

#### Hawaii Department of Agriculture Plant Industry Division Pesticides Branch

# Navigating the Pesticides Education Portal

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



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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 <u>http://hdoa.hawaii.gov/</u>.

| Honolulu Office    | Hilo Office        | Maui County        | Kauai Office               | General Office     | General Email          |
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| Ph. (808) 973-9409 | Ph. (808) 974-4143 | Ph. (808) 873-3078 | Ph. (808) 241-7140         | Ph. (808) 973-9401 | Hdoa.PestEd@hawaii.gov |
| Ph. (808) 973-9424 |                    |                    |                            | Ph. (808) 973-9402 |                        |
| Fax (808) 973-9418 | Fax (808) 974-4148 | Fax (808) 873-3586 | Fax (808) 274-3067         | Fax (808) 973-9418 |                        |
|                    |                    |                    | Rev. February 2020         |                    |                        |
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#### **Requesting an Account**

| ///, Hawaii State Department of Agri                                     |  | REQUEST ACCOUNT FORGOT PASSWORD?           |
|--|--|--|
| 🛪 Home 🛔 Profile   | 🖺 Applications 🛗 Exam Scheduler 🔶 Certi              | fications 🕜 Courses 🚯 Misc.                |
|  | -  | AND DE |
| Step 1   | Step 2   | Step 3                                     |
| Create or lookup an application  | Once approved, schedule an exam                      | Check your status                          |
| Create Commercial Application<br>Fill out Commercial Certification Form. | Schedule Exam<br>Schedule an exam for certification. | Exams Taken                                |
| Create Private Application   | Lookup Scheduled Exams                               | Active Certifications                      |
|  | oneck the status of your scheduled exams.            | Credit Summary                             |
| Create DealerRep Application<br>Fill out DealerRep Certification Form.   | Study Guides<br>Review exam preparation materials.   | Courses Taken                              |
| Lookup Applications<br>Check the status of your applications.            |  | Upcoming Courses                           |

- 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**

| Pestic<br>Hawaii State | ides Edu<br>Department of Ag | cation Port            | al                          |                           |                   | r Riechert LOGOUT |
|------------------------|------------------------------|------------------------|-----------------------------|---------------------------|-------------------|-------------------|
| 🕷 Home                 | Profile                      | Applications           | 🛗 Exam Scheduler            | Certifications            | J Courses         | Misc.             |
|                        |                              |                        | -                           |                           | -                 | ALC: NO           |
| Pas                    | sword Re                     | set                    |                             |                           |                   |                   |
| To succe<br>passwor    | essfully reset your µ<br>d.  | oassword, you must pro | ovide the correct answer to | your security question, a | and provide a new |                   |
| Enter you              | ur secret code.              |                        | Secret Code                 |                           |                   |                   |
| New Pas                | sword                        |                        |                             |                           |                   |                   |
| Retype N               | lew Password                 |                        |                             |                           |                   |                   |
|                        |                              |                        |                             |                           |                   |                   |
|                        |                              |                        |                             |                           | SUBMIT            | 1.15              |

- 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**

| <b>M</b>           | Pesticides Education Portal<br>Hawaii State Department of Agriculture |                   |                      |                         |                           |                                 | er Riechert Logout        |
|--------------------|---|-------------------|----------------------|-------------------------|---------------------------|---------------------------------|---------------------------|
|                    | 🕷 Home  | Profile           | Applications         | 🛗 Exam Scheduler        | Certifications            | 🖋 Courses                       | <ul> <li>Misc.</li> </ul> |
| Cha                | ange of   | Comp              | any or Le            | egal Name               | Request                   |                                 |                           |
| Change R<br>Change | lequest Type<br>e of Company  |                   |                      | -                       |                           |                                 |                           |
| Certific           | ation Number  |                   | New Comp             | oany Name               | Phone Nur<br>###-######## | nber<br># - Please enter a vali | d phone number.           |
|                    | Please V  | verify the inform | ation above before s | ubmitting your request. | main                      | SUBMIT                          |                           |

