

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 click on categories for descriptions to determine the category you need. If you are still unsure, please contact the [Administrative Assistant](#).
2. **Order Course Manuals.** Using the bookstore's [website](#) scroll down and under "Get Your Textbooks" click on "Find Courses". For "Select Department", select PEST from dropdown menu; for "Select Course", from the dropdown menu select the last 4 digits of the course code. Course codes are found on the registration form or website. If you are ordering more than one manual, repeat steps. To place order click on "Find Materials for 1 Course(s)". Please be aware that should you choose to use manual versions that are not current, it may jeopardize your exam outcome.
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.
 - b) It is important you make sure your device (laptop, desktop computer, Chromebook) meets Examity's requirements BEFORE registering for online exams. Please complete:
[Computer readiness check](#) – check to see if your system meets Examity's requirements. [Examity extension check](#) – ensure your computer system can upload the extension in Chrome.
4. **Register for exam(s).** Registration for all pesticide exams except the MB Reciprocal exam is completed online through instant enrollment. Click on the **registration tab** on the [pesticide certification webpage](#) and follow the instructions provided. Registration must occur at least 7 business days before 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, please contact the program Administrative Assistant at pesticide@assiniboine.net
*Note: If you need to transfer or drop 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. **MyACC account.** Once registered, you will receive an email (check junk mail) with your student number and MyACC login info. You will need to install [Duo MFA](#) in order to login to your MyACC account to complete online exams.
6. **Online Sample Exam** – emailed to you the Friday before your chosen exam date. Confirms your system is set properly and will familiarize you with exam format.
7. **Exam link and enrollment key.** One day before your registered exam date, you will receive an email with the exam link and enrollment key - - specific to each exam registered for.
8. **Final Grade Report (FGR).** Approximately one week after exam completion, you will receive an email that marks have been entered along with a step by step instruction sheet on how to access your grade(s), print your final grade report and receipts.
9. **Licence.** Once certified, you will need to complete and submit a licence application form, along with your FGR and payment to [Manitoba Agriculture](#). Click link for application.