



Missouri

Department of Agriculture Certified Pesticide Applicator and Pesticide Dealer

Candidate Handbook

August 2019

QUICK REFERENCE

RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this handbook, which contains important information regarding the examination and licensing application process.

If you currently hold a Certified Pesticide Applicator license with MDA, you will need the license number as part of your exam registration.

Making an exam reservation (details on page 3)

Candidates may make a reservation in either of two ways:

- By visiting <http://pearsonvue.com/mo/agriculture>
- By calling Pearson VUE at (866) 221-6481

Candidates should make a reservation on the Web or by phone at least twenty-four (24) hours before the desired examination date. **Walk-in examinations are not available.**

SCHEDULES & FEES

Test Center locations

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules. Additionally there are links to many more available test centers at www.pearsonvue.com.

Exam fees

Candidates must pay the exam fee of \$45 per exam at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy* (page 3).** Examination fees are separate from MDA licensing fees.

EXAM DAY

What to bring to the exam

Proper identification is required for testing. Acceptable identification is listed in *What to Bring* (page 4). No personal items are allowed in the testing room, for details see the *Test Center Policies* on page 6.

Exam procedures

Candidates should report to the test center at least **thirty (30)** minutes before the examination begins to complete registration. Each candidate will leave the test center with their exam results in hand.

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE Missouri Agriculture

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437

Phone

(866) 221-6481

Email

pearsonvuecustomerservice@pearson.com

Website

www.pearsonvue.com

STATE LICENSING INFORMATION

Candidates may contact the Missouri Department of Agriculture with questions about obtaining or maintaining a license after the examination has been passed.

Missouri Department of Agriculture (MDA)

PO Box 630

Jefferson City, MO, 65102-0630

Phone

(573) 751-5504

(573) 751-5509

Website

<http://agriculture.mo.gov/plants/pesticides/>

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OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Missouri Certified Pesticide Applicator and Pesticide Dealer handbook be reviewed before taking examinations. Also, please go to the Pearson VUE/Missouri Department of Agriculture web page at <http://www.pearsonvue.com/mo/agriculture/contact> to see more information about the certification and licensing process.

Individuals who wish to obtain a Certified Pesticide Applicator and Pesticide Dealer license in Missouri must:

1. **Make a reservation and pay the examination fee(s). Examination fees are separate from MDA licensing fees.**

Make a reservation online at www.pearsonvue.com or by phone at (866) 221-6481 with Pearson VUE for the examination.

2. **Go to the test center.**

Go to the test center on the day of the examination. (See page 4.)

3. **Apply for a license.**

After passing the required examinations, apply for your license by contacting the Missouri Department of Agriculture at <http://moplants.mda.mo.gov>.

For candidates who hold an existing certified pesticide applicator license, please provide your certified pesticide applicator license number during the exam registration process.

INTRODUCTION

CHAT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination using the live chat feature.

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available Monday–Friday, 7:00 a.m.–10:00 p.m. CT, Saturday, 7:00 a.m.–4:00 p.m. CT, and Sunday, 9:00 a.m.–3:00 p.m. CT; closed on local holidays.

Please visit www.pearsonvue.com/mo/agriculture/contact for further information.

If you prefer, you may also call the candidate care center at (866) 221 6481 for more information.

Candidates may contact the Missouri Department of Agriculture with questions about obtaining or maintaining a license.

<p>FOR EXAMINATIONS PEARSON VUE/MISSOURI AGRICULTURE <i>Attn: Regulatory Program Coordinator</i> 5601 Green Valley Dr. Bloomington, MN 55437 Phone (866) 221-6481 Website www.pearsonvue.com Email pearsonvuecustomerservice@pearson.com</p>
<p>FOR STATE LICENSING MISSOURI DEPARTMENT OF AGRICULTURE PO Box 630 1616 Missouri Boulevard Jefferson City, Missouri 65102 Phone (573) 751-5504 (573) 751-5509 Website http://agriculture.mo.gov/plants/pesticides</p>

The state of Missouri has retained the services of Pearson VUE to develop and administer its pesticide applicator certification licensing examinations. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

A MESSAGE FROM THE DEPARTMENT

The overall goal of the Pesticide Program is to prevent unreasonable adverse effects of pesticide use on human health and the environment while helping assure the availability of pesticides needed to maintain our quality of life. This is accomplished by licensing certified pesticide applicators and pesticide dealers, registering pesticides and performing inspections and investigations in the enforcement of Section

281 RSMo – the Missouri Pesticide Use Act and the Missouri Pesticide Registration Act.

The Missouri Pesticide Use Act establishes requirements for licensing pesticide applicators, dealers, technicians and operators.

