PSEP Online: User’s Guide for Private Applicator Initial & Recertification Programs

extOL
UT Extension Online Learning

This easy-to-follow guide is for Private Applicators who wish to enroll in the online versions of the PA Initial Certification and Recertification programs. This instructional guide was developed primarily with the private applicator in mind. It is meant to make your initial experiences with these online programs as easy as possible.

Pesticide Safety Education Program (PSEP)

Revised June 3, 2014
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PSEP Online User’s Guide for Private Applicator Initial & Recertification Programs

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**Introduction**

The Private Applicator (PA) Initial Certification and Recertification Programs can now be completed online! The Tennessee Department of Agriculture is presently certifying PAs until October 21, 2014. The PA recertification program may be used between January 1 and October 21 of the third year of the three year certification program. The CA CORE presentation may be presented only by the PSEP Coordinator or Extension Agents. It may not be viewed by CAs at their home or office computers.

All information needed for your successful use of this online program is given below.

**Content of the Initial & Recertification Programs**

The PA Initial Certification program satisfies the basic applicator requirements of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). This is covered in the *National Pesticide Applicator Certification CORE Manual*. The length of the online initial certification program for private applicators is approximately three and a half hours.

The PA Recertification program primarily covers pesticide pre-application, application and a few post-application considerations. The presentation covers portions of the national CORE manual, and some other topics. The length of the online recertification program is approximately one hour. Again, the PA recertification program can only be assessed the third year of the three year certification program.

These online programs are accompanied by a pre-test and post-test, which are automatically administered and scored through the UT Extension Online Learning (extOL)
system. While there is no formal initial or recertification exam for private applicators, completion of the pre-test/post-test for online participants will be required, and it is stressed that 70 is normally a passing score.

Delivery System

At the center of this private applicator certification training are updated, narrated multimedia-based presentations that have more functionality to assist in the learning process. The advantages to this delivery system are as follows:

- There are added flexibility and a variety of training options in relation to the PSEP training schedule.
- You can master the training content at the learning rate suitable to you. An applicator may review some key points without holding up the rest of the class! Online learning allows you to direct your learning in ways that are suited to the individual.
- Use the online program as a “refresher course” after you are certified (or recertified), accessing the training anywhere you have an Internet connection and looking up the answers to topics quickly.
- Pause or rewind the training at any point and use the Search tab to find topical information if you have a specific question about a subject that comes up after you complete the presentation!

SPECIAL NOTE: The multimedia-based presentations that make up the initial certification and recertification programs are copyrighted materials. These are NOT to be distributed to others in any form. Only those who have officially paid for and enrolled in the online programs offered by UT Extension Online Learning (extOL) will receive credit for these online programs.

How You Will Complete the Online Training

First, let's cover how you, the online learner, will get the most out of the Private Applicator Initial Certification and Recertification courses.