#### 1. Click "Profile" and enter the requested information

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#### **Creating an Application**



| 0. 1       |                        |                                     |          |  |
|------------|------------------------|-------------------------------------|----------|--|
| (Optional) | Search and Add<br>Name | an Employer<br>SEARCH               |          |  |
|            |                        |                                     |          |  |
| Step 2     | Category               | y Description                       | Category | Description  |
|            | 1A                     | Agricultural Pest Control           | 7D       | Institutional Pest Control                               |
|            | □ 1B                   | Animal Pest Control                 | 7E       | Vault Fumigation Pest Control                            |
|            | 2                      | Forest Pest Control                 | 7F-CG    | Chlorine Gas Application                                 |
|            | П з                    | Ornamental And Turf Pest<br>Control | 7F-SR    | Sewer Line Root Control                                  |
|            | 4                      | Aerial Pest Control                 | 7F-TBT   | Marine Anti-Fouling Coating                              |
|            | 5                      | Aquatic Pest Control                | 8        | Public Health Pest Control                               |
|            | 6                      | Right-of-Way Pest Control           | 9        | Regulatory Pest Control                                  |
|            | □ 7A                   | Fumigation Pest Control             | 10       | Demonstration, Research and Instructional Pes<br>Control |
|            | D 78                   | Termite Pest Control                | 11       | Chemigation Pest Control                                 |
|            | 70                     | General Pest Control                |          |  |

Is Geographic Information System data available for your golf course?

Yes 🗌 No

- 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
- Step 3 If no, an Education/Certification staff member will contact you to schedule a time 4. More information on Commercial and Private to collect the data. GIS data is required prior to issuance of certification cards. 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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## 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 <u>location, date, and time.</u>
- 7. Contact an Education specialist below if you need to re-schedule or cancel an exam.

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| Step 1<br>elect a date range | ť          | 3/2/202    | 0 ~ 🖻    | 5/7/2020                               | v      |             |           |   |
|------------------------------|------------|------------|----------|--|--------|-------------|-----------|---|
| Step 2<br>elect a location   | tsla<br>Ma | nd<br>aui  |          | ٣                                      | SEARCH | EXAM EVENT  | S         |   |
| Step 3<br>elect a date       |            | Date       | Time     | Island                                 |        | Location    |           | Seats Remaining   |
|                              |            | 3/25/20    | 8:30 am  | Maui                                   |        | Maui HDOA O | ffice     | 14  |
|                              |            | 4/30/20    | 8:30 am  | Maui                                   |        | Maui HDOA O | ffice     | 13  |
| Step 4<br>elect app type     |            | Туре       | Category | Description                            |        | Туре        | Category  | Description   |
|                              |            | Commercial | 1A       | Agricultural<br>Pest Control           |        | Commercial  | 7F-CG     | Chlorine Gas Application                                  |
|                              |            | Commercial | 18       | Animal Pest<br>Control                 |        | Commercial  | 7F-SR     | Sewer Line Root Control                                   |
|                              |            | Commercial | 2        | Forest Pest<br>Control                 |        | Commercial  | 7F-TBT    | Marine Anti-Fouling Coating                               |
|                              |            | Commercial | 3        | Ornamental<br>And Turf Pest<br>Control |        | Commercial  | 8         | Public Health Pest Control                                |
|                              |            | Commercial | 4        | Aerial Pest<br>Control                 |        | Commercial  | 9         | Regulatory Pest Control                                   |
|                              |            | Commercial | 5        | Aquatic Pest<br>Control                |        | Commercial  | 10        | Demonstration, Research and<br>Instructional Pest Control |
|                              |            | Commercial | 6        | Right-of-Way<br>Pest Control           |        | Commercial  | 11        | Chemigation Pest Control                                  |
|                              |            | Commercial | 7A       | Fumigation<br>Pest Control             |        | Private     | 1         | General Agricultural Pest Control                         |
|                              |            | Commercial | 7B       | Termite Pest<br>Control                |        | Private     | 2         | Agricultural Fumigation                                   |
|                              |            | Commercial | 70       | General Pest<br>Control                |        | Private     | 3         | Agricultural Chemigation                                  |
|                              |            | Commercial | 70       | Institutional<br>Pest Control          |        | Dealer      | DealerRep | Dealer Representative                                     |
|                              |            | Commercial | 7E       | Vault<br>Fumigation<br>Pest Control    |        |             |           |   |
|                              | 100.00     |            |          |  |        |             |           |   |

