



## NH DEPARTMENT OF AGRICULTURE, MARKETS & FOOD

Division of Pesticide Control

PO Box 2042

Concord NH 03302-2042

(603) 271-3550

### New Hampshire Licensing Requirements

#### WHAT IS NEEDED TO COMMERCIALY APPLY PESTICIDES (FOR HIRE)?

1. Supervisory Level License
2. Register Business or Branch Office
3. Proof of Insurance Coverage

#### HOW DO I OBTAIN A SUPERVISORY LEVEL LICENSE?

In New Hampshire, under the Pesticide Control Law – RSA 430, and the Code of Administrative Rules of the Pesticide Control Board (Pes), every firm or branch office must have at least one Supervisory Level License holder. To become licensed at the Supervisory Level, a person must satisfy either,

- for a ***Commercial For Hire Pesticide License***:

A three-year requirement as described in Pes 303.01. A combination of license experience, work experience and education may be used to satisfy the three-year requirement; or

- for a ***Commercial For Hire Pesticide License – General Use Only***:

For individuals seeking a supervisory registration certificate-general use pesticide license, as defined in Pes 101.36 and in one or more of the following categories, B (*Right of Way and Commercial Weed and Brush Control*), C1 (*Forest Pest Control and Timber Treatment*), F8 (*Microbial Pest Control*), G1 (*Shade and Ornamental Pest Control*), and/or G2 (*Turf Pest Control*), completion of Core and Category-specific training.

In addition, the person must fulfill all the requirements of Pes 503.03, including being designated by the firm or company to be in a managerial or supervisory position, and be actively supervising employees applying pesticides.

Any person pursuing a Supervisory Level License must first complete a Resume form supplied by the Division. Verification of experience and education for a ***Commercial For Hire Pesticide License*** or providing proof of attendance of the Core and Category training for a ***Commercial for Hire Pesticide License – General Use Only*** is the applicant's responsibility. Once completed in full, submit the resume form with all verification documents to the Division. **Do not send license or exam application or fees with the Resume Application.** After the resume is reviewed, the applicant will receive a written response, within thirty days, as to whether or not said applicant has satisfied the eligibility requirements of Pes 303.01.

## **WHAT EXAMINATIONS ARE REQUIRED?**

If the resume is accepted the applicant must schedule to take the written examination. Once the applicant has passed the written examination, an oral examination will follow at a later date as scheduled by the Division. A list of study materials will be sent to you with the acceptance letter. Study materials are available from the University of New Hampshire.

## **HOW DO I REGISTER THE BUSINESS?**

A firm Registration Form will be sent to you with your acceptance letter. This will register the business or branch office as well as the Supervisory Level License holder. Once all licensing requirements have been met, the Division assigns the business or branch office a number (*NHPC#*) to identify your vehicles.

## **WHAT ARE THE INSURANCE REQUIREMENTS?**

Proof of Insurance coverage is required at the time of initial licensing as well as at renewal time each year. The minimum coverage required for Ground Applications is Bodily Injury Liability - \$50,000 each occurrence, \$100,000 aggregate; Property Damage - \$50,000 each occurrence. The minimum coverage required for Aerial Applications is Bodily Injury Liability - \$100,000 each occurrence, \$300,000 aggregate; Property Damage - \$100,000 each occurrence. Such coverage shall be detailed in a Certificate of Insurance as issued by the insurance company.

## **HOW DO I OBTAIN OPERATIONAL LICENSES FOR OTHER EMPLOYEES?**

Companies and branch offices with at least one Supervisory Level License holder may apply for Operational Level Licenses for other employees as needed. An Operational License requires a written examination, although there is no three-year requirement or Core and Category training requirement to be met. There is no oral exam as required for the Supervisory Level License holder. A person must be employed at the company and covered under the company's insurance in order to proceed with the examination leading to licensing.

## **WHERE CAN I OBTAIN MORE INFORMATION?**

All questions pertaining to licensing or certification should be directed to the Division of Pesticide Control at (603) 271-3694.