Certification Classifications

Certified Commercial Applicators are defined by the Missouri Pesticide Use Act as: Any individual, whether or not he is a private applicator with respect to some uses, who is certified by the director as authorized to use, supervise the use of, or determine the need for the use of, any pesticide, whether classified for restricted use or for general use, while engaged in the business of using pesticides on the lands of another as a direct service to the public in exchange for a fee or compensation.

Certified Noncommercial Applicators are defined by the Missouri Pesticide Use Act as: Any individual, whether or not he is a private applicator with respect to some uses, who is certified by the director as authorized to use, or to supervise the use of, any pesticide which is classified for restricted use only on lands owned or rented by the applicator or their employer.

Certified Public Operators are defined by the Missouri Pesticide Use Act as: Any individual who is certified by the director as authorized to use, or to supervise the use of, any pesticide which is classified for restricted use in the performance of their duties as an official or employee of any agency of the state of Missouri or any political subdivision thereof, or any other governmental agency.

Pesticide Dealers are defined by the Missouri Pesticide Use Act as: Any individual who is engaged in the business of distributing, selling, offering for sale, or holding for sale at retail, or direct wholesale to the end user, any pesticide classified for restricted use.

GENERAL GUIDELINES

LICENSURE PROCESS

What you need to know

To become certified as one of the above applicators or operators, the applicant is required to pass the state pesticide certification examinations. The applicant is required to pass the General Standards of Competence (CORE) examination and at least one of the category examinations listed below. The applicant should choose the category exam(s) based on their area of expertise.

To become licensed as a Pesticide Dealer, the applicant is required to take and pass ONLY the Pesticide Dealer examination.

Individuals wanting to apply for a Pesticide Technician license in Category 3, Category 7A, or Category 7B are NOT required to take and pass the Missouri pesticide certification examinations. Individuals must complete approved Pesticide Technician Training.

Individuals wanting to apply for a Certified Private Applicator license are NOT required to take the certified pesticide applicator examinations. Individuals must contact their local University of Missouri County Extension office and complete the required Certified Private Applicator training program.

Study manuals may be purchased from the University of Missouri Extension Publications office by ordering on line at <http://extension.missouri.edu/p/MP731>, mailing a completed manual order form to the University of Missouri Extension Publications office, or by calling (800) 292-0969. Applicants should also study the Missouri Pesticide Use Act. Questions from the laws and regulations will be found on each examination. A free copy of the Missouri Pesticide Use Act can be downloaded from MDA's website at: <http://agriculture.mo.gov/plants/pesticides> or by opening the pdf document - [Missouri Pesticide Use Act and Administrative Rules \(281.005 - 281.180 RSMo & 2 CSR 70-25\) \(PDF Document\)](#).

Passing scores are good for one year from date of examination. If the applicant fails to apply for and receive a certified pesticide applicator license prior to the expiration of passing exam scores, the applicant will be required to re-examine. After passing the required exams, and depending on the classification of license for which the applicant is applying, there are additional requirements the applicant will have to meet. For example:

To apply for a Certified Commercial Applicator license, the applicant must submit the required documents to the Missouri Department of Agriculture or upload the required documents through the MOPlants online submission process.

- A completed [Certified Applicator and Pesticide Dealer Application \(PDF Document\)](#);
- \$65.00 license fee; and
- Evidence of financial responsibility, such as: [an insurance certificate \(PDF Document\)](#) or [surety bond \(PDF Document\)](#).
- If the applicant is an out-of-state resident, the applicant must submit: [Non Resident Agent Form \(PDF Document\)](#).
- If the applicant applies for a Certified Commercial Applicator license in Category 7A, Category 7B, or Category 7C, the applicant will be required to submit evidence of valid experience using pesticides (in these categories) while under the direct supervision of a Certified Commercial Applicator or evidence of having an Associates of Arts degree or its equivalent in Biology, Chemistry, Agriculture, or Entomology by submitting a copy of the degree or college transcript. [The Verification of Structural Pesticide Application Experience Form \(PDF Document\)](#) should be used to attest valid experience.

To apply for a Certified Noncommercial Applicator license in any category, the applicant must submit the required documents to the Missouri Department of Agriculture or upload the required documents through the MOPlants online submission process.

- A \$35.00 license fee; and
- A completed Certified Applicator and Pesticide Dealer Application (PDF Document).
- If the applicant is an out-of-state resident, the applicant must submit: Non Resident Agent Form (PDF Document).

