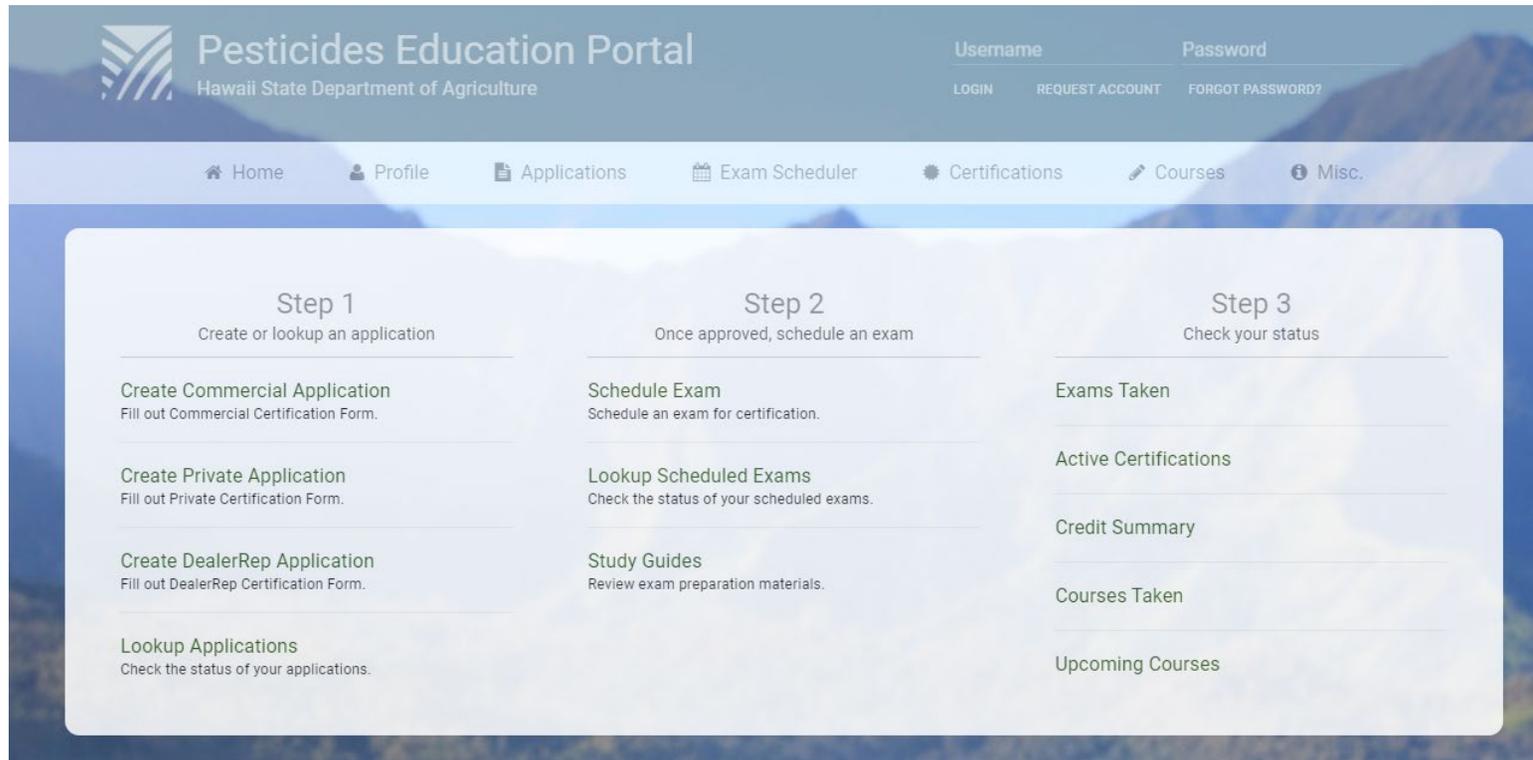




Hawaii Department of Agriculture
 Plant Industry Division
 Pesticides Branch

Navigating the Pesticides Education Portal

<https://inforps-dp.hawaii.gov/PesticidesEducation/#/homepage>



HDOA is committed to maintaining an environment free from discrimination, retaliation, or harassment on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under federal or state law, with respect to any program or activity.

For more information, including language accessibility and filing a complaint, please contact Acting Non-Discrimination Coordinator Morris Atta at (808) 973-9560, or visit HDOA's website at <http://hdoa.hawaii.gov/>.