Pesticides Certification Exam Scheduler



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| LAIN SCOLES  |  |                                |   |  |   |   |   |
|--|--|--------------------------------|---|--|---|---|---|
| Pesticides Educa<br>Hawaii State Department of Agricult                  | ation Portal   | Aloho, Esther Ricchert LOCOUT  | CREDIT SUMMARY  | ACTIVE CERTIFICATIONS EXAMS  | COURSES   |   |   |
| 🕷 Home 🔺 Profile 🚦   | Applications 🖀 Exam Schedüler 🔹 Ce                   | rtifications 🕜 Courses 🕒 Misc. | Important for Commercial<br>defined by a passed Core<br>be invalid and will have to | al Categories: An active Core (category<br>exam within the last 6 months. If a Cor<br>b be retaken in addition to a Core exam. | ) is required for a passed Comme<br>re exam is failed or there is no ac | ercial category exam to be<br>tive Core, any passed Con | valid. An active Core is nmercial category exams will |
| Step 1<br>Create or lookup an application                                | Step 2<br>Once approved, schedule an exam            | Step 3<br>Check your status    | Exam Date   | Category Type  | Category No   | Passed  | Score   |
| Create Commercial Application<br>Fill out Commercial Certification Form. | Schedule Exam<br>Schedule an exam for certification. | Exams Taken                    | 2/5/18  | COMMERCIAL   | 10  | v   |   |
| Create Private Application   | Lookup Scheduled Exams                               | Active Certifications          | 210/10  | COMMERCIAL   | 10  |   | -   |
| Fill out Private Certification Form.                                     | Check the status of your scheduled exams.            | Credit Summary                 | 2/5/18  | COMMERCIAL   | CORE  | Y   |   |
| Create DealerRep Application<br>Fill out DealerRep Certification Form.   | Study Guides<br>Review exam preparation materials.   | Courses Taken                  | 5/3/18  | COMMERCIAL   | 2   | Y   |   |
| Lookup Applications<br>Check the status of your applications.            |  | Upcoming Courses               |   |  |   |   |   |

- 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.
- 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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or

# Navigating the Pesticides Education Portal

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

guides

sion of the study

| Pesticides Educa   | Pesticides Education Portal<br>Hawai State Department of Agriculture Aldra, Esther Rischert Loodur                           |                                 | COOPERATIVE EXTENSION<br>UNIVERSITY OF HAWAYI AT MÁNOA<br>COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES  |
|--|--|---------------------------------|--|
| 🛪 Home 🔺 Profile 🚦   | Applications 🚔 Exam Schedüler 🔹 Cer  | rtifications 🕜 Courses 🛛 Misc.  | Extension Pesticide Program Exam Preparation   Study Guide Packets   Short Course Schedule   Pesticide Safety Newsletter   |
| Step 1<br>Create or lookup an application                              | Step 2<br>Once approved, schedule an exam  | Step 3<br>Check your status     | Study Guides for   |
| Create Commercial Certification Form.                                  | Schedule zwarn<br>Schedule an exam for certification.<br>Lookup Scheduled Exams<br>Check the status of your scheduled exams. | Active Certifications           | January 13, 2019   |
| Create DealerRep Application<br>Fill out DealerRep Certification Form. | Study Guides<br>Review exam preparation materials.   | Credit Summary<br>Courses Taken | This page is about study guides for Hawaii Department of Agriculture's examinations to qualify for "certification" to buy, use or supervise the use of<br>"restricted use" pesticides in Hawaii. |
| Lookup Applications<br>Check the status of your applications.          |  | Upcoming Courses                | Choose the correct category<br>Be careful to choose the <u>right category</u> of packets of study guides. You could waste your time and money if you make a wrong guess.                         |
| 1. Click "Step   | o 2, Study Guides"   | from the home pag               | Ce Study Guides  |

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**

| <b>77</b> Hawan State Department of Agricult                          | ne  | LOGIN REQUEST         | ACCOUNT FORGOT PASSWOR |  |
|---|---|-----------------------|------------------------|--|
| 🕷 Home 🛔 Profile 📑  | Applications 🛗 Exam Scheduler 🌒 Ce                                  | ertifications 🖉       | Courses Ø Misc         |  |
|   |   | 8                     | Upcoming Courses       |  |
| Step 1  | Step 2  |                       | Step 3                 |  |
| Create or lookup an application                                       | Once approved, schedule an exam                                     | Check your status     |                        |  |
| reate Commercial Application<br>II out Commercial Certification Form. | Schedule Exam<br>Schedule an exam for certification.                | Exams Tak             | en                     |  |
| reate Private Application<br>II out Private Certification Form.       | Lookup Scheduled Exams<br>Check the status of your scheduled exams. | Active Certifications |                        |  |
|   |   | Credit Sum            | imary                  |  |
| reate DealerRep Application<br>II out DealerRep Certification Form.   | Study Guides<br>Review exam preparation materials.                  | Courses Taken         |                        |  |
| ookup Applications  |   | Upcoming              | 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, ect... for HDOA credit must be submitted to <u>hdoa.pested@hawaii.gov</u> 30 days before the event date.