To apply for a Certified Public Operator license in any category, the applicant must submit the required documents to the Missouri Department of Agriculture or upload the required documents through the MOPlants online submission process.

- A completed Certified Applicator and Pesticide Dealer Application (PDF Document).
- If the applicant applies for a license in Category 7A, Category 7B, or Category 7C, the applicant must submit evidence of valid experience using pesticides (in these categories) or evidence of having an Associates of Arts degree or its equivalent in Biology, Chemistry, Agriculture, or Entomology by submitting a copy of the degree or college transcript. The Verification of Structural Pesticide Application Experience Form (PDF Document) should be used to attest valid experience.
- If the applicant is an out-of-state resident, the applicant must submit: Non Resident Agent Form (PDF Document).
- No license fee is required. The license will be mailed automatically to the applicant upon receipt of all required application materials and passing the required examinations.

To apply for a Pesticide Dealer license, the applicant must submit the required documents to the Missouri Department of Agriculture or upload the required documents through the MOPlants online submission process.

- Submit a completed Certified Applicator and Pesticide Dealer Application (PDF Document).
- Pass the Pesticide Dealer examination.
- Pay a \$35.00 license fee.
- If the applicant is an out-of-state resident, the applicant must submit: Non Resident Agent Form (PDF Document).

LICENSE EXPIRATION AND RENEWAL

- Certified Commercial Applicator licenses expire annually. The license may be renewed by submitting the \$65.00 license fee and the signed renewal card prior to expiration, or by renewing on-line through MOPlants.
- Certified Noncommercial Applicator licenses expire annually. The license may be renewed by submitting the \$35.00 license fee and the signed renewal card prior to expiration, or by renewing on-line through MOPlants.
- Certified Public Operator licenses expire every three (3) years and may be renewed by submitting the signed renewal card (no license fee is charged), or by renewing on-line through MOPlants.
- Pesticide Dealer licenses expire annually. The license may be renewed by submitting the \$35.00 license fee and the signed renewal card prior to expiration, or by renewing on-line through MOPlants.
- To renew a license during the sixty (60) day grace period following license expiration, the license holder must pay the original license fee plus a late penalty of 25% of the original fee. Licenses and certifications are canceled if not renewed before the expiration of the 60 day grace period.

CERTIFICATION RENEWAL

All Certified Applicators except for Certified Private Applicators, are required by state law to renew their certification every three (3) years. This may be accomplished by attending an approved recertification training program or by re-examination.

Recertification Training

The University of Missouri Cooperative Extension Service provides recertification training annually during January. Other groups, businesses, and associations also sponsor recertification training programs. All recertification training programs must be approved by the Missouri Department of Agriculture, Bureau of Pesticide Control before recertification credit will be awarded to those who attend. Guidelines for pesticide recertification training programs may be obtained by contacting the Bureau of Pesticide Control. The Recertification Course Locator found under the Pesticide Programs menu at: <http://MOPlants.mda.mo.gov> can be used to find approved recertification programs.

Re-examination

To qualify for recertification credit by re-examination, the certified pesticide applicator or operator must take and pass the CORE examination plus the category examination(s) that the applicator is certified in.

EXAM RESERVATIONS

ONLINE RESERVATIONS

Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go to www.pearsonvue.com/mo/agriculture/ to make a reservation for an examination online. First time users are required to create an account. The candidate needs to fill in all required fields which are preceded by an asterisk (*) on the online form in order to create an ID and be assigned a password. Simple step-by-step instructions will lead the candidate through the rest of the examination reservation process.

An online reservation must be made at least twenty-four (24) hours before the desired examination date.

If you have an existing MDA Certified Pesticide Applicator license, you will need your certified pesticide applicator license number when creating your account for testing.

Your certified pesticide applicator license will look like one of the following examples:

Certified Commercial Applicator – C11111

Certified Noncommercial Applicator – N11111

Certified Public Operator – P11111

PHONE RESERVATIONS

Candidates may call Pearson VUE at (866) 221-6481 to make a reservation.

PEARSON VUE HOURS	
Monday – Friday	7 a.m. – 10 p.m.
Saturday	7 a.m. – 4 p.m.
Sunday	9 a.m. – 3 p.m.

Central Standard Time

Before calling, candidates should have the following:

- Legal name as it appears on your official documents, residence address, Social Security number (last 4 digits of SS#), daytime telephone number, and date of birth
- The names of the examinations
- The preferred examination dates and test center locations (a list of test centers appears on the back cover of this handbook)

Candidates are responsible for knowing which examination they need to take. A Pearson VUE representative will help candidates select a convenient examination date and location and will answer questions. The reservation will be made based on the next available examination date.

