



Maine Board of Pesticides Control Online Portal

Applying for Exams for Employees-Distributor

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

This module describes how a Company Administrator can apply for the Dealer exam 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 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.

A screenshot of the Maine Board of Pesticides Control website. The page features a green header with the text "Maine Board of Pesticides Control". Below the header, there is a navigation bar with links for "Home", "Refresh Profile", "My Profiles", and "Log off". A red arrow points to the "My Profiles" dropdown menu, which is open and shows two options: "Personal Profile" and "Hogwarts-Griffindor". Below the navigation bar, there is a user profile section with the following information:

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

Below the user profile section, there are four tabs: "Other", "Personal Details", "Licenses", and "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

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 displays the user interface of the Maine Board of Pesticides Control. At the top, there is a green navigation bar with the text "Maine Board of Pesticides Control" on the left and "Hogwarts-Griffindor" in the center. On the right side of this bar are links for "Home", "Refresh Profile", "My Profiles", and "Logoff". Below the navigation bar, the profile information for "Individual: Harriet Vane" is shown, 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 a red arrow points from the text above to this menu. A sub-menu is visible under "Exams", with the "Apply" option selected and highlighted.



- 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
----------------------------------	---------------------	------------------------------------

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	More info
<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.

Distributor Exams

If Distributor Exams was selected, only one exam will be listed. Select the exam and Next

Select	Exam code	Exam name
<input checked="" type="checkbox"/>	DE	Dealer Exam

Total fee \$10.00 Final fee after fee waiver \$10.00

Pending exams

Exam code	Exam name	Location	Planned date	Start time
No cases				

<< Back Next >>

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 ▼

<< Back Next >>

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

<< Back

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

<< Back Finish

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.

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

Thank you

This module explains how to apply for the Dealer exam for a company employee. Please view other modules (at 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 with questions.