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Requesting an Account

The screenshot shows the Pesticides Education Portal homepage. At the top left is the logo for the Hawaii State Department of Agriculture. The main header contains the text 'Pesticides Education Portal' and 'Hawaii State Department of Agriculture'. On the right side of the header, there are three links: 'Username', 'Password', and 'FORGOT PASSWORD?'. Below these links are three buttons: 'LOGIN', 'REQUEST ACCOUNT' (highlighted with a red box), and 'FORGOT PASSWORD?'. Below the header is a navigation bar with icons and labels for 'Home', 'Profile', 'Applications', 'Exam Scheduler', 'Certifications', 'Courses', and 'Misc.'. The main content area is divided into three columns representing 'Step 1', 'Step 2', and 'Step 3'. Step 1 is 'Create or lookup an application' and includes links for 'Create Commercial Application', 'Create Private Application', 'Create DealerRep Application', and 'Lookup Applications'. Step 2 is 'Once approved, schedule an exam' and includes links for 'Schedule Exam', 'Lookup Scheduled Exams', and 'Study Guides'. Step 3 is 'Check your status' and includes links for 'Exams Taken', 'Active Certifications', 'Credit Summary', 'Courses Taken', and 'Upcoming Courses'.

1. Click Request Account (underneath Username) if you have not made an account yet.
2. Please allow at least two business days for the application to process. A confirmation email will be sent to you stating that your web portal account has been created and it will provide you with a username, temporary password, and a secret code that is used for changing passwords.
3. After your web account has been created, you can return to the website to access the other functions.

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Changing Passwords

Pesticides Education Portal
Hawaii State Department of Agriculture

Aloha, Esther Riechert LOGOUT

Home Profile Applications Exam Scheduler Certifications Courses Misc.

Password Reset

To successfully reset your password, you must provide the correct answer to your security question, and provide a new password.

Enter your secret code.

SUBMIT

1. Click “Profile” and enter your secret code and new password.
2. If you do not know your secret code, please contact an Education Specialist below.

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<https://inforps-dp.hawaii.gov/PesticidesEducation/#/homepage>

Change of Company or Legal Name Request

Pesticides Education Portal
Hawaii State Department of Agriculture

Aloha, Esther Riechert **LOGOUT**

Home **Profile** Applications Exam Scheduler Certifications Courses Misc.

Change of Company or Legal Name Request

Change Request Type
Change of Company ▼

Certification Number

New Company Name

Phone Number
###-###-#### - Please enter a valid phone number.

Please verify the information above before submitting your request.