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| Upcomin       | g Course      | es  |         |                     |                 |                          |              |         |          |
|---------------|---------------|---|---------|---------------------|-----------------|--------------------------|--------------|---------|----------|
| Credit from o | nline courses | s cannot exceed half of   | each ap | plicable ca         | ategories' cred | it hour requirement roun | ded up.      |         |          |
| Course #      | Location      | Course Name   | Date    | Time                | Instructor      | Commercial Cat.          | Private Cat. | Credits | Comments |
| 2492          | Hawaii        | Vikane Caretakers<br>2020   | 3/2/20  | 7:30AM -<br>10:30AM | Wes Otani       | 7a,7e,10                 |              | 3       | VIEW     |
| 3085          | Oahu          | New Biological and<br>Reduced Risk Products<br>for Pest and Disease<br>Management     | 3/3/20  | 7:30AM -<br>8:30AM  | Carlos Bogran   | 3,6,10                   |              | 1       | VIEW     |
| 3086          | Oahu          | Acelepryn Insecticide<br>Uses on Turf and<br>Ornamental Pests in<br>Hawaii            | 3/3/20  | 8:35AM -<br>9:35AM  | Mark Coffelt    | 3,6,10                   |              | 1       | VIEW     |
| 3087          | Oahu          | Are Nematodes a<br>Problem in Hawaii?   | 3/3/20  | 9:50AM -<br>10:50AM | Zac Reicher     | 3,6,10                   |              | 1       | VIEW     |
| 3088          | Oahu          | Understanding Unique<br>Active Ingredients for<br>Improved Weed and<br>Insect Control | 3/3/20  | 12:00PM<br>- 1:00PM | Ryan Nichols    | 3,6,10                   |              | 1       | VIEW     |
| 3089          | Oahu          | New Product<br>Registrations in Hawaii:<br>Manuscript, Pennant<br>Magnum & Mainspring | 3/3/20  | 1:05PM -<br>2:05PM  | Dean Mosdell    | 3,6,10                   |              | 1       | VIEW     |
| 2492          | Oahu          | Vikane Caretakers<br>2020   | 3/3/20  | 3:00PM -<br>6:00PM  | Wes Otani       | 7a,7e,10                 |              | 3       | VIEW     |
| 3119          | Oahu          | Perennial Grassy<br>Weeds in Hawaiian<br>Sport Turf                                   | 3/3/20  | 12:00PM<br>- 1:00PM | Joe DeFrank     | 3,6,10                   |              | 1       | VIEW     |
| 3113          | Maui          | Using Amendments to<br>Manage Turf and Plant  | 3/4/20  | 9:30AM -<br>10:30AM | John Doyle      | 3,6,10                   |              | 1       | VIEW     |



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#### Forms

| <u>M</u>    | Pestici<br>Hawaii State I | Ides Edu<br>Department of Ag | Ication Port |                  | sword?         |           |                     |
|-------------|---------------------------|------------------------------|--------------|------------------|----------------|-----------|---------------------|
|             | 😭 Home                    | A Profile                    | Applications | 🛗 Exam Scheduler | Certifications | J Courses | O Misc.             |
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| Forr        | ms                        |                              |              |                  |                |           | 📞 Contact Us        |
| <u>Rest</u> | ricted Use Pes            | sticides Repo                | rting:       |                  |                |           | 🖪 Forms             |

Act 45 requires that all Certified Applicators of Restricted Use Pesticides (RUP) submit a report of the RUP that were applied each 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.

Honolulu Office Ph. (808) 973-9409 Ph. (808) 973-9424 Fax (808) 973-9418 Rev. February 2020 **Hilo Office** Ph. (808) 974-4143 Fax (808) 974-4148 Maui County Ph. (808) 873-3078 Fax (808) 873-3586

Kauai Office Ph. (808) 241-7140 Fax (808) 274-3067 Page **11** of **12**  **General Office** Ph. (808) 973-9401 Ph. (808) 973-9402 Fax (808) 973-9418

**General Email** Hdoa.PestEd@hawaii.gov

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



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

#### **Updating Contact Information**

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

| Honolulu Office    | Hilo Office        | Maui County        | Kauai Office                | General Office     | General Email          |
|--------------------|--------------------|--------------------|-----------------------------|--------------------|------------------------|
| Ph. (808) 973-9409 | Ph. (808) 974-4143 | Ph. (808) 873-3078 | Ph. (808) 241-7140          | Ph. (808) 973-9401 | Hdoa.PestEd@hawaii.gov |
| Ph. (808) 973-9424 |                    |                    |                             | Ph. (808) 973-9402 |                        |
| Fax (808) 973-9418 | Fax (808) 974-4148 | Fax (808) 873-3586 | Fax (808) 274-3067          | Fax (808) 973-9418 |                        |
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