



PSI Services LLC
3210 E Tropicana Las Vegas, NV 89121
Phone: (855) 579-4643
<https://test-takers.psiexams.com/okpest>

OKLAHOMA DEPARTMENT OF AGRICULTURE

PESTICIDE LICENSURE EXAMINATIONS CANDIDATE INFORMATION BULLETIN

Examinations by PSI Services LLC	2	Required Identification	4
Examination Payment and Scheduling Procedures	3	Security Procedures.....	4
On-line, via the Internet.....	3	Taking the Examination by Computer.....	5
Telephone.....	3	Identification Screen	5
Rescheduling/Canceling an Examination	3	Tutorial.....	5
Missed Appointment or Late Cancellation.....	3	Test Question Screen.....	5
Special Examination Arrangements.....	3	Examination Review	5
Emergency Examination Center Closing	3	Score Reporting	6
Examination Site Location.....	4	Duplicate Score Reports.....	6
Reporting to the Examination Site	4	Examination Information	6

Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

The Oklahoma Department of Agriculture has contracted with PSI Services LLC (PSI) to conduct the licensure examination program. PSI provides these examinations through a network of computer examination centers in Oklahoma and various locations throughout the United States.

Oklahoma Department of Agriculture
Pesticide Applicator
2800 N Lincoln Blvd
Oklahoma City, OK 73105
Phone: 405-522-5972
<http://www.ag.ok.gov/pesticides>

Certified Applicator

If you are not currently a Certified Applicator:

- You must take the Core Exam PLUS a category exam to become a Certified Applicator.
- You must take and pass the Core Exam first. Within one year you can take one of the Category exams.

If you are already certified as a Certified Applicator:

- You do not have to take the Core exam and can take any of the other Category exams.
- If candidates are already certified in a category (exam) and want to add another category (exam) they do not have to take the Core again, as long as they keep their certification current (5-year cycle)

The following categories require a practical examination in addition to the Core and the written exam. These exams are performed at OSU in Stillwater:

- (7A)- General Pest
- (7B)- Structural Pest/Termite
- (7C)- Fumigation

The practical exam must be taken within twelve (12) months of passing the written examination. Failure to pass the practical within this period of time will require retaking the written exam.

Service Technician

If you are taking the Service Technician exam, you are NOT required to take the Core exam. Service Technician only need to take the Service Technician exam.

Private Applicator

If you are taking the Private Applicator exam, you are NOT required to take the Core exam. Private Applicators only need to take the Private Applicator exam.

Aerial Exam

The Aerial exam requires that you take the Core Exam first, as well as the Category exams. The Aerial exam cannot be taken alone.

IN ORDER TO KEEP CURRENT, YOU NEED CEU'S OR RETEST IN THE CATEGORY AT THE END OF THE CERTIFICATION PERIOD.



EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. Note: the ID# is your driver's license number. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE

Call (800) 733-9267, PSI registrars are available to receive payment and to schedule your appointment for the examination.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 6:00 am and 7:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at www.psiexams.com or call PSI at (800) 733-9267.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative

SCHEDULING MULTIPLE EXAMS

You may schedule more than one examination appointment in one day. However, if you schedule the Core Exam on the same day as a Category Exam and fail the Core Exam, your Category Exam will not count towards certification nor will you be able to cancel, forfeiting your examination fee.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION ACCOMMODATIONS (ADA)

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Candidates who require special accommodations will need to complete the necessary forms prior to registering for an exam with PSI. Please contact the Department for more information. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation via telephone and email. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.



EXAMINATION SITE LOCATIONS

Oklahoma City I	3800 N Classen Blvd, Ste C-20, Oklahoma City, OK 73118
Oklahoma City II	NW 23rd St and Villa Avenue, Suite 60, Shepherd Mall Office Complex, Oklahoma City, OK 73107
Tulsa	2816 East 51st Street, Suite 101, Tulsa, OK 74105
McAlester	21 East Carl Albert Parkway (US Hwy 270), McAlester, Oklahoma 74501
Woodward	1915 Oklahoma Ave, Suite 3, Woodward, OK 73801
Lawton	Great Plains Technology Center, 4500 West Lee Blvd Building 300- RM 308, Lawton, OK 73505
Enid	Autry Technology Center, 1201 W. Willow Rd, Enid, OK 73703
Ponca City	Pioneer Technology Center, 2101 N Ash, Ponca City, OK 74601

[Click Here](#) to request out-of-state testing.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

REQUIRED IDENTIFICATION (with photo) - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator. You may not bring your own calculator. You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may only take approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the



examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a computer interface for a test question. At the top, there is a function bar with icons for Mark, Comments, Get a, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View All, and Time Left(Min): 359. The question text is: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the clicking the Comments link on the function bar of the test question screen.



These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

EXAMINATION INFORMATION

Exam Name	# of Items	Exam Timing (mins)	Exam Fee	Percent Scoring
1-Core Exam	50	75	\$95	70%
1a-Agricultural Plant	50	75	\$95	70%
1b-Agricultural Animal	50	75	\$95	70%
2-Forest Pest Control	50	75	\$95	70%
3a-Ornamental & Turf Pest Control	50	75	\$95	70%
3b-Interiorscape	50	75	\$95	70%
3c-Nursery/Greenhouse	50	75	\$95	70%
4-Seed Treatment	50	75	\$95	70%
5-Aquatic Pest Control	50	75	\$95	70%
6-Right-of-Way	50	75	\$95	70%
7a-General Pest Control	50	75	\$95	70%
7b-Structural Pest Control	50	75	\$95	70%
7c-Fumigation	50	75	\$95	70%
8-Public Health Pest Control	50	75	\$95	70%
9-Regulatory Pest Control (do not use)	50	75	\$95	70%
10-Demonstration & Research	50	75	\$95	70%
11a-Bird & Vertebrate Animal Pest Control	50	75	\$95	70%
11b-Predatory Animal	25	75	\$95	70%
12a-Pressure Facility Timber Treating	25	75	\$95	70%
12b-Groundline Utility Pole Treating	25	75	\$95	70%
13-Antimicrobial	50	75	\$95	70%
14-Metam Sodium/Sewer Root Control	50	75	\$95	70%
14b-Cooling Tower	50	75	\$95	70%
Aerial	50	75	\$95	70%
Service Technician Exam	50	75	\$95	70%
Private Applicator Exam	50	75	\$65	70%

All examinations are closed book.

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.
THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.



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