SUBMIT

1. Click “Profile” and enter the requested information

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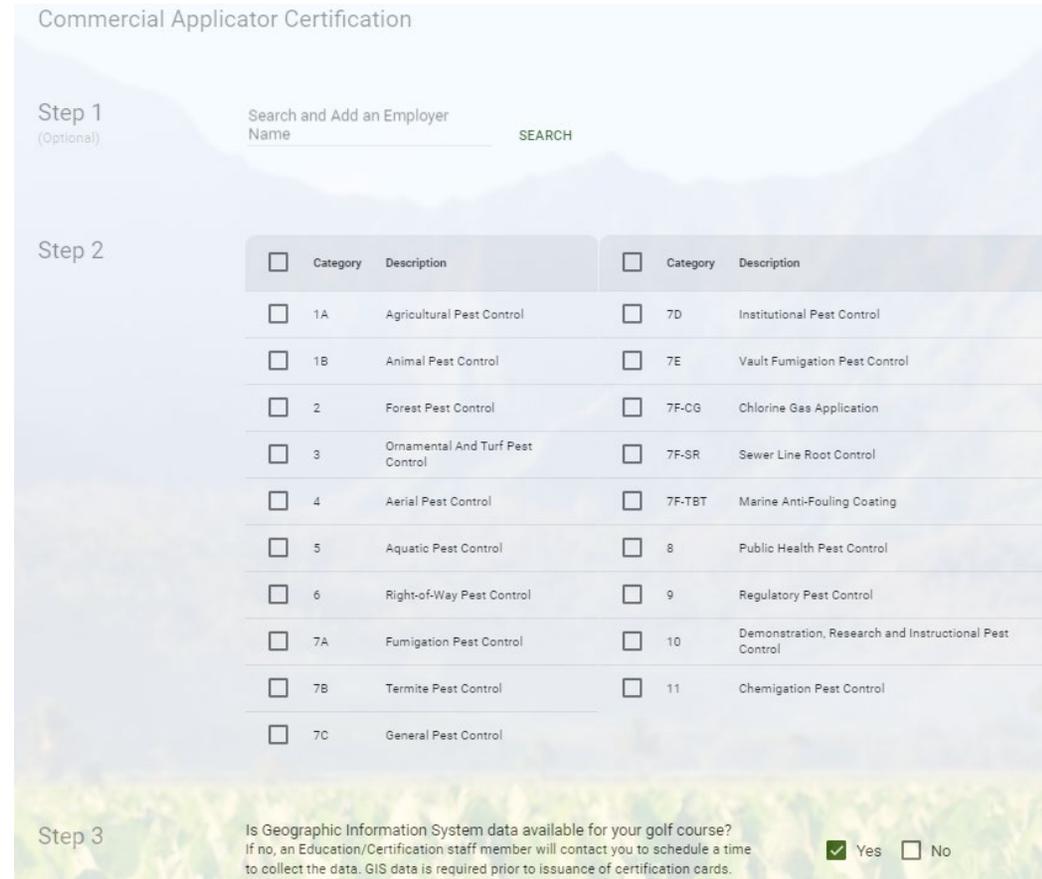
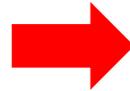
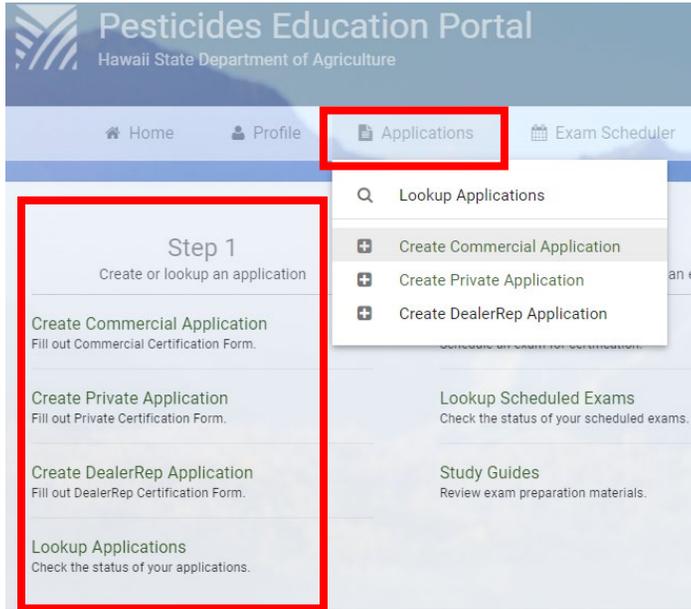
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Navigating the Pesticides Education Portal

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Creating an Application



1. Log-in to your account (pg. 8)
2. Click “Applications” or look at “Step 1” at the home page
3. Create the correct Application
4. More information on Commercial and Private categories can be found at “Descriptions of the Commercial and Private Categories”
5. If you are still unsure, please contact an Education Specialist at one of the numbers below.
6. You will receive an email within 3 business days that your application has been approved.

