# GUIDE TO PESTICIDE CERTIFICATION

1. **Determine the Pesticide Certification exams you need to write**. If you are unsure of which exam category you need to write, please visit our website and review the category descriptions. If you still need assistance after reviewing them, please email Agextension@assiniboine.net.

2. **Order Course Manuals**. Visit the bookstore's website and type **"PEST-course code"** in the **Search Keywords or ISBN** bar. Click on the checkbox **"New",** then click "**Add to Bag**." If you require more than one manual, click **"Continue Shopping"**. When finished, select "**View Bag & Checkout**" to proceed with your order. Please note that using outdated manuals may negatively affect your exam results.

3. **Prepare for Your Exam(s)**.
   a) Study the manual and complete practice questions within the manual. Attend a tutorial. Connect with industry experts or colleagues. Allow approximately 30 days to review and study the course material before attempting the exam.

   b) It is important you make sure your device (laptop, desktop computer) meets Meazure's requirements BEFORE registering for online exams. Please complete:

   a. Computer readiness check – check to see if your system meets Meazure's requirements.

4. **Register for exam(s)**. Registration for all pesticide exams except the MB Reciprocal exam is completed online through instant enrollment. Click on the **admissions tab** on the pesticide certification webpage and follow the instructions provided. Registration must occur at least 7 business days before the chosen exam date. If you are being sponsored by a company and they require an invoice for direct billing or you do not have access to a credit card or smartphone, please contact the program Administrative Assistant at AgExtension@assiniboine.net *Note: If you need to transfer or drop an exam date, there is a $25 fee per exam and the program Administrative Assistant must be notified at least one business day before exam start date.

5. **Assiniboine Connect account**. Once registered, you will receive an email with your student number and Assiniboine Connect login information.

6. **Exam link and enrollment key.** One day before your registered exam date, you will receive an email with the exam link and enrollment key.

7. **Final Grade Report (FGR).** Approximately one week after exam completion, you will receive an email notification that marks have been entered, along with a step-by-step instruction sheet on how to access your grade(s) and receipts.

8. **Licence.** Once certified, you will need to complete and submit a licence application form, along with your FGR and payment to Manitoba Agriculture.