The below table of instructions is included here to give you a comprehensive look at what to do to complete the training online:
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<th>Step</th>
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| 1 | **Creating an Account on extOL**  
  ▪ Point your browser to the extOL People web site: [https://extol.tennessee.edu/people](https://extol.tennessee.edu/people)  
  ▪ If you do not have an extOL account, you must create one. Click “Login” in the upper right corner of your screen. Click the link named "Create my new extOL account" and enter all of the information required for your extOL account.  
  ▪ Your password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), and at least 1 upper case letter(s).  
  ▪ Please enter the optional demographic information requested from you. This information will not be used for commercial purposes. Please be sure to enter the Tennessee county in which you reside in the "Your Tennessee County" field. Be sure to use a valid email address.  
  ▪ Please read the Site Policy Agreement and click the check box next to "I understand and agree" if you will comply.  
  ▪ When finished, click the "Create My New extOL Account" button to complete the extOL account creation process.  
  ▪ Be sure to remember your username and password for extOL.  
  ▪ You will receive an email confirmation to the email address you specified. This will serve as a way to confirm your account on the extOL web site. Click the link in the confirmation email, and you will be directed back to the extOL site.  
  ▪ [From time to time, an email client may not recognize incoming email from the extOL system and place the confirmation email in your Junk folder or Trash folder. Check these folders if you did not receive a confirmation email. Then add the extOL email address to your “Safe Senders” list in your email client.] |
| 2 | **Enrolling in the Online Program**  
  ▪ Find the PSEP online program you wish to complete in the [Online Program Catalog](#). Click on its name to be taken to a payment instructions screen.  
  ▪ Decide on the type of payment you will make, either credit card or by check / money order. extOL accepts Visa, Mastercard or Discover.  
  ▪ Once payment is made, you will be taken directly into your online program.  
  ▪ View the Overview presentation to familiarize yourself with the user interface.  
  ▪ View the Before You Begin! section items to learn more about how to set up your PC. Make any necessary adjustments to your computer system. **NOTE:** Make sure you have an up-to-date browser installed! extOL prefers Mozilla Firefox.  
  ▪ Click on each item in the Necessary Downloads block to open the instructions relating to each. Follow the instructions and download the software needed to access and view the training content in your online program. |
| 3 | **Completing the Required Items of the Online Program**  
  ▪ Click on the link for the Pre-Test item and follow the instructions as to how to complete the pre-test. You will see your score after you complete the Pre-Test.  
  ▪ Now, go to the Chapter Presentations section and click the link for the first chapter’s narrated presentation. This content will open in a separate browser window you can re-size for easier viewing.  
  ▪ You can pause or rewind the presentation at any time. Clicking on the Notes tab will allow you to read any instructional text included in the presentation. To search for specific terms in the narrated presentation, click the Search tab and type in the term for which you want to perform a search in the field provided. Click the |
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| 4   | **Verifying your Completion**  
- After you complete the Pre-Test, view the Presentations and take the Post-Test:  
  You will be asked to send an email to psep@utk.edu and extol.support@tennessee.edu requesting confirmation that you did complete all of the required items. Your completion of these items will be checked against computer records, and you will be notified via email on whether or not your completion of the content is valid. |
| 5   | **Accessing the Certificate of Completion**  
- After you receive your confirmation email verifying your completion of the content:  
  You will have access to the “Certificate of Completion” section and the “TDA Form” section.  
- **Click the Certificate of Completion link.** Print and/or download your certificate.  
- Click on the “Complete this form and send to TDA!” link.  
  After the form appears on-screen, **print and complete the form** with all of the required information. After signing the form, you need to mail it with $10.00 to TDA to receive credit for the PA Initial Certification program. The address is located on the form. **No payment is necessary for recertification.** However, if you request a re-issue of your certification card from TDA, there is a $5.00 charge.  
- **NOTE:** For your certification and recertification, you are responsible for sending the completed and signed Form #83574 to TDA. |
| 6   | **Accessing the Gradebook and Evaluation**  
- Click on the Grades item in the Settings block to view all scores resulting from completing the pre-test and post-test.  
- We would like to hear from you in order to improve the online program offered by extOL. Click on the “Final thoughts about this online program?” item to complete a three-minute evaluation. |
| 7   | **Signing Up Your Associates**  
- If you know of someone interested in completing this certification training online, just click the Extension Online Program Enrollment Form link in the **Tell a Friend!** block and save it to your computer. You can email as many copies as you need! |
| 8   | **Technical Support**  
Your Extension agent is NOT responsible for technical support issues for the extOL People web site. All technical support for extOL is provided to you by emailing: extol.support@tennessee.edu  
Any questions relating to payments and refunds can be emailed to the following email address: extol.payments@tennessee.edu |
Contact Information

For program questions:

PSEP Office
The University of Tennessee
Dept of Entomology and Plant Pathology
2505 E. J. Chapman Drive, 370 PBB
Knoxville, TN 37996-4560
Ph: 865-974-1286
Fax: 865-974-8868

Tennessee Department of Agriculture
Regulatory Services Division
P.O. Box 40627
Nashville, TN 37204
Ph: (615) 837-5310
Fax: (615) 837-5012

For payment questions:

UT Extension Business Office
Attn: Missy Kitts, Financial Specialist I
2621 Morgan Circle, RM 121
Knoxville, TN 37996-4530
Ph: 865-974-7113
Email: extol.payments@tennessee.edu

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