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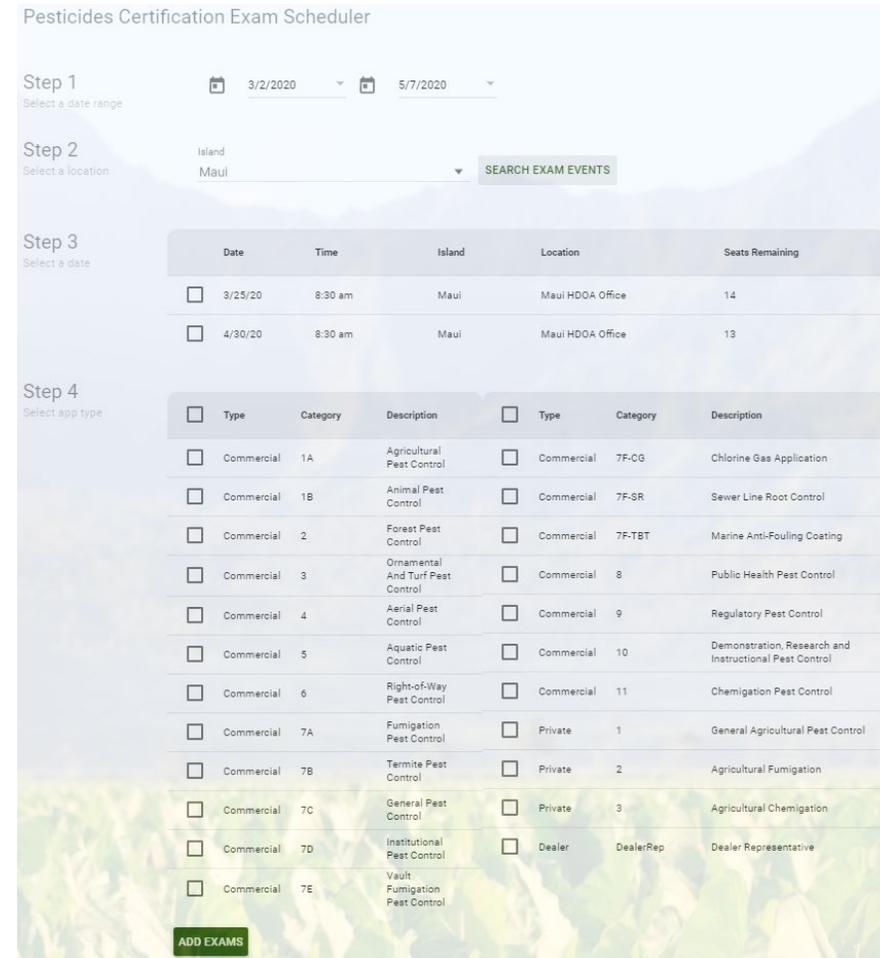
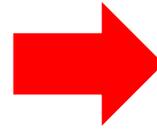
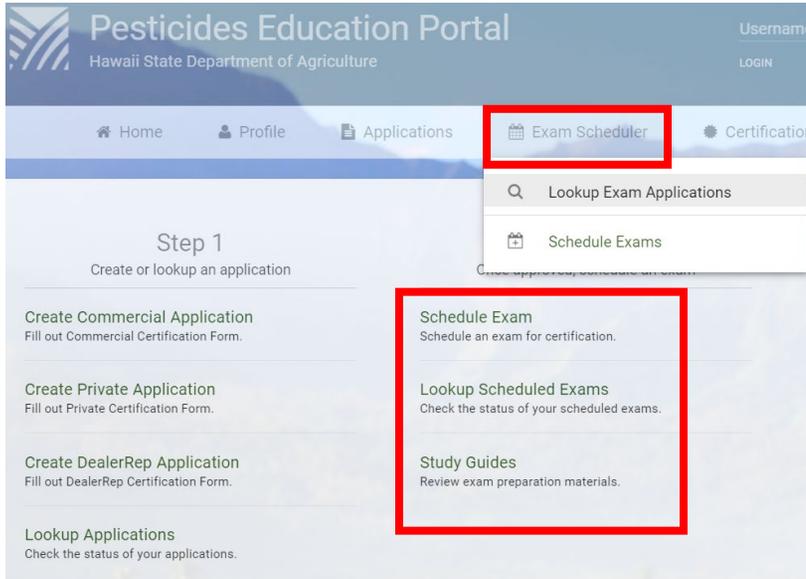
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Navigating the Pesticides Education Portal

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Signing up for Exams



1. Log in-to your account (pg. 8)
2. An application must have already been completed and approved (pg. 6)
3. Click “Exam Scheduler” or “Step 2, Schedule Exam” at the home page
4. Exam dates that are already full will not show up in “Step 3”
5. Commercial CORE exams will be signed up by Education staff
6. You will receive an email within 3 business days confirming your exam and it will have the location, date, and time.
7. Contact an Education specialist below if you need to re-schedule or cancel an exam.

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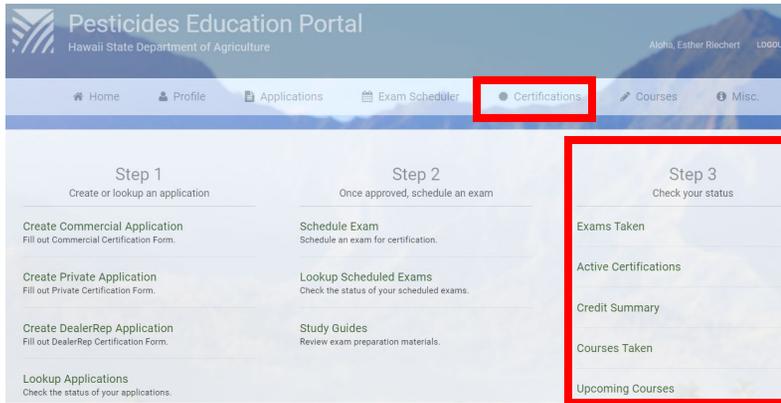
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Exam Scores



Important for Commercial Categories: An active Core (category) is required for a passed Commercial category exam to be valid. An active Core is defined by a passed Core exam within the last 6 months. If a Core exam is failed or there is no active Core, any passed Commercial category exams will be invalid and will have to be retaken in addition to a Core exam.

