

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
DIVISION OF CONSUMER PROTECTION
OFFICE OF WEIGHTS AND MEASURES**

FINANCE OFFICE

Mailing: P. O. Box 526, Richmond, VA 23218 • Physical: 102 Governor St., Richmond, VA 23219

Phone: (804) 786-2476 • Fax: (804) 786-1571 • Email: owm@vdacs.virginia.gov

Website: www.vdacs.virginia.gov

Revised 12.2024

APPLICATION FOR WEIGHTS AND MEASURES SERVICE TECHNICIAN CERTIFICATION

(PLEASE PRINT OR TYPE)

<input type="checkbox"/> NEW (<i>never certified in Virginia</i>)	<input type="checkbox"/> REACTIVATING	<input type="checkbox"/> TRANSFERRING	TECHNICIAN NO.: _____
			VDACS PERMIT NO.: _____

TECHNICIAN NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ EMAIL: _____

REGISTERED SERVICE AGENCY EMPLOYING APPLICANT	BUSINESS PERMIT NO.: _____
COMPANY NAME: _____	
MAILING ADDRESS: _____	
CITY: _____	STATE: _____ ZIP CODE: _____
TELEPHONE: _____	FAX: _____
CONTACT PERSON: _____	EMAIL: _____

BRANCH OR WORK LOCATION OF EMPLOYEE (if different from above)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON: _____ EMAIL: _____

- Please attach "Certificate of Calibration" verifying weights and measures standards and calibrating equipment to be used by technician.
As required by Va. Code § 3.2-5707(B)(6):

I declare under penalty of perjury that I have the authority to be lawfully employed in the United States.

YES NO

Proof of COMPLETION OF TRAINING COURSE - Certificate of Completion, as required (attached):

YES NO

POSITION OF WORK: <i>(Check ALL lines below that applies)</i>	BUSINESS TYPE: <input type="checkbox"/> Weighing <input type="checkbox"/> Measuring <i>(Check the box and lines that applies)</i>	DEVICE CLASS: <input type="checkbox"/> Scales <input type="checkbox"/> Meters <i>(Check the box and lines that applies)</i>
<input type="checkbox"/> SALES (registration required only)	<input type="checkbox"/> MOTOR FUEL	<input type="checkbox"/> SMALL CAPACITY SCALES (1,000 LBS OR LESS)
<input type="checkbox"/> SERVICE	<input type="checkbox"/> VEHICLE TANK METERS (VTM)	<input type="checkbox"/> LARGE CAPACITY SCALES (OVER 1, 000 LBS)
<input type="checkbox"/> INSTALLATION ONLY	<input type="checkbox"/> LP GAS (LPG)	<input type="checkbox"/> BOTH LARGE AND SMALL SCALES
	<input type="checkbox"/> BULK METERS	<input type="checkbox"/> LPG METER <input type="checkbox"/> VTM <input type="checkbox"/> BULK METERS
	<input type="checkbox"/> SCALES	<input type="checkbox"/> RAILROAD TRACK OR BELT CONVEYOR
	<input type="checkbox"/> ELECTRIC VEHICLE SERVICE	<input type="checkbox"/> ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

EXEMPT FROM FEES (*Va. Code §3.2-5705*): YES NO *(If yes only, please email to owm@vdacs.virginia.gov)*

➔ **If NON-Exempt, each service agency shall pay a registration fee of \$25 made payable TREASURER OF VIRGINIA. PLEASE SIGN AND RETURN THIS APPLICATION ALONG WITH YOUR PAYMENT TO THE ADDRESS AT THE TOP OF THIS FORM.**

NOTICE TO TECHNICIAN: It is important for you to **NOTIFY** this office of any changes related to your technician's certification by submitting a "Change of Information Form" found on our website at <https://www.vdacs.virginia.gov/services-forms.shtml>. (Weights and Measures)

SIGNATURE: _____

DATE: _____

**PRINT
NAME:** _____

The Commissioner may deny, suspend, or revoke any registration or renewal if the application is incomplete, false, or fraudulent. It shall be a violation of this chapter for a person to submit to the Commissioner an application for registration or renewal that he knows to be false or fraudulent.


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ACCESSING THE ONLINE SERVICE TECHNICIAN TRAINING

1. Enter <https://covlc.virginia.gov/Default.aspx> in your web browser and **log-in** to the Commonwealth of Virginia Learning Center. (go to step 2) ****If you cannot log-in**  and follow the direction below:
 - If you are a **FIRST TIME USERS - LOST CREDENTIAL - INACTIVE ACCOUNT – NEW EMAIL**
 - Please send your first and last name along with your email address to owm@vdacs.virginia.gov, and request that an account be created, reset, reactivated, or a new email be created for you. *(You will receive an email for account activation from the Office of Weights and Measures.)*
 - Once you receive this email go to the COV Learning Center <https://covlc.virginia.gov/Default.aspx>, click the forgot password **Forgot your [login ID](#) or [password?](#)**
 - **Enter your login ID** that was sent to you from the Office of Weights and Measures
 - You will then receive an email from the COV Learning Center to create a password, reset your password, etc. Once your password is reset, you can log-in to the Commonwealth of Virginia Learning Center (COVLC)
2. Once you have accessed the Virginia Learning Center, **click on the “Catalog” button** at the top of the screen. **Type “service technician”** in the search for box and **click “search”**.
3. The first two results that should come up are “Service Technician Meter Training – Office of Weights and Measures” and “Service Technician Scale Training – Office of Weights and Measures”. **Please select the appropriate training for your field of work.** You may need to take both. **(NOTE: If the current year is not available, you may take “any year” training for certification.)**
4. You will then see a screen with a blue button that says “START” under or beside the title of the course. **Click that “START” button** and **“LAUNCH”** the training.
5. A separate window will appear and there will be **two columns**. In the **left-hand column, you will see the title of the course. Double click this title.** The course will then appear in the right-hand column.
6. Take the course by scrolling through the slides using the “previous” and “next” buttons. Make sure you pay close attention to the items in red.
7. At the end of the course there will be a 10-question quiz. You must score at least an 80% to pass the course. Once complete, click the “Finish” button. Once done you may exit the course by clicking the “x” in the top right-hand corner.
8. A screen will appear with a message that you have completed the item. **Make sure you click “View Certificate” and print the certificate out. You must print the certificate and send in a copy with your application.**

You can always access or view your training certificate by going to your home screen and clicking on  Learn ▾ and selecting transcript. Then select Certifications tab at the top to view your certificates.

TRAINING IS REQUIRED EVERY 3-YEARS

NOTE: Please submit to owm@vdacs.virginia.gov ALL requests or questions