



April 2010

# W187-Pesticide Safety Education Program (PSEP) Online - Users Guide for Pesticide Applicators

The University of Tennessee Agricultural Extension Service

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## Recommended Citation

"W187-Pesticide Safety Education Program (PSEP) Online - Users Guide for Pesticide Applicators," The University of Tennessee Agricultural Extension Service, , [http://trace.tennessee.edu/utk\\_agexdise/47](http://trace.tennessee.edu/utk_agexdise/47)

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# **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)**

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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, 2011. 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 new *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 2008 PA Recertification program primarily covers pesticide pre-application, application and a few post-application considerations. The presentation covers portions of Chapter 10 and 11 (mostly 11) of the new 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,

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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!

These are truly exciting times for new educational delivery systems!

**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. These instructions are included here to give you a comprehensive look at what to do to complete the training online:

Step	Task	✓
1	<p><u>Logging into extOL</u></p> <ul style="list-style-type: none"> <li>▪ Point your browser to the extOL Certifications Web site: <a href="https://extol.tennessee.edu/certifications">https://extol.tennessee.edu/certifications</a></li> <li>▪ If you do not have an extOL account, you must create one. In the Login block, click the link named "Create new account" and enter all of the information required for your extOL account.</li> <li>▪ 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, so we will be able to send your enrollment information directly to your inbox!</li> <li>▪ Please enter the optional demographic information requested from you. This will help us at UT Extension with program outreach and research. This information will not be used for commercial purposes. Please read the Site Policy Agreement and click the check box next to "I understand and agree" if you will comply.</li> <li>▪ When finished, click the "Create my new account" button to complete the extOL account creation process.</li> <li>▪ Be sure to write down your username and password for extOL in a safe location to help you remember.</li> <li>▪ You will receive an email confirmation to the email address you specified. Find the link in this email. 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.</li> </ul>	
2	<p><u>Entering and beginning the online program</u></p> <ul style="list-style-type: none"> <li>▪ In the <b>My Programs</b> box, click on the program name to enter it.</li> <li>▪ View the <b>Program Overview</b> presentation to familiarize yourself with the user interface.</li> <li>▪ View the <b>Before You Begin!</b> section items to learn more about how to set up your PC and view the user's guide. Click on the <b>How to Set Up Your PC</b> item and view the presentation. Make any necessary adjustments to your computer system. <b>NOTE:</b> Make sure you have an up-to-date browser installed!</li> <li>▪ Click on each item in the <b>Necessary Downloads</b> section to open the instructions relating to each. Follow the instructions and download the software needed to access and view the training on the site.</li> </ul>	
3	<p><u>Completing the online training program</u></p> <ul style="list-style-type: none"> <li>▪ Click on the link for the <b>Pre-Test</b> item and follow the instructions as to how to complete the pre-test.</li> <li>▪ After you complete the pre-test and receive your score, go to the</li> </ul>	

Step	Task	✓
	<p><b>Presentations</b> topic and click the link for the first chapter's narrated presentation. This content will open in a separate browser window that you can re-size for easier viewing. View each chapter's narrated presentation.</p> <ul style="list-style-type: none"> <li>▪ Remember, you can pause or rewind this presentation at any time. Clicking on the <b>Notes</b> tab will allow you to read any instructional text included in the presentation. To search for specific terms in the narrated presentation, click the <b>Search</b> tab and type in the term for which you want to perform a search in the field provided. Click the Magnifying Glass icon to start the search. Slides that include the term will be listed below the search field.</li> <li>▪ View all of the chapter presentations by following the directions above.</li> <li>▪ Exit the last narrated presentation, and you will be returned to the main program interface.</li> <li>▪ Click on the link for the <b>Post-Test</b> and enter the pass code provided previously. Complete the post-test. This is a no pass/no fail test. But, normally 70 would be a passing score. Following your completion of the post-test, you will be able to access the Certificate of Completion.</li> </ul>	
4	<p><u>Accessing the Certificate of Completion</u></p> <ul style="list-style-type: none"> <li>▪ <b>After you complete the Pre-Test, view the Presentations and take the Post-Test:</b> Click on the link named "Official Certificate of Completion."</li> <li>▪ After the form appears in the course interface, print and complete the form with all of the required information. After signing the form, mail it, with \$10, to TDA to receive credit for the PA Initial Certification program. The address is located on the form. <b>No payment is necessary for recertification.</b></li> <li>▪ <b>NOTE:</b> For your certification and recertification, you are responsible for sending the completed and signed Certificate of Completion to TDA.</li> </ul>	
5	<p><u>Accessing the Gradebook and Evaluation</u></p> <ul style="list-style-type: none"> <li>▪ Click on the <b>Control Panel</b> item in the Course Menu to view all scores resulting from completing the pre-test and post-test.</li> <li>▪ We would like to hear from you in order to improve the online program offered by extOL. Click on the <b>Online Program Evaluation</b> item to complete a three-minute evaluation.</li> </ul>	
6	<p><u>Signing Up Your Associates</u></p> <ul style="list-style-type: none"> <li>▪ If you know of someone interested in completing this initial certification training online, just click the Extension Online Program Enrollment Form link and save it to your computer. You can email as many copies as you need!</li> </ul>	
7	<p><u>Technical Support</u> Your Extension agent is NOT responsible for technical support issues for the extOL Certifications Web site. All technical support for extOL is provided to you by emailing <a href="mailto:support@extol.tennessee.edu">support@extol.tennessee.edu</a></p> <p>Any questions relating to payments and refunds can be emailed to the following email address: <a href="mailto:paymentsmanager@extol.tennessee.edu">paymentsmanager@extol.tennessee.edu</a></p>	

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## Contact Information

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