Exam Date	Category Type	Category No	Passed	Score
2/5/18	COMMERCIAL	10	Y	
2/5/18	COMMERCIAL	CORE	Y	
5/3/18	COMMERCIAL	2	Y	

1. Log-in to your account
2. Click “Certifications” or “Step 3, Exams Taken” at the home page
3. A passing score is 70% or higher.
4. You must pass the CORE exam in order for your CATEGORY exam to be valid.
 Example: You fail the CORE, but pass the CATEGORY, you will need to retake both.
 Example: You pass the CORE, but fail the CATEGORY, you only need to retake the CATEGORY.
5. The CORE exam is valid for 6 months, after which the applicator will have to re-take the CORE.

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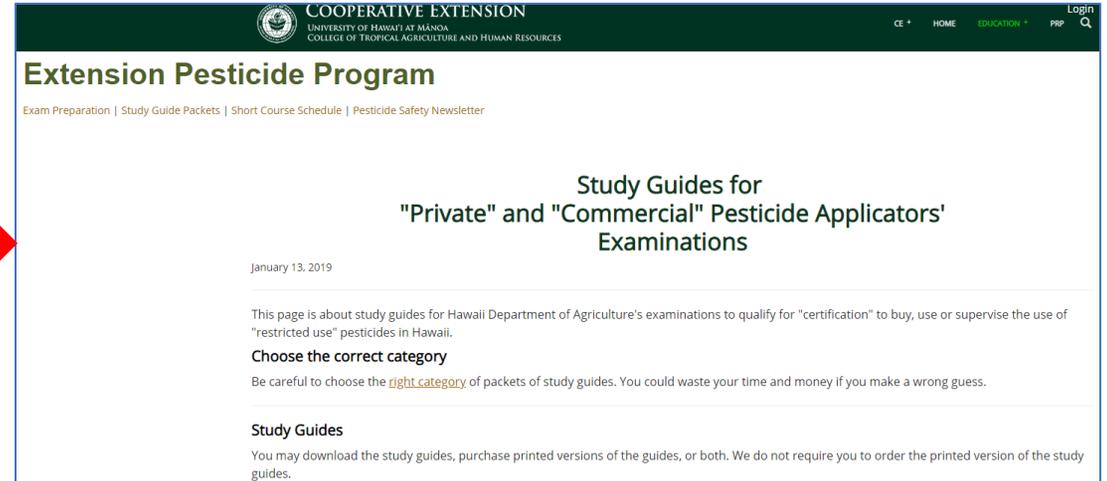
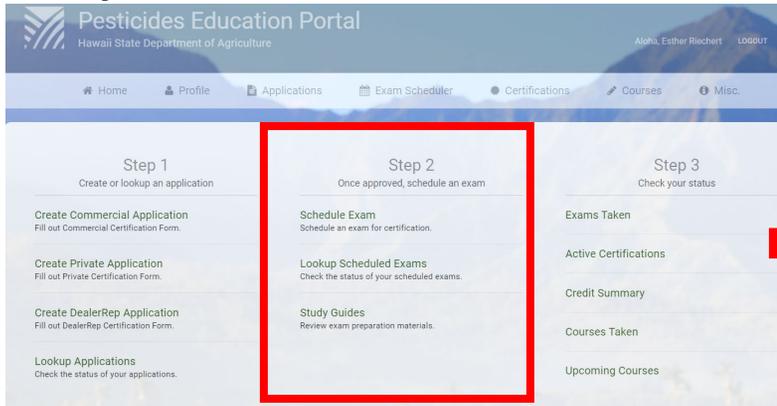
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Study Materials



