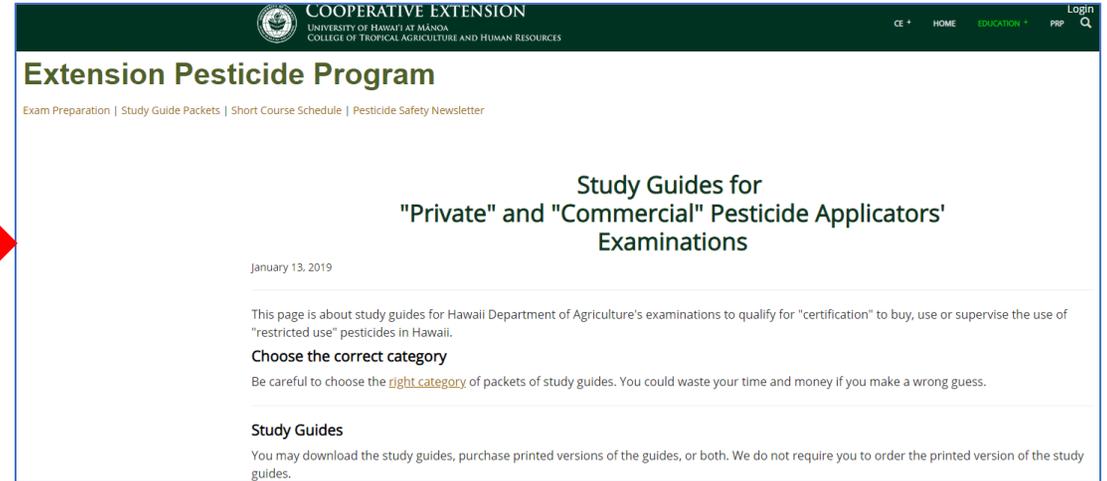
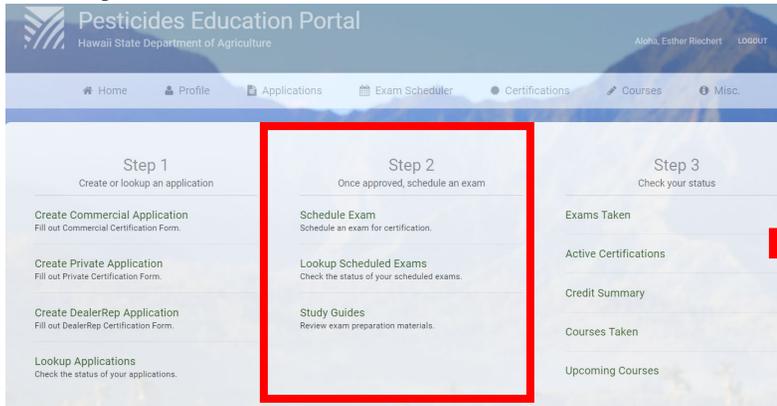
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Study Materials



1. Click "Step 2, Study Guides" from the home page or

<http://pestworld.stjohn.hawaii.edu/studypackets/spcatgor.html>

2. Hard copies of the study guide(s) can be purchased from University of Manoa at (808) 956-6007 for a fee.

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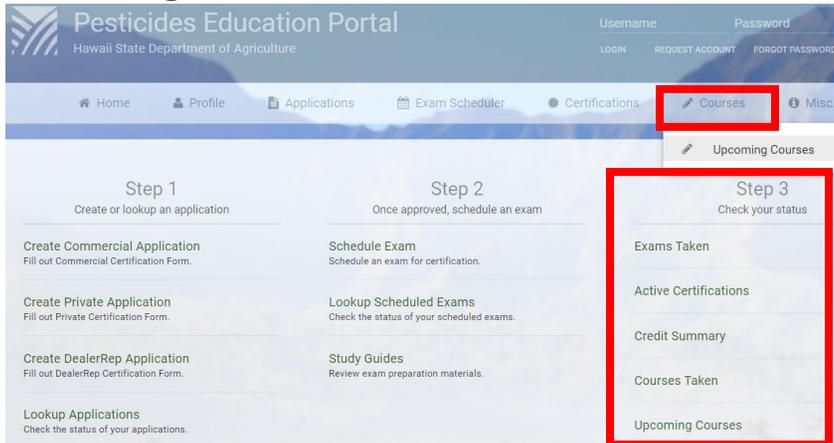
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Checking for Courses



Upcoming Courses

Credit from online courses cannot exceed half of each applicable categories' credit hour requirement rounded up.

