L-4  Maintain pesticide applicator license

<table>
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<th>STEPS (Required to Perform the Task)</th>
<th>PERFORMANCE STANDARDS (Observable &amp; Measurable Criteria)</th>
<th>TOOLS, EQUIPMENT, SUPPLIES &amp; MATERIALS (Needed)</th>
<th>REQUIRED KNOWLEDGE AND SKILLS (Math, Science, &amp; Language)</th>
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<tbody>
<tr>
<td>1 Obtain and review study materials to prepare for certification exam</td>
<td>Obtained study materials from OSU extension and reviewed them for exam preparation</td>
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Study materials, ODA contact information, computer with internet connection | Basic math knowledge, basic pest control knowledge, knowledge of ag chemicals and chemical safety | N/A | Timely, initiative, committed | Where do I obtain the study materials? How do I study and prepare for the test? | OSU extension offering and resources | Won't be prepared to take the test, may fail and not get certified |
| 2 Participate in optional training session provided by OSU extension | Participated in training sessions if desired | Training schedule provided by OSU extension, handouts at training, pen/pencil | Communication skills, analytical skills | N/A | Timely, receptive, attentive, analytical | Where and when is the training by OSU extension provided? | OSU extension offering and resources | Won't be prepared to take the test, may fail and not get certified |
| 3 Take the test and obtain results | Took the test and obtained passing score as determined by ODA | Location or directions to testing site | Basic math knowledge, basic pest control knowledge, knowledge of ag chemicals and chemical safety | N/A | Timely, analytical, accurate, precise, detail oriented | Where and when do I take the test? What do I need to take? | ODA posted schedule for exam administration | Won't get certified, may be in violation of state law, could be fined or jailed |
| 4 If failed, re-take test after 30 days | Re-take the test if necessary after 30 days from previous attempt | Testing schedule provided by ODA | Basic math knowledge, basic pest control knowledge, knowledge of ag chemicals and chemical safety | N/A | Timely, analytical, accurate, precise, detail oriented | Where and when do I take the test? What do I need to take? | ODA posted schedule for exam administration | Won't get certified, may be in violation of state law, could be fined or jailed |
| 5 If passed, complete license application through Ohio Dept. of Agriculture (ODA) and pay required fee | Accurately completed application for pesticide license, paid required fee, and sent it to ODA | Knowledge of ODA licensing procedures | Knowledge of pesticide license application, computer with internet connection, payment | N/A | Timely, accurate, conscientious, compliant | Where do I get the application? Where do I send the completed application? How much is the fee? | ODA published resources | Won't get license |
| 6 Participate in annual re-certification sessions and pay annual renewal fee | Participated in annual re-certification training as offered and paid annual renewal fee in a timely manner | Schedule for re-certification training, handouts provided at training | Knowledge of re-certification training schedule from OSU extension, basic math knowledge, basic pest control knowledge, knowledge of ag chemicals and chemical safety | N/A | Timely, receptive, attentive, analytical, responsible | Where and when are the re-certification sessions conducted by OSU extension? What is the annual renewal fee? What if I don't participate? | OSU extension offering and resources, ODA policy and fee schedule | License won't be renewed, will lose certification and will have to start over |

Analyst: John Moser | Specific Relevant References:
Expert Witnesses: 1 ODA/pesticide regulation policy
2 OSU extension information

SAFETY:
- All tasks must be performed in a safe manner.
- Proper personal protective equipment (PPE) must be worn at all times.
- Follow all safety guidelines and regulations.

WORKER BEHAVIORS:
- Initiative is required to ensure timely completion of tasks.
- Commitment to the task is essential for success.

DECISIONS:
- Identify all decisions that must be made by the worker for each step.

CUES:
- Identify the data needed to make correct decisions for each step.

ERRORS:
- Indicate what may result if incorrect decisions are made.

NOTE: Licensing consists of a core certification and additional categories for specialties (e.g. fruit & vegetable, turf) and is required by state law.