



Regulatory and Environmental Affairs Division / Pesticide Regulatory Programs Unit

Prerequisites for Business (LPAB) licensing:

If your business will be contracted out (for hire) to make pesticide applications to the lands of others in the state of West Virginia, the business that you work for will be required to become licensed with the West Virginia Department of Agriculture (WVDA) as a Licensed Pesticide Application Business (LPAB) and any employees making pesticide applications for the business will be required to become licensed with the WVDA as a Commercial Applicator or as a Registered Technician (One licensed to make pesticide applications under the supervision of a Commercial Applicator).

LPAB Examination – A business is required to have a Licensed Pesticide Application Business (LPAB) license, a Qualifying Individual (the WVDAs contact, if there would be a pesticide enforcement issue for the business in the state of WV), and at least one licensed WV, Commercial Applicator working for the business for the business to legally be permitted to apply pesticides/herbicides to the lands of others for hire in the state of WV. For a business to become licensed with the WVDA as an LPAB, the individual working for the business who needs to be named as the Qualifying Individual for the business will need to schedule to take and pass the Business (LPAB) examination. This examination is taken from the WVDAs rules and regulations for pesticide application/licensing. Only one individual can be named at a time as the Qualifying Individual for a business, however, our office recommends that more than one employee take and pass the LPAB examination, so if something would happen to the Qualifying Individual and they leave the business, someone is able to step directly into this position and the business will not be required to cease pesticide/herbicide application operations until someone with the business can take and pass this examination. The LPAB examination is open-book, 50 questions, multiple-choice, and one is allotted one hour to take this examination. Exam results for the LPAB exam never expire and once one takes and passes this examination, they will not be required to take this examination again if our office has the exam results on file.

To request an exam application and the study materials for the LPAB examination, please contact the Pesticide Regulatory Programs office at 304-558-2209. A copy of the LPAB exam application will need to be completed by the applicant and returned with a valid government issued photo identification copy for the applicant, and the \$20 licensing fee (check or money order made payable to the West Virginia Department of Agriculture) to schedule an exam session. There are currently six locations where one may schedule to take their pesticide examinations and each location tests once a month. The applicant will receive an emailed copy of their exam admission ticket, notifying them of the date they are scheduled to test at the exam location they selected. A copy of the exam admission ticket and a valid government issued photo identification will be requested by the Exam Proctor at the exam session.

LPAB/Applicator Licensing – Once at least one person with the business takes and passes the LPAB examination, along with their exam scores they will be emailed a copy of the LPAB license application and a blank certificate of insurance form that our office provides. The LPAB license application would need to be completed and returned with the \$60 LPAB licensing fee, (check or money order made payable to the West Virginia Department of Agriculture). The following information is also required to be returned with the LPAB license application for processing:

- 1.) The business will need to apply for a West Virginia State Tax ID number with the West Virginia State Tax Department, 304-558-3333, if it does not already have one. If a business is offering services for hire in the state of WV, the business is required to have a West Virginia State Tax ID number. Each worker location of a business is required to have its own assigned West Virginia State Tax ID number. A corporate tax ID number cannot be shared among worker locations of a



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business, per the West Virginia State Tax Department. The West Virginia State Tax Department will mail you a Business Registration Certificate. This should show your business name, business address, Business Registration Account Number (which is your West Virginia State Tax ID number) and the date the certificate was issued. This should reflect the same business name and address information that is becoming licensed with the WVDA, as is on the LPAB license application. A copy of this certificate must be mailed back with your LPAB application paperwork.

- 2.) The business must show proof of liability insurance. An LPAB must show financial security in the form of a comprehensive general liability insurance policy in the minimum amount of \$300,000 for bodily injury or death and \$100,000 for property damage. In addition, the policy shall provide coverage for Workers' Compensation and employers' liability if the business has, or will have, employees working for the business. Your Insurance Company would be able to complete the insurance form that the WVDA will provide to you, or they may submit a copy of the standard Acord form with the insurance information. The name of the business becoming licensed with the WVDA and its physical address must be reflected in either the Insured or the Description area of the certificate. The WVDA and our address (1900 Kanawha Blvd., East, Charleston, WV 25305-0190) must be reflected as the Certificate Holder on the certificate for the certificate of insurance to be acceptable.
- 3.) If the business has an employee that took and passed the WVDA's Commercial Applicator pesticide examinations, the individual's completed Commercial Applicator license application, a valid government issued photo identification copy for the applicant, and the \$20 Applicator licensing fee are required to be mailed to our office with the LPAB license application information and fee.

If the business has an employee that qualifies for reciprocity of their Pesticide Applicator licensing from the state of Pennsylvania, Maryland, Virginia, or Ohio, the completed reciprocity application and follow up reciprocity paperwork and fee (see below) for this individual will need to be returned to our office with the LPAB license application information and fee.

- 1.) A valid government issued photo identification copy for the applicant.
- 2.) A copy of the applicant's current pesticide license from the state they are seeking reciprocity from.
- 3.) The notarized Reciprocity Verification – Ohio form. (Only required for those reciprocating from Ohio).
- 4.) The \$20 licensing fee.

Please mail all LPAB and Commercial Applicator/reciprocal application information to our office together. All fees may be on one check or money order made payable to the West Virginia Department of Agriculture.