Navigating the Pesticides Education Portal

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

HDOA is committed to maintaining an environment free from discrimination, retaliation, or harassment on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under federal or state law, with respect to any program or activity.

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

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.
Changing Passwords

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

1. Click “Profile” and enter the requested information
Creating an Application

1. Log-in to your account (pg. 8)
2. Click “Applications” or look at “Step 1” at the homepage
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.
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 homepage
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.
Exam Scores

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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**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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Checking for Courses

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, etc... for HDOA credit must be submitted to hdoa.pested@hawaii.gov 30 days before the event date.
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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. These reports must 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/pl/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.