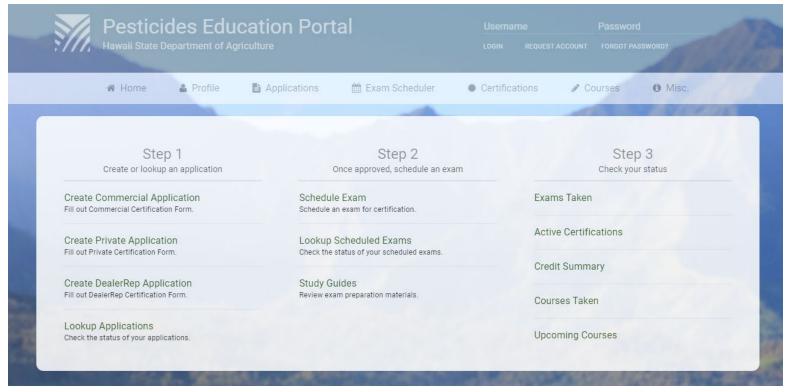


https://inforps-dp.hawaii.gov/PesticidesEducation/#/homepage



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/.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
			Revised October 2024		
			Page 1 of 12		



Table of Contents

Requesting an Account	3
Changing Passwords	4
Change of Company or Legal Name Request	5
Creating an Application	6
Signing up for Exams	7
Exam Scores	8
Study Materials	9
Checking for Courses	10
Forms	11
Updating Contact Information	12

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 2 of 12		



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

Requesting an Account

Hawaii State Department of Agr		REQUEST ACCOUNT FORGOT PASSWORD?	
🛪 Home 🔒 Profile	🖺 Applications 🛗 Exam Scheduler 🛛 🏶 Certi	fications 🕜 Courses 🛛 Misc.	
	-	ALL DE CONTRACTOR	
Step 1	Step 2	Step 3	
Create or lookup an application	Once approved, schedule an exam	Check your status	
Create Commercial Application Fill out Commercial Certification Form.	Schedule Exam Schedule an exam for certification.	Exams Taken	
Create Private Application	Lookup Scheduled Exams Check the status of your scheduled exams.	Active Certifications	
The out in wate certification form.	check the status of your scheduled exams.	Credit Summary	
Create DealerRep Application Fill out DealerRep Certification Form.	Study Guides Review exam preparation materials.	Courses Taken	
Lookup Applications 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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 3 of 12		



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

Changing Passwords

	ides Edu Department of Ag	cation Port	tal			r Riechert LOGOUT
🖀 Home	Profile	Applications	🛗 Exam Scheduler	Certifications		Misc.
					-	1000
Pass	sword Re	set				
To succe password		password, you must pr	ovide the correct answer to	your security question, a	and provide a new	
Enter you	ir 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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 4 of 12		



Change of Company or Legal Name Request

Pesticides Education Portal Hawaii State Department of Agriculture						Aloha, Esthe	er Riechert Logout
# F	Home	🛔 Profile	Applications	🛗 Exam Scheduler	Certifications		Misc.
Chang	je of	Comp	any or Le	egal Name	Request		
Change Request Change of Co				•			
Certification	Number		New Comp	any Name	Phone Nur		
			ation above before s	ubmitting your request.	###-###	# - Please enter a valio SUBMIT	

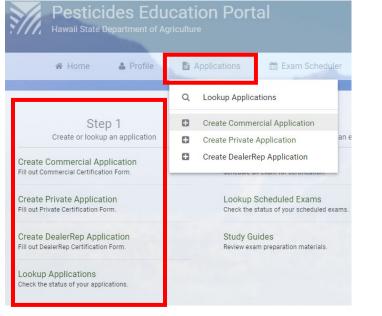
1. Click "Profile" and enter the requested information

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 5 of 12		



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

Creating an Application



Step 1 (Optional)	Search and A Name	dd an Employer SEARCH	1		
Step 2	Categ	gory 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
	3	Ornamental And Turf Pest 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 Per Control
	□ 7B	Termite Pest Control		11	Chemigation Pest Control
	7C	General Pest Control			

Is Geographic Information System data available for your golf course?

Yes 🗌 No

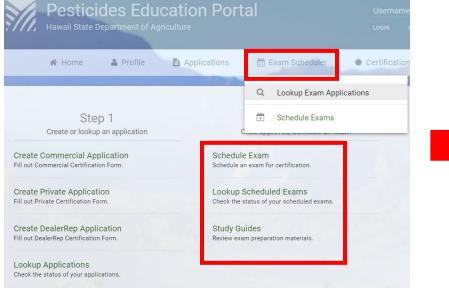
- 1. Log-in to your account (pg. 8)
- 2. Click "Applications" or look at "Step 1" at the home page
- 3. Create the correct Application
- Step 3 If no, an Education/Certification staff member will contact you to schedule a time 4. More information on Commercial and Private to collect the data. GIS data 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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 6 of 12		

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

Pesticides Certification Exam Scheduler

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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 7 of 12		