1. Click “Step 2, Study Guides” from the home page or

<http://pestworld.stjohn.hawaii.edu/studypackets/spcatgor.html>

2. Hard copies of the study guide(s) can be purchased from University of Manoa at (808) 956-6007 for a fee.

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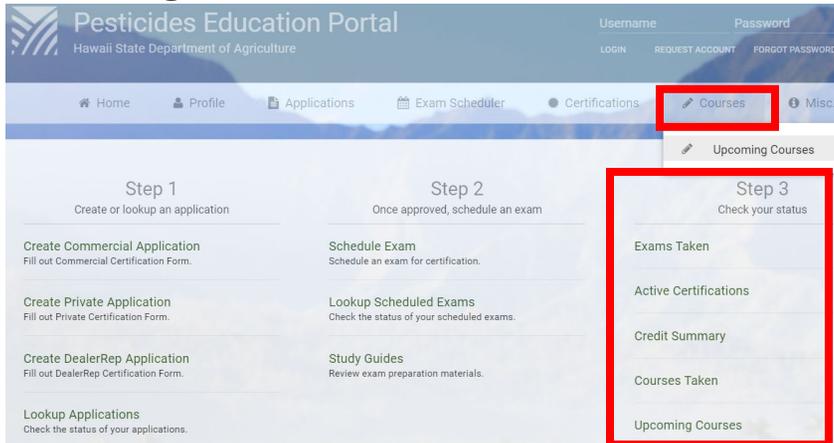
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Checking for Courses



Upcoming Courses

Credit from online courses cannot exceed half of each applicable categories' credit hour requirement rounded up.

Course #	Location	Course Name	Date	Time	Instructor	Commercial Cat.	Private Cat.	Credits	Comments
2492	Hawaii	Vikane Caretakers 2020	3/2/20	7:30AM - 10:30AM	Wes Otani	7a,7e,10		3	VIEW
3085	Oahu	New Biological and Reduced Risk Products for Pest and Disease Management	3/3/20	7:30AM - 8:30AM	Carlos Bogran	3,6,10		1	VIEW
3086	Oahu	Acetolyn Insecticide Uses on Turf and Ornamental Pests in Hawaii	3/3/20	8:35AM - 9:35AM	Mark Coffelt	3,6,10		1	VIEW
3087	Oahu	Are Nematodes a Problem in Hawaii?	3/3/20	9:50AM - 10:50AM	Zac Reicher	3,6,10		1	VIEW
3088	Oahu	Understanding Unique Active Ingredients for Improved Weed and Insect Control	3/3/20	12:00PM - 1:00PM	Ryan Nichols	3,6,10		1	VIEW
3089	Oahu	New Product Registrations in Hawaii: Manuscript, Penant Magnum & Mainspring	3/3/20	1:05PM - 2:05PM	Dean Mosdell	3,6,10		1	VIEW
2492	Oahu	Vikane Caretakers 2020	3/3/20	3:00PM - 6:00PM	Wes Otani	7a,7e,10		3	VIEW
3119	Oahu	Perennial Grassy Weeds in Hawaiian Sport Turf	3/3/20	12:00PM - 1:00PM	Joe DeFrank	3,6,10		1	VIEW
3113	Maui	Using Amendments to Manage Turf and Plant Health	3/4/20	9:30AM - 10:30AM	John Doyle	3,6,10		1	VIEW

1. Click "Courses" or "Step 3, Upcoming Courses"
2. Click "View" for more information such as registration and contacts
3. Courses are listed by date.
4. Credit from online courses cannot exceed half of each applicable categories' credit hour requirement rounded up.
5. Requests for approving conferences, classes, seminars, ect... for HDOA credit must be submitted to hdoa.pested@hawaii.gov 30 days before the event date.

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Forms

The screenshot shows the Pesticides Education Portal homepage. At the top, there is a header with the logo and navigation links for Username, Password, LOGIN, REQUEST ACCOUNT, and FORGOT PASSWORD?. Below the header is a main navigation bar with links for Home, Profile, Applications, Exam Scheduler, Certifications, Courses, and Misc. The 'Misc.' dropdown menu is highlighted with a red box, showing options for Sponsor Application, Contact Us, and Forms. The 'Forms' section is selected, and the page content displays information about Restricted Use Pesticides Reporting, Chlorpyrifos Use Permit Form as Required by Act 45, and RUP & WPS Recordkeeping Sample Form.

1. Click “Misc, Forms” from the home page

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Navigating the Pesticides Education Portal

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Updating Contact Information

2. Email your name and any information change to hdoa.pested@hawaii.gov.
3. Examples of information changes include mailing address, phone number, and phone number.

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