



## Arizona Department of Agriculture

### Pest Management Division

1688 W. Adams Street, Phoenix, Arizona 85007

(602) 542-3578 FAX (602) 542-0466

<http://agriculture.az.gov>

### **Qualified Applicator (QA) Certification Application Requirements**

Complete Application – in accordance with A.A.C R3-8-204 (B) includes the applicants Full Name; AZ PMD Applicator Certification No.; QA Certification No. (for Broadening Applicants); Home Address, Mailing Address; Telephone No.; Email Address; Date of Birth; Social Security No.; Denied, Suspended, or Revoked question answered; Certification Category(s) applying for; Signature and Date.

Application and Handling Fee – \$75.00 application + \$10 handling fee for New QA Certification Applicants or \$25.00 application +\$10 handling fee for Broadening QA Certification Applicants. The handling fee is not applicable for online application submissions.

Experience for New Applicants – Pursuant to A.A.C. R3-8-204(C) – A QA applicant shall possess one of the following qualifications:

1. Certification as an applicator for 24 months within the ten years preceding the application in the category applied for.
2. Certification as an applicator for 12 months within the ten years preceding the application and either:
  - a. Successful completion of 12 semester hours or its equivalent within the 10 years preceding the application in pest management courses directly related to each category applied for; or
  - b. A Bachelor's degree in agricultural sciences, biological sciences, or pest management with 12 semester hours or its equivalent in pest management courses directly related to each category applied for.
3. Twenty-four months of experience in the business of pest management, in another State where licensure was not required, within the ten years preceding application directly related to the category applied for.

Background Investigation for New QA Applicants – in accordance with A.R.S. § 3-3614 (C) – New QA applicants shall submit a full set of fingerprints on the “blue-lined” fingerprint card (FD-258); a Cashier's Check or Money Order in the amount of \$22.00 made payable to the Arizona Department of Public Safety (AZDPS). Additionally, and the FBI requires the applicant include the completed FBI Notification of Applicant Privacy Rights; and the AZDPS requires the applicant to include the Fingerprint Verification Form – completed by the Fingerprint Technician and sealed according to the instructions on the form.

Experience for Broadening Applicants – Pursuant to A.A.C. R3-8-210 – To broaden a QA certification, the QA shall submit the evidence of experience required under R3-8-204(C) for the category in which broadening is sought except as provided in subsection (D) of R3-8-204 which states:

A QA may become certified without meeting the experience requirement of R3-8-204(C) in the categories of:

1. Right-of-Way or ornamental and turf if the individual has QA certification in the category of industrial and institutional, wood-destroying organism treatment, ornamental and turf, or right-of-way.
2. Wood-destroying organism management if the individual has QA certification in the industrial and institutional category.



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3. Wood Preservation if the individual has QA certification in the wood-destroying organism treatment category.

Statement of Lawful Presence to Receive Public Benefits – please submit the Arizona Statement of Lawful Presence to Receive Public Benefits along with the appropriate Evidence as listed.

The Process – Upon submission of a complete application the applicant will be approved for immediate testing. Certification will be issued once the applicant's application is administratively and substantively complete by providing the following:

- Complete Qualifying Applicator Certification Application
- Applicable Application Fee
- Statement of Lawful Presence to Receive Public Benefits
- Applicable Evidence of Lawful Presence to Receive Public Benefits
- Background Investigation conducted via fingerprints
- Appropriate verification of experience for the category(s) for which the application is being submitted
- Score of 75% or higher all applicable exams (Core plus Category-Specific Exams for New Certification Applicants or Category-Specific Exams for Broadening Applicants)

Exclusion – An applicator shall be of good moral character. A conviction for a felony or a misdemeanor involving moral turpitude may demonstrate a lack of good moral character. A conviction for any of the following offenses shall be considered to demonstrate a lack of good moral character:

1. Murder involving the death of a law enforcement officer.
2. An offense described in A.R.S. § 13-2308.01 related to terrorism.
3. A sexual offense of any type where the victim is a minor that is a class 4 or higher felony.



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### Qualified Applicator Certification Application

#### Fee Schedule

- New QA: \$85.00 (includes \$10.00 Handling Fee)     Broaden QA: \$35.00 (includes \$10.00 Handling Fee)

Full Legal Name: \_\_\_\_\_ Certification #: \_\_\_\_\_  
(REQUIRED - First Name, Middle Name, Last Name – NO INITIALS)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Qualified Applicator #: \_\_\_\_\_ (if applicable)

Has this applicant ever had any license or permit to practice pest management denied, revoked, or suspended?     Yes     No

*If yes, please provide the date, jurisdiction taking the action, nature of the action, and explanation of the circumstances on a separated document that is typed and contains the applicant's printed name and signature.*

Employer: \_\_\_\_\_ PMD Business Lic. #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

#### Pest Management Categories: Please designate appropriate category(s) (The Core Is Not a Licensing Category)

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Industrial & Institutional                        | <input type="checkbox"/> Ornamental & Turf | <input type="checkbox"/> Fumigation        |
| <input type="checkbox"/> Wood-Destroying Organism Inspection and Treatment | <input type="checkbox"/> Right-of-Way      | <input type="checkbox"/> Wood Preservation |
| <input type="checkbox"/> Wood-Destroying Insect Inspection                 | <input type="checkbox"/> Aquatic           |  |

**NOTE:** Incomplete, illegible or inaccurate applications cannot be deemed complete. Examination fees shall be paid directly to the testing vendor and are not a part of this application. **Certifications expire on May 31st of each year except that a new certification that is issued this calendar year shall expire on May 31st of the following year.** The Arizona Statement of Lawful Presence to Receive Public Benefits and proof may be required.

