

Submitting an Initial Private Applicator Training for Approval

All Initial Private Applicator Trainings must be submitted to the MSU Extension Pesticide Education Specialist (Cecil Tharp; ctharp@montana.edu) for approval. MSU PEP requires the agenda to be submitted two weeks prior to the event, though a minimum of one month is recommended. Once your program is approved the course will be given a program number and posted online. The program number must be listed on the private applicator permits under program # prior to submittal. You will also receive a blank sign-in sheet that must be used at the program.

Agenda

There are several pieces of information every agenda must have for approval including:

- Date of event
- Location of event
- Contact information of host/sponsor
- How to register
- Registration fee and what is included (i.e. lunch and materials)
- Each presentation must be listed with:
 - Time
 - Presentation title
 - Speaker name and affiliation

Core Topics

Each initial training must include the following core topics and minimum times (30-90 minutes):

1. Private Applicator License.....30 minutes
2. Reading the Pesticide Product Label30 minutes
3. Integrated Pest Management.....60 minutes
4. Pesticide Safety.....90 minutes
5. Pertinent Pesticide Laws60 minutes
6. Calibration of Backpack, Boom and Broadjet Sprayers90 minutes
7. Pesticides in the Environment: Movement and Degradation60 minutes
8. Review and Exam

For more information visit the [Initial Program Requirements](#) webpage.

Sign-In Sheets

Sign-in sheets must be copied and returned to MSU PEP within two weeks of the event. Keep a copy of the sign-in sheets for your own records.

Contact Information

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