Course #	Location	Course Name	Date	Time	Instructor	Commercial Cat.	Private Cat.	Credits	Comments
2492	Hawaii	Vikane Caretakers 2020	3/2/20	7:30AM - 10:30AM	Wes Otani	7a,7e,10		3	VIEW
3085	Oahu	New Biological and Reduced Risk Products for Pest and Disease Management	3/3/20	7:30AM - 8:30AM	Carlos Bogran	3,6,10		1	VIEW
3086	Oahu	Acetolyn Insecticide Uses on Turf and Ornamental Pests in Hawaii	3/3/20	8:35AM - 9:35AM	Mark Coffelt	3,6,10		1	VIEW
3087	Oahu	Are Nematodes a Problem in Hawaii?	3/3/20	9:50AM - 10:50AM	Zac Reicher	3,6,10		1	VIEW
3088	Oahu	Understanding Unique Active Ingredients for Improved Weed and Insect Control	3/3/20	12:00PM - 1:00PM	Ryan Nichols	3,6,10		1	VIEW
3089	Oahu	New Product Registrations in Hawaii: Manuscript, Penant, Magnum & Mainspring	3/3/20	1:05PM - 2:05PM	Dean Mosdell	3,6,10		1	VIEW
2492	Oahu	Vikane Caretakers 2020	3/3/20	3:00PM - 6:00PM	Wes Otani	7a,7e,10		3	VIEW
3119	Oahu	Perennial Grassy Weeds in Hawaiian Sport Turf	3/3/20	12:00PM - 1:00PM	Joe DeFrank	3,6,10		1	VIEW
3113	Maui	Using Amendments to Manage Turf and Plant Health	3/4/20	9:30AM - 10:30AM	John Doyle	3,6,10		1	VIEW

1. Click "Courses" or "Step 3, Upcoming Courses"
2. Click "View" for more information such as registration and contacts
3. Courses are listed by date.
4. Credit from online courses cannot exceed half of each applicable categories' credit hour requirement rounded up.
5. Requests for approving conferences, classes, seminars, ect... for HDOA credit must be submitted to hdoa.pested@hawaii.gov 30 days before the event date.

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Forms

The screenshot shows the Pesticides Education Portal homepage. At the top, there is a header with the logo and navigation links for Username, Password, LOGIN, REQUEST ACCOUNT, and FORGOT PASSWORD?. Below the header is a main navigation bar with links for Home, Profile, Applications, Exam Scheduler, Certifications, Courses, and Misc. The 'Misc.' menu is highlighted with a red box, and a dropdown menu is visible with options for Sponsor Application, Contact Us, and Forms. The 'Forms' section is currently selected.

Forms

Restricted Use Pesticides Reporting:

Act 45 requires that all Certified Applicators of Restricted Use Pesticides (RUP) submit a report of the RUP that were applied each year. Use Form P-45 to list all RUP products used and submit the form to HDOA's Pesticides Branch by January 30th for the previous year.

To download **Form P-45**, go to <http://hdoa.hawaii.gov/pi/main/act45/>.

Chlorpyrifos Use Permit Form as Required by Act 45:

The application for a permit to use chlorpyrifos includes all products that will be used in an Agricultural setting (which include cattle ear tags) or for a Non-Agricultural Use. Those who desire to use products which include chlorpyrifos as 1 or more active ingredients are required to fill in **Form C-45**.

The permit application form, **C-45**, can be requested from the Pesticides Branch at the Hawaii following email address: HDOA.PB@hawaii.gov. Upon return of a completed application form the HDOA Pesticides Branch will process the applications within 72 hours of receipt. Permits will be sent to the applicant at the email address that is associated with the application form. If the applicant desires a hard copy of the permit, then please indicate the request when submitting the completed application form.

RUP & WPS Recordkeeping Sample Form:

Worker Protection Standard 40 CFR part 170 requires recordkeeping for general and restricted use pesticides used on agricultural establishments in the production of agricultural commodities (including transplants). Hawaii Administrative Rules 4-66-62 requires recordkeeping for restricted use pesticides. A sample record that meets BOTH the State and WPS requirements has been provided and it may be altered to better suit your needs. Restricted use pesticide applications need to be submitted annually to the State and that will be on **Form P-45** (see **Restricted Use Pesticides Reporting**).

To download sample recordkeeping form, go to RUP Record Keeping.

1. Click "Misc, Forms" from the home page

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Updating Contact Information

2. Email your name and any information change to hdoa.pested@hawaii.gov.
3. Examples of information changes include mailing address, phone number, and phone number.

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