



TECHNICIAN REGISTRATION CERTIFICATE APPLICATION

Instructions: All applications must be completely and properly filled out with payment mailed to the address below in order to be processed.

Employee Name: _____ Hire Date: _____
Date of Birth: _____ Social Security Number(last 4 only): _____ LDAF Number: _____
Employee Email: _____ Phone Number: _____
Place of Business: _____
Business ID Number: _____ Phone Number: _____
Mailing Address: _____
City/State/ZIP Code: _____ Business Email: _____

STRUCTURAL CATEGORIES OPERATING IN:

(Check all that apply)

General Pest Control

Commercial Vertebrate Control

Termite Control

WDIR Technician (Additional Exam Required)

Commodity Fumigation

Structural Fumigation

Ship Fumigation

TESTING METHOD/LOCATION:

(Choose one)

Online Proctored* - See page 2 for requirements

Baton Rouge LDAF Main Office (In-person)

Email for online exam setup and payment: _____

Licensee Name (Print) _____

Licensee Signature _____ Licensee ID Number _____

Please initial for the following statements of assurance:

_____ I confirm by signing above that the technician will be engaged and supervised in the categories marked, and I will comply with all training requirements; including LAC 7:XXV.117.D.

_____ I confirm by signing above that I have read and understand the online testing requirements and rules related to cheating, set forth in LAC 7:XXV.113.E.3; and on pages 2-3 listed.

Technician Exam Fee 1603022323 A02..A0200 4550235 \$
Admin Process Fee 1603022323 A02..A0200 4550235 \$

OFFICE USE									
Transmittal #									
Check #									
Date									
Amt. \$									.00

REGISTRATION FEES

(Select one test type)

Initial Test

Retest

Please select all that apply. All fees must be included with each application to be processed:

\$25.00 – Administrative Processing Fee (Non-refundable)

\$25.00 – Technician Examination Fee (Additional convenience fee paid directly to Everblue for online testing at time of exam)

\$25.00 – WDIR Technician Examination Fee (**Must submit a copy of certificate** from department approved **WDIR** training course with application for the **WDIR Technician Examination**)

\$10.00 – Change of Employment (Current technicians transferring to a new Place of Business)

\$10.00 – Duplicate Card Fee

Picture of Technician – emailed to spc@ldaf.state.la.us

Please submit this form and remittance to:

Louisiana Department of Agriculture and Forestry
5825 Florida Blvd., Suite 1003
Baton Rouge, LA 70806

OFFICE USE ONLY:

Date of Exam:

Score:

Input in System:

Flagged to print:

Technician Picture Received: Yes ☐ No ☐



everblue

Technology Requirements for Online Testing

- Use a traditional desktop or laptop. You cannot take the exams from mobile devices (e.g., Chromebook, iPhone, iPad, Android device, etc.).
- Check to be sure your computer operating software is up to date. Your operating system must be updated and at a minimum: Windows 10+ or macOS 11+.
- You will need to have Internet Speed Upload: 1 Mbps and Download: 2 Mbps. Tethering and Hotspots are not suggested.
- You need a working webcam and microphone.
- You can only use ONE monitor; dual monitors are not allowed.
- You will need administrative rights to your computer to download and install the proctoring tool.
- Use an updated version of Google Chrome, Edge, Firefox or Safari.

LDAF Rules related to cheating: Title 7 Part XXV

§113. Registration of Employees; Duties of Licensee and Registered Employee with Respect to Registration

3. The consequences and procedures that apply as a result of cheating on an examination or using any written materials, electronic devices, or other means during an examination, which have not been authorized or allowed by the director or person administering the examination are the same as are provided for in §109.J of this Chapter.

§109. Application for Examination; Contents of Application

J. An applicant shall be disqualified from completing an examination or taking any other examination administered under these rules and regulations if the applicant is caught or found to be cheating on an examination or using any written materials, electronic devices, or other means during an examination, which have not been authorized or allowed by the director or person administering the examination.

1. Any such applicant shall not be allowed to finish the examination and shall receive a score of zero. If an applicant finished the examination prior to the discovery of the cheating or use of unauthorized written materials, electronic devices, or other means the applicant's examination shall be voided and the applicant shall receive a score of zero.
2. Any applicant who is not allowed under this Subsection J to finish an examination, or whose examination is voided, or who is disqualified from taking the examination or any other examination administered under these rules and regulations may appeal the action to the commission.
 - i. The appeal shall be in writing, state the grounds for the appeal, and filed with the director or secretary within 30 days of the date of the action complained of.
 - ii. The appeal will be placed on the agenda for the next meeting of the commission and the applicant will be notified of the date and place of the next meeting.
 - iii. The appeal will be decided by the commission. The decision of the commission shall be the final administrative decision in the matter.
 - iv. An appeal from the decision of the commission shall be in accordance with the Administrative Procedure Act.
 - v. The action or administrative decision shall become final if no appeal is timely filed at any step in the proceedings or if the action is upheld on appeal.
3. During the pendency of any appeal or during the time limit for the filing of any appeal the applicant shall not be allowed to take any examination administered under these rules and regulations.
4. If the action or administrative decision is not appealed or is upheld on appeal then the applicant shall not be allowed to take or re-take the examination or any other examination administered under these rules and regulations for a period of three years from the examination date without the approval of the commission given at a meeting of the commission.