EXAM FEES

The examination fee must be paid at the time of reservation by credit card, debit card, or voucher. Examination fees are separate from MDA licensing fees.

Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*. The fee for each exam is \$45. Examination fees are separate from MDA licensing fees.

Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at <http://www.pearsonvue.com/vouchers/pricelist/moagriculture.asp> by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate Voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.**

Vouchers expire 12 months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (866) 221-6481 forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer the fee to a new reservation, or may request a refund. **Candidates who change or cancel their reservations without proper notice will forfeit the examination fee.** Refunds for credit/debit cards are immediate.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates should arrive thirty (30) minutes before their scheduled examination. For example, if the examination start time is 8:00 a.m. the candidate should arrive at the test center at 7:30 a.m. Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

Candidates who are absent and fail to change or cancel their reservation according to the *Change/Cancel Policy* will forfeit the examination fee. Candidates who are late will not be admitted to the examination and will forfeit the examination fee.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

ACCOMMODATIONS

Pearson VUE & MDA comply with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion.

Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. Test accommodations may include things such as:

- A separate testing room.
- Extra testing time -- The length of the examination will be equal to 1-1/2 times the length of the examination. For example, a 1 hour (60 minutes) examination will be extended to 1¹/₂ hours (90 minutes).

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis.
- A description of past accommodations the candidate has received.

NOTE: English as a Second Language (ESL) Candidates, for whom English is a second language (ESL) may request additional time for the examination by sending the English as a Second Language (ESL) Request Form. Candidates **MUST** include a letter from either his/her English instructor or sponsoring company (on official letterhead if from a company) stating that English is not the candidate's primary language.

Reader/Writer assisting accommodations will not be allowed for the Pesticide Applicator Certification examinations, as these are critical functions of the role of a licensed Certified Pesticide Applicator.

The approval of additional time will be for one (1) year from the date of the request.

Pearson VUE will approve these accommodation on behalf of the Missouri Department of Agriculture. In the case of requests for appeals for accommodations denied, the Missouri Department of Agriculture will be notified by Pearson VUE of the request, and the final decision will be made by Pearson VUE as to whether the accommodation will be granted.

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

EXAM DAY

WHAT TO BRING

Required Materials

All candidates are required to bring identification that is deemed acceptable, in the bulleted lists below, to the test center on the day of examination.

Candidates who have changed their names must provide written documentation of the change. This documentation may be a copy of a marriage license, divorce decree or other official document.

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

Note: You will not be permitted to bring your own calculator into the testing room. A calculator will either be available on screen, or you will be given a handheld calculator as required by your exam.

Identification (ID) Requirements:

- The first and last name that the candidate uses to register must match exactly the first and last name on the ID that is presented on test day.
- Candidate is required to present one form of original (no photo copies), valid (unexpired) government issued ID that includes their name, recent recognizable photograph, and signature.

Primary ID:

- International Travel Passport
- Driver's license
- Military ID (including spouse & dependents)
- Nondriver Identification card (national/state/province identity card)
- Alien registration card (green card, permanent resident, visa)

Additional Allowances:

- Expired forms of ID are not acceptable unless accompanied by valid renewal papers.
- U.S. citizen members of Old Order Amish and Old Order Mennonite communities may generally establish U.S. identity and citizenship with an approved Internal Revenue Service (IRS) Form 4029. **Candidates who wish to submit the IRS Form 4029 must notify the Missouri Department of Agriculture of their intent to do so. The MDA will approve the candidate and notify Pearson VUE on behalf of the candidate.**

NOTE: Any candidate exceptions to the ID policy must be pre-approved by the Pearson VUE customer service center at least three business days before the scheduled exam appointment.

Candidates who, for religious reasons, do not want their picture taken at the test center, must obtain permission to waive the photo requirement from the Missouri Department of Agriculture. Permissions will be sent from the MDA to Pearson VUE to notify Pearson VUE in advance of the day of testing.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate’s identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the Candidate Rules Agreement is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action as allowed by the Missouri Pesticide Use Act.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state’s licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. The examination will end automatically when the examination time has expired, and candidates will leave the test center with their exam results in hand.

ABOUT THE EXAM

All Missouri Department of Agriculture examinations are given in a multiple-choice and true/false format.

The CORE Exam – General Standards of Competence must be passed by all applicator/operator candidates. There are 15 topic specific category examinations and the Pesticide Dealer examination.