*By signing this application, I affirm that I have read and understand the information contained herein and attest that all information provided is true and correct.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### ADA STAFF USE ONLY

|       |                |       |
|-------|----------------|-------|
| Name: | Date Received: | POS # |
|-------|----------------|-------|

DOUGLAS A. DUCEY  
Governor



MARK W. KILLIAN  
Director

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## **Federal Bureau of Investigations (FBI) Notification of Applicant Privacy Rights**

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the Arizona Department of Agriculture will provide you with the opportunity to complete or challenge the accuracy of the information in the record. You are allotted 30 days to correct or complete the record, or decline to do so; before we can deny your application for QA Certification based upon the information contained in the criminal history record.

The procedures for obtaining a change, correction, or updating your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how the review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under "Services" and then "Identity History Summary Checks" or by calling 304.625.5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at 602.223.2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the AZDPS website ([www.azdps.gov](http://www.azdps.gov)).

Full Legal Name: \_\_\_\_\_  
(REQUIRED - First Name, Middle Name, Last Name – NO INITIALS)

***By signing below, I affirm that I have read and understand the information contained herein.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ARIZONA DEPARTMENT OF AGRICULTURE STATEMENT OF LAWFUL PRESENCE TO RECEIVE PUBLIC BENEFITS

### LICENSES/ CERTIFICATIONS

Arizona Revised Statutes § 41-1080 requires that an individual applying for a license issued by the Office—(i) for the purpose of operating a business in Arizona or (ii) to someone who provides a service to any person where the license is necessary in performing that service—must submit certain documentation that satisfactorily demonstrates that the applicant is lawfully present in the United States. If the documentation does not contain a photograph of the applicant, the applicant must also present a government issued document that contains a photograph.

**Directions: All individual applicants for a license or certification covered by these laws must complete this form and provide evidence by submitting a copy (front and back, if any) of one or more documents from the lists below declaring your citizenship or lawful alien status with your application. If your documentation of lawful presence does not have a photograph, you must also provide a government issued id with a photograph. If the Department has evidence you have previously submitted proof of United States citizenship or a non-expiring work authorization issued by the federal government, you do not have to do so again. Please DO NOT provide a copy of your Social Security Card.**

#### APPLICANT INFORMATION

APPLICANT'S LEGAL NAME (Print or type) \_\_\_\_\_

TYPE OF LICENSE/CERTIFICATION APPLICATION (check one)       NEW       RENEWAL

#### EVIDENCE OF CITIZENSHIP, NATIONAL OR ALIEN STATUS

**Evidence of Citizenship – please check the box corresponding to the document you are providing. The following documents need only be supplied once as long you remain certified.**

- A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- Form N-550 or N-570, United States Certificate of Naturalization
- Form DD-214 (Report of Separation Military Discharge Document) showing US Place of Birth
- United States Passport; or A foreign passport with a United States visa.
- Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); Certificate of Birth (FS-545) (issued by a Foreign Service post) or Certification of Report of Birth (DS- 1350); Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen
- Form N-561, Certificate of Citizenship
- Form I-197, United States Citizen Identification Card
- Form I-873 (or prior versions), Northern Marianas Card
- Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350)
- Form I-872 (or prior versions), American Indian Card with a classification code "KIC"; A tribal certificate of Indian blood; or A tribal or bureau of Indian affairs affidavit of birth.

**Evidence of Lawful Presence – please check the box corresponding to the document you are providing. The documents listed below must be submitted with every new certification application and certification renewal, no exceptions.**

- Arizona Driver’s License issued after 1996.
- A driver license issued by a state that verifies lawful presence in the United States; which does not include Alaska, Hawaii, Iowa, Illinois, Michigan, Montana, North Carolina, Nebraska, New Mexico, Nevada, Oklahoma, Oregon, Rhode Island, Texas, Utah, Vermont, Washington, or Wisconsin.
- Form I-551 (Alien Registration Receipt, Resident Alien, or Permanent Resident Card; aka Green Card)
- Form I-766 (Employment Authorization Document)
- Form I-94 (Arrival/Departure Record)
- Form I-688B (Employment Authorization Card)
- Unexpired temporary I-551 stamp in foreign passport or on Form I-94
- Order from an immigration judge showing deportation withheld
- Order of an immigration judge granting asylum
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service

**DECLARATION**

**All applicants must complete this section.** I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge and that the document(s) submitted demonstrating lawful presence are true.

\_\_\_\_\_

APPLICANT’S SIGNATURE

\_\_\_\_\_