**NEW HAMPSHIRE DEPARTMENT OF AGRICULTURE, MARKETS AND FOOD**  
**Division of Pesticide Control**  
**PO Box 2042, 25 Capitol Street**  
**Concord, NH 03302-2042**  
**(603) 271-3550**

**RESUME FORM – SUPERVISORY LEVEL EXAM REQUIREMENT**

All applicants for a Commercial Applicator For Hire Supervisory Level License must complete this form in full and submit it prior to admittance to the supervisory level exam.

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FIRM NAME \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

1. Check category(ies) you wish to become licensed in:

- |  |  |
|--|--|
| <input type="checkbox"/> (A1) Agricultural Pest Control – Fruit                | <input type="checkbox"/> (F4) Fumigation                               |
| <input type="checkbox"/> (A2) Agricultural Pest Control – Herbicides           | <input type="checkbox"/> (F5) Pole Treating and Wood Preservation      |
| <input type="checkbox"/> (A3) Agricultural Pest Control – Field Crops          | <input type="checkbox"/> (F6) Food Handlers                            |
| <input type="checkbox"/> (A4) Agricultural Pest Control – Animals              | <input type="checkbox"/> (F7) Sewer Root Control                       |
| <input type="checkbox"/> (B) Right-of-Way, and Commercial Weed & Brush Control | <input type="checkbox"/> (F8) Microbial Pest Control                   |
| <input type="checkbox"/> (C1) Forest Pest Control and Timber Treatment         | <input type="checkbox"/> (G1) Shade and Ornamental Pest Control        |
| <input type="checkbox"/> (C2) Christmas Tree                                   | <input type="checkbox"/> (G2) Turf Pest Control                        |
| <input type="checkbox"/> (D) Aquatic Pest Control                              | <input type="checkbox"/> (G3) Indoor – Foliar Pest Control             |
| <input type="checkbox"/> (F1) General Pest Control                             | <input type="checkbox"/> ( H ) Demonstration and Research Pest Control |
| <input type="checkbox"/> (F2) Mosquito and Black Fly                           | <input type="checkbox"/> ( I ) Regulatory                              |
| <input type="checkbox"/> (F3) Termites and Wood Destroying Insects             | <input type="checkbox"/> ( J ) Aerial Pest Control                     |

2. What is your license history?

Years licensed \_\_\_\_\_

States licensed in \_\_\_\_\_

Category(ies) of licensing \_\_\_\_\_

**This information must be verified. Enclose copies of all licenses held. If old licenses are not available, a letter from the State Pesticide Agency verifying the necessary information will be acceptable.**

3. Name of college attended \_\_\_\_\_

Year graduated \_\_\_\_\_ Major \_\_\_\_\_

Was this a two or four year college? \_\_\_\_\_ Enclose verification (i.e. Copy of diploma showing major, transcripts, etc.)

If applicable, list the dates Core and Category Training was taken \_\_\_\_\_  
\_\_\_\_\_ Enclose Training Certificates

4. Additional educational credit may be given for seminars, short courses, correspondence courses, conferences and training meetings that are pertinent to the category(ies) for which you are applying for, providing attendance is verified. Enclose copies of course descriptions and Certificates of Attendance.

5. Please complete the following information relating to experience working with pesticides. It is your responsibility to provide us letters of reference or other documents verifying your work experience.

A) Firm \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address(city, state, zip) \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ phone \_\_\_\_\_  
Supervisor's address(city, state, zip) \_\_\_\_\_  
Licensed in which category(ies) \_\_\_\_\_

B) Firm \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address(city, state, zip) \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ phone \_\_\_\_\_  
Supervisor's address(city, state, zip) \_\_\_\_\_  
Licensed in which category(ies) \_\_\_\_\_

6. The person designated to be the **Principle Supervisory License Holder in NH** hereby attests, by signature, that the applicant is designated by the company to be in a managerial or supervisory position and actively supervising other employees applying pesticides.

\_\_\_\_\_  
Principle Supervisor's Signature

\_\_\_\_\_  
Date

**\*\*NOTE: The decision concerning acceptance or denial of an applicant for the supervisory exams is based on the information you supply. Incomplete forms will not be accepted for consideration.\*\***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date