



CORRESPONDENCE/MEMORANDUM

STATE OF WISCONSIN

Department of Agriculture, Trade and Consumer Protection

Bureau of Agrichemical Management
Programs Section

DATE: April 15, 2013

SUBJECT: Policy: Modifying The Commercial and Private Pesticide Certification Exam Process For Applicators With Disabilities

The Wisconsin Department of Agriculture, Trade and Consumer Protection – Pesticide Certification and Licensing Program affords equal opportunity to all persons taking the commercial, or private, pesticide certification exam. State statutes and rule require persons initially certifying or re-certifying as 1) a commercial pesticide applicator to successfully pass a written, timed, closed-book pesticide certification examination, 2) as a private pesticide applicator to pass a written, timed, open-book or closed-book pesticide certification examination.

The Pesticide Certification and Licensing Program will make certain accommodations for individuals within the flexibility allowed by law. Applicators must be able to read a pesticide label written in English. The department will not administer oral certification exams. Due to staffing or facility constraints at satellite test locations, applicants may be required to travel to the Madison testing location to receive special exam accommodations.

An individual requesting exam accommodation shall notify the program of the request prior to scheduling a certification exam. The applicant must submit the following information to the Certification Program:

1. Applicant's name (first, middle, last)
2. Date of birth (month/day/year)
3. Applicant's address (street, city, state, zip)
4. Telephone number and email address
5. Identify which Pesticide Applicator Certification Category Exam will be taken
6. Identify the specific examination accommodation(s) being requested.
7. Explanation of why the exam accommodation(s) is necessary. This may be an assessment of the disability by a health professional. The department will not accept medical records.

Program staff will make a determination based on the submitted documentation. Exam modifications are considered on a case by case basis. If necessary, staff will request additional information to verify the need for the accommodation. Within 10 business days the department will provide a written response.

Example modifications include, but are not limited, to:

1. Printed exam instructions to supplement verbal instructions read by the proctor
2. Extended testing time (e.g. 30 minutes extra)
3. Proctoring the exam in a private testing room
4. Large print examination
5. Assistance filling out the answer sheet

Contact

Wisconsin Department of Agriculture, Trade and Consumer Protection
Pesticide Certification and Licensing Program

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