EXAMINATION TITLES		
EXAM	DESCRIPTION	PRICE
001	MO CORE – General Standards of Competence	\$45
002	Category 1A - Agricultural Plant Pest Control	\$45
003	Category 1B – Agricultural Animal Pest Control	\$45
004	Category 2 – Forest Pest Control	\$45
005	Category 3 – Ornamental and Turf Pest Control	\$45
006	Category 4 – Seed Treatment	\$45
007	Category 5 – Aquatic Pest Control	\$45
008	Category 5B – Sewer Root Control	\$45
009	Category 6 – Right-of-way Pest Control	\$45
010	Category 7A – General Structural Pest Control	\$45
011	Category 7B – Termite Pest Control	\$45
012	Category 7C – Fumigation Pest Control	\$45
013	Category 8 – Public Health Pest Control	\$45
014	Category 9 – Regulatory Pest Control	\$45
015	Category 10 – Demonstration and Research Pest Control	\$45
016	Category 11 – Wood Product Pest Control	\$45
017	Pesticide Dealer Exam (No CORE Exam required)	\$45

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity. If there is sufficient cause to question the score, Pearson VUE will refer the matter to the Missouri Department

of Agriculture, which will make the final decision on whether or not to cancel the score. The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying fraud.

SCORE EXPLANATION

The passing score for all examinations is established in rule under Section 2 CSR 70-25.090 of the Missouri Pesticide Use Act (copy found at <http://agriculture.mo.gov/plants/pesticides>). A passing score of 70% or greater must be achieved to pass any of the Pesticide exams.

DUPLICATE SCORE REPORTS

Applicants will receive exam results upon completion of each examination. Candidates may request a duplicate score report from Pearson VUE either by calling (866) 221-6481 or by completing the form in the back of this handbook and submitting it to Pearson VUE.

RETAKE THE EXAM

Reservations for re-examination can be made immediately but can not be made at the test center.

QUESTIONS OR COMMENTS ABOUT THE EXAM

For security reasons, examination material is not available to candidates for review. Candidates who have questions, comments, or concerns about the examinations should direct written inquiries to Pearson VUE's address provided on the inside front cover of this handbook.

In all correspondence, candidates should provide their name and address information. If questions or comments are concerning an examination already taken, candidates should also include:

- The name of the examination
- The date the examination was taken
- The location of the test center

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.

- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room, and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks.
- However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

DUPLICATE SCORE REQUEST FORM

Use this form to request that Pearson VUE send a duplicate copy of your score report to you.

There is no fee for duplicate score report requests.

Please print or type all information on this form and either email or mail your request to Pearson VUE. It is strongly suggested that you email your request to **pearsonvuecustomerservice@pearson.com**; however if you are unable to email, please mail your request to:

Pearson VUE
MISSOURI AGRICULTURE
DUPLICATE SCORE Request
5601 Green Valley Drive
Bloomington, MN 55437

I hereby authorize Pearson VUE to send me at the email address below a duplicate of my score report.

Signature	Date
Name	
Email Address	

If you do not have a valid email address please include your physical mailing address below.

Address		
City	State	ZIP

If the above information was different at the time you tested, please indicate original information below.

Name		
Address		
City	State	ZIP

Exam Taken	
State in which exam was taken	Date Taken
Date of Birth	

GENERAL INFORMATION

CANDIDATES MAY CALL (866) 221-6481 TO MAKE AN EXAM RESERVATION.

MISSOURI TEST CENTERS	
Brentwood	Maryville
Bridgeton	Park Hills
Cape Girardeau (4)	Poplar Bluff
Carthage	Rolla
Columbia (2)	St. Charles
Cottleville	St. Joseph (2)
Hillsboro	St. Louis (9)
Joplin (2)	Springfield (3)
Kansas City (3)	Union
Kirkville (2)	West Plains
Linn	Whiteman AFB

Locations and schedules are subject to change.

TEST CENTERS IN STATES AND CITIES BORDERING MISSOURI			
Tennessee	Covington	Iowa	Coralville
	Dyersburg		Council Bluffs
	Jackson		Iowa City
	Martin		West Des Moines
	Memphis		
Nebraska	Lincoln	Illinois	Belleville
	Omaha		Granite City
Kentucky	Paducah		O'Fallon
		Arkansas	Fayetteville
Kansas	Atchison		Harrison
	Leawood		Mountain Home
	Overland Park		Osceola
	Pittsburg		Pocahontas

Locations and schedules are subject to change.

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving	