



# Maine Board of Pesticides Control Online Portal

Applying for Exams for Employees-Commercial

# Welcome

Welcome to the Maine Board of Pesticides Control web portal. We hope this new service helps us continue to provide excellent customer service.

If you need to perform tasks on behalf of your company or agency, you will need to be granted the rights of an Administrator. This can only be done by BPC staff or another Administrator within your company. If you do not already have these rights, please contact us at 207-287-2731 or [pesticides@maine.gov](mailto:pesticides@maine.gov)

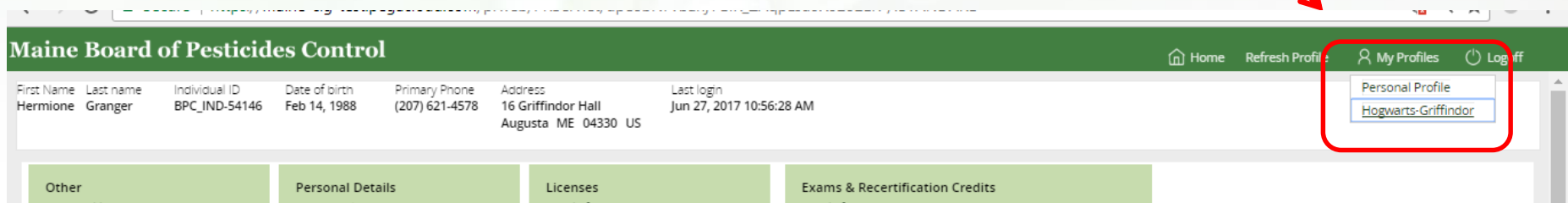
This module describes how a Company Administrator can apply for commercial exams for employees. Before this can be done, the employee must be in the BPC system and attached to the company/agency. Please review the Adding New Individual module.

Before applying for exams, be sure you understand what type of license is needed. Agricultural exams are taken by those wishing to obtain a Private Applicator license or an Agricultural Basic license. Commercial exams are required for those wishing to obtain a Commercial Operator or Commercial Master license. Distributor exams are required for those wishing to obtain a Restricted Use Pesticide Dealer license. If not sure of the license required, visit [www.thinkfirstspraylast.org](http://www.thinkfirstspraylast.org) and select Licensing, Applicators and Distributors on the left navigation bar.

Please note that the screens you see may have changed from what is pictured here, as we are still developing and making improvements, but the functionality remains the same. Contact us at anytime if you have questions.

# Accessing the Company Profile

From your home page, select the Company/Agency from the My Profiles dropdown in the upper right corner.



Maine Board of Pesticides Control

Home Refresh Profile My Profiles Log off

First Name	Last name	Individual ID	Date of birth	Primary Phone	Address	Last login
Hermione	Granger	BPC_IND-54146	Feb 14, 1988	(207) 621-4578	16 Griffindor Hall Augusta ME 04330 US	Jun 27, 2017 10:56:28 AM

Other Personal Details Licenses Exams & Recertification Credits

A company/agency profile is available only if you are an Administrator for the company/agency. If you should have access, and the company/agency is not displaying, please contact BPC at 287-2731 or email [pesticides@maine.gov](mailto:pesticides@maine.gov)

# Accessing the Individual Profile



From the Company Personnel tab, MAIN OFFICE PERSONNEL DETAILS, or from Branches tab, expand branch and scroll down to BRANCH PERSONNEL DETAILS. select View next to employee's name

Company Licenses Company Personnel Branches Communication

## MAIN OFFICE PERSONNEL DETAILS

Last name	First Name	Middle Name	Suffix	Role	Responsible Individual	Primary Contact	Actions
▶ chamberlain	anne	test		Employee			View
▶ MOUSSEAU	ANNE	ChangeName		Employee			View
▶ Granger	Hermione	ChangeName	Ms	Administrator			View

## BRANCH PERSONNEL DETAILS

Last name	First Name	Middle Name	Suffix	Role	Responsible Individual	Primary Contact	Actions
▶ Granger	Hermione	ChangeName	Ms	Employee			View
▶ Vane	Harriet			Employee			View
▶ Woman	Wonder			Employee			View

# Apply for Exams

From the Individual profile, select Exams and Apply in the upper right



The screenshot shows the user interface of the Maine Board of Pesticides Control. At the top, there is a green header with the text "Maine Board of Pesticides Control" on the left and "Hogwarts-Griffindor" in the center. On the right side of the header, there are navigation links: "Home", "Refresh Profile", "My Profiles", and "Logoff". Below the header, the profile information for "Individual: Harriet Vane" is displayed, including "Individual ID: BPC\_IND-54161" and "Date of Birth: Jan 1, 1970". In the upper right corner of the profile area, there is a menu with options: "Exams", "License", "Update", "Refresh", and "Close". The "Exams" option is highlighted with a red box, and the "Apply" option is visible below it. A red arrow points from the text above to the "Exams" dropdown menu.



- 1 Applicant Information
- 2 Select Exam Type
- 3 Select Exams
- 4 Schedule Exams
- 5 Payments
- 6 Disclosures Non Payments

Applicant Information

Personal details

First Name* Hermione	Middle Name 	Last name* Granger
Suffix Ms	Date of Birth* Feb 14 1988	

Mailing Address details

Address Line* 16 Griffindor Hall	Address Line 2 Room 555	Address Line 3 
City* Augusta	State* Maine	Zip Code* 04330
Country* United States		

Physical Location

Same as above

Address Line 16 Griffindor Hall	Address Line 2 Room 555	Address Line 3 Room 555
City Augusta	State Maine	Zip Code 04330
Country United States		

Communication details

Primary Phone* (207) 621-4578	Secondary Phone 	Email* annebills@rocketmail.com
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Next >>

Edit the employee's personal information as necessary. Be sure the Email address is correct as this is how they will receive exam schedules and scores. Select Next

# Select Exam Type

Select the type of exams required. If you're not sure, click on More info on the right.

Select Exam Type

Select Exam Type

Select	Exam Type	More info
<input type="radio"/>	Agricultural	<a href="#">More info</a>
<input type="radio"/>	Commercial	
<input type="radio"/>	Distributor	

For farmers, forest land managers, greenhouse and nursery operators, orchardists, Christmas tree growers and medical marijuana growers wishing to purchase and use pesticides in the production of agricultural commodities on property owned or leased by them.

# Commercial Exams

If Commercial was selected, select either Master Exams or Core and Category Exams. Core and Category Exams can be scheduled immediately. Master Exams will be scheduled by the BPC office.

## Apply for Exam (AE-574)

- 1 Applicant Information
- 2 Select Exam Type
- 3 Select Exams
- 4 Schedule Exams
- 5 Payments
- 6 Disclosures Non Payme

- Apply for Master Exams only after passing a Core Exam and at least one Category Exam.
- Apply for Master Exams separately from Core and Category Exams as they are scheduled individually.

Check here if you work for a governmental agency

Select Commercial Exam Type ★

- Master Exams
- Core and Category Exams

Click here if governmental agency



# Core and Category Exams

If Core and Category Exams is selected, a list will appear. Select the desired exams and Next

Select Commercial Exam Type\*

Master Exams

Core and Category Exams

Core/Category Exams

Select	Exam code	Exam name
<input type="checkbox"/>	CNAC	Non-Agricultural Core
<input type="checkbox"/>	CAC	Commercial Agricultural Core
<input type="checkbox"/>	1A1	Agricultural Animal
<input type="checkbox"/>	1B	Agricultural Plant
<input type="checkbox"/>	1B1	Commercial Blueberry
<input type="checkbox"/>	1B2	Chemigation
<input type="checkbox"/>	1B3	Agricultural Soil Fumigation
<input type="checkbox"/>	1B4	Post-Harvest Treatment
<input type="checkbox"/>	2	Forest
<input checked="" type="checkbox"/>	3A	Outdoor Ornamental
<input checked="" type="checkbox"/>	3B	Turf
<input type="checkbox"/>	3C	Indoor Ornamental
<input type="checkbox"/>	4	Seed Treatment

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# Commercial-Schedule Exams



Using the dropdown boxes, select a Location, Date and Time. If no options appear then there are no exams scheduled for that location. Select Next

Schedule exams

You've selected the following exams

Exam code	Exam name
3A	Outdoor Ornamental
3B	Turf
3C	Indoor Ornamental

Location\* Augusta ▼

Date\* Nov 29, 2017 ▼

Start Time\* 9:00 AM ▼

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Note that exams cannot be scheduled closer than 7 days in the future to allow BPC staff time to prepare.

# Master Exams

Select one or both Master Exams and Next

Select Commercial Exam Type\*

- Master Exams
- Core and Category Exams

## Master Exams

Select

▼ Exam code

▼ Exam name



MWE

Master Written Regulations



OE

Master Oral Exam

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# Master Exams

Select Location from the dropdown box. The exams will be scheduled by the BPC office and an email notification sent. Select Next.

## Schedule exams

You've selected the following exams

Exam code	Exam name
MWE	Master Written Regulations
OE	Master Oral Exam

Location \*  
Augusta ▼

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# Distributor-Schedule Exam



Click on the box next to Distributor Exams. Select a Location, Date, and Start Time from the dropdown boxes. Select Next.

**Schedule exams**

You've selected the following exams

Exam code	Exam name
DE	Dealer Exam

Select exam location.

Distributor Exams

Location\*  
Augusta ▼

Date\*  
Nov 29, 2017 ▼

Start Time\*  
9:00 AM ▼

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# Disclosure Form

Select the I Agree box, sign in the box, and select Next

Disclosure for all users:

7/22/17 1:34 PM

Harriet Vane

By clicking the box below and signing in the box provided, I hereby certify that the information provided on this application an

I Agree

  
Clear

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Next >>

# Make a Payment

Enter payment information. If address associated with a credit card is a Post Office Box, enter the number first.

If you want an email receipt from the State of Maine, select the box next to Send Email Receipt.

Select Finish.

Enter **either** a First and Last Name, or a Company Name

Send Email Receipt

Email Address for Receipt  
annebills@rocketmail.com

Payment Options\*  
EFT

First Name on Checking Account	Last Name on Checking Account
Company/Agency Name on Checking Account Hogwarts-Griffindor	Zip Code on Checking Account* 04345
Routing Number* 551554412	Routing Number Confirmation* 551554412
Checking Account Number* 6459951119366552	Checking Account Number Confirmation* 6459951119366552

Amount (\$) \*  
30.00

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# Emails

Scheduling information and scores will be sent via email. The person who completed the application will receive copies of the emails sent to the employee.,

Hermione Granger Ms  
16 Griffindor Hall  
Room 555

Augusta ME 04330

Dear Hermione Granger,

Your application for exam(s) has been received. See below for exam location, date and time. Directions to the BPC offices may be found on the BPC website at <http://www.maine.gov/dacf/php/pesticides/driving.shtml>. You must provide at least 24 hour notice if you will not be able to attend the exam session or else you must re-apply and re-pay all fees.

If you have questions, please contact the BPC office at 207-287-2731 or email [pesticides@maine.gov](mailto:pesticides@maine.gov).

Exam Name	Location	Date	Time
Turf	Augusta	11/29/17	9:00 AM
Indoor Ornamental	Augusta	11/29/17	9:00 AM
Seed Treatment	Augusta	11/29/17	9:00 AM
Aqautic	Augusta	11/29/17	9:00 AM

Thank you,

Manager of Pesticide Programs  
(207) 287-2731  
[pesticides@maine.gov](mailto:pesticides@maine.gov)



# Thank you

This module explains how to apply for commercial exams for a company employee. Please view other modules (at [maine.gov/bpc](http://maine.gov/bpc)) to learn how to accomplish other tasks.

Thank you for using the BPC online portal. We hope you find it useful.

Call the BPC offices at 207-287-2731 or email [pesticides@maine.gov](mailto:pesticides@maine.gov) with questions.