Step 1	ſ	3/2/202	0	5/7/2020	÷			
Select a date range				-				
Step 2 Select a location	Isla Ma	nd aul		Ŧ	SEARCH	EXAM EVENT	5	
Step 3 Select 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
Chan 4								
Step 4 Select app type		Туре	Category	Description		Туре	Category	Description
		Commercial	1A	Agricultural Pest Control		Commercial	7F-CG	Chlorine Gas Application
		Commercial	1B	Animal Pest Control		Commercial	7F-SR	Sewer Line Root Control
		Commercial	2	Forest Pest Control		Commercial	7F-TBT	Marine Anti-Fouling Coating
		Commercial	3	Ornamental And Turf Pest Control		Commercial	8	Public Health Pest Control
		Commercial	4	Aerial Pest Control		Commercial	9	Regulatory Pest Control
		Commercial	5	Aquatic Pest Control		Commercial	10	Demonstration, Research and Instructional Pest Control
		Commercial	6	Right-of-Way Pest Control		Commercial	11	Chemigation Pest Control
		Commercial	7A	Fumigation Pest Control		Private	1	General Agricultural Pest Control
		Commercial	7B	Termite Pest Control		Private	2	Agricultural Fumigation
		Commercial	70	General Pest Control		Private	3	Agricultural Chemigation
		Commercial	7D	Institutional Pest Control		Dealer	DealerRep	Dealer Representative
		Commercial	7E	Vault Fumigation Pest Control				
		AMA						



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

Pesticides Educat Hawaii State Department of Agricult		Aloha, Esther Riechert LOCOUT	CREDIT SUMMARY AC	TIVE CERTIFICATIONS EXAMS	COURSES		
🕷 Home 🔺 Profile 🗈	Applications 🛗 Exam Schedüler 🔹 Cer	tifications 🕜 Courses 🕜 Misc.	defined by a passed Core e	Categories: An active Core (category) xam within the last 6 months. If a Core e retaken in addition to a Core exam.			
Step 1 Create or lookup an application	Step 2 Once approved, schedule an exam	Step 3 Check your status	Exam Date	Category Type	Category No	Passed	Score
Create Commercial Application ill out Commercial Certification Form.	Schedule Exam Schedule an exam for certification.	Exams Taken	2/5/18	COMMERCIAL	10	v	
ate Private Application	Lookup Scheduled Exams	Active Certifications	2/0/10	COMMENCIAL	10		
out Private Certification Form.	Check the status of your scheduled exams.	Credit Summary	2/5/18	COMMERCIAL	CORE	Y	
reate DealerRep Application II out DealerRep Certification Form.	Study Guides Review exam preparation materials.	Courses Taken	5/3/18	COMMERCIAL	2	Y	
ookup Applications teck 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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 8 of 12		



or

Navigating the Pesticides Education Portal

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

guides

esticide Program
ckets Short Course Schedule Pesticide Safety Newsletter
Study Guides for "Private" and "Commercial" Pesticide Applicators' Examinations
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 "restricted use" pesticides in Hawaii. Choose the correct category Be careful to choose the right category of packets of study guides. You could waste your time and money if you make a wrong guess.
c

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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 9 of 12		

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

Upcoming Courses

Checking for Courses

Pesticides Educa Hawaii State Department of Agricult		LOGIN REQUEST ACCOUNT FORGOT PASSWORD?		
🏶 Home 🔒 Profile 📑	Applications 🛗 Exam Scheduler 🔶 Cer	tifications 🖋 Courses 🚯 Misc.		
		Jupcoming Courses		
Step 1 Create or lookup an application	Step 2 Once approved, schedule an exam	Step 3 Check your status		
Create Commercial Application Fill out Commercial Certification Form.	Schedule Exam Schedule an exam for certification.	Exams Taken		
Create Private Application Fill out Private Certification Form.	Lookup Scheduled Exams Check the status of your scheduled exams.	Active Certifications		
Create DealerRep Application	Study Guides	Credit Summary		
Fill out DealerRep Certification Form.	Review exam preparation materials.	Courses Taken		
Lookup Applications Check the status of your 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.

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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 10 of 12		

ourse #	Location	Course Name	Date	Time	Instructor	Commercial Cat.	Private Cat.	Credits	Comments
192	Hawaii	Vikane Caretakers 2020	3/2/20	7:30AM - 10:30AM	Wes Otani	7a,7e,10		3	VIEW
185	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
86	Oahu	Acelepryn Insecticide Uses on Turf and Ornamental Pests in Hawali	3/3/20	8:35AM - 9:35AM	Mark Coffelt	3,6,10		1	VIEW
87	Oahu	Are Nematodes a Problem in Hawaii?	3/3/20	9:50AM - 10:50AM	Zac Reicher	3,6,10		1	VIEW
88	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
89	Oahu	New Product Registrations in Hawaii: Manuscript, Pennant Magnum & Mainspring	3/3/20	1:05PM - 2:05PM	Dean Mosdell	3,6,10		1	VIEW
92	Oahu	Vikane Caretakers 2020	3/3/20	3:00PM - 6:00PM	Wes Otani	7a,7e,10		3	VIEW
19	Oahu	Perennial Grassy Weeds in Hawaiian Sport Turf	3/3/20	12:00PM - 1:00PM	Joe DeFrank	3,6,10		1	VIEW
113	Maui	Using Amendments to Manage Turf and Plant Health	3/4/20	9:30AM - 10:30AM	John Doyle	3,6,10		1	VIEW



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

Forms

Pesticides Education Portal Hawaii State Department of Agriculture						d Issword?	
	🕷 Home	Profile	Applications	🛗 Exam Scheduler	Certifications	J Courses	Misc.
				-		-	Sponsor Application
Form	าร						📞 Contact Us
		sticides Repo					🚯 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).

Maui County

Ph. (808) 873-3078

Fax (808) 873-3586

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

Honolulu Office Ph. (808) 973-9409 Ph. (808) 973-9424 Fax (808) 973-9419 Rev. October 2024 **Hilo Office** Ph. (808) 974-4143 Fax (808) 974-4148 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) 973-9419	Fax (808) 974-4148	Fax (808) 873-3586	Fax (808) 274-3067	Fax (808) 973-9418	
Rev. October 2024			Page 12 of 12		