

Structural Pest Control Division

Georgia Department of Agriculture

Compliance Fact Sheet

Employee Registration

This fact sheet is for structural pest control operators and technicians. This notice provides guidance on how to comply with the employee registration rule of the licensing chapter of the [Rules of the Georgia Structural Pest Control Commission \(SPCC\)](#).

Employee Registration

The licensee (pest control company) is responsible for registering all non-certified employees within 30 days of employment. No employee may solicit business or perform pest control work except in the presence of a certified operator or registered employee until the employee has satisfied all requirements for employee registration.

Registered Employee Definition

A registered employee is a non-certified employee such as a technician, salesperson, inspector or other employee involved with the solicitation or performance of any phase of structural pest control who has completed the requirements for registration.

Notifications

The licensee is responsible for notifying GDA if a non-certified employee is not registered within 30 days of employment. Notification should be sent to pest@agr.georgia.gov.

Employee Registration Requirements

1. A minimum of 18 years of age
2. 10 hours of classroom training
3. 70 hours of on the job training experience
4. Pass the employee registration examination
5. Submit application and registration fee

10 Hours of Classroom Training

10 Hours of classroom training must be completed prior to examination. This training must cover each of the required training areas listed below. The training may also include additional topics that are included in the [Employee Registration Manual](#). The training must be provided by a certified operator or an approved SPCC instructor. The training must be reviewed by the SPCC unless the training is provided in-house by an employee.

1. State and Federal laws and regulations.
2. How to read and interpret a pesticide label.
3. Handling of emergencies and spills and understanding signs and symptoms of pesticide poisoning.
4. Emergency practical treatment for pesticide exposure, how to obtain emergency medical care and decontamination procedures.
5. Proper methods of storing, mixing, loading and transporting pesticides.
6. Proper methods of handling, applying and disposing of pesticides.
7. Safety and health issues including proper use of personal protective equipment.
8. Hazards posed by toxicity, exposure and routes of entry when handling pesticides.
9. Acute and delayed reactions to pesticides.
10. Potential adverse effects to the environment from drift, run off, and groundwater contamination.

Employee Registration Manual

This [Employee Registration Manual](#) is intended to prepare technicians for the Employee Registration Examination.

70 Hours of On-the-Job Training

The employee must be under the constant personal supervision of a currently certified operator or currently registered employee. The training must include a minimum of 70 hours in the category(ies) in which registration is sought. The trainer must be a registered employee or certified operator. This training must be completed prior to making an application for employee registration.

SPCC Pre-examination Training Form

This [SPCC Pre-Examination Training Form](#) was developed as a tool to assist in compliance with the training requirements of Rule 620-3-.02(1)(e) and to ensure that the requirements are met for new employees and employees that are required to retest.

Is the SPCC Pre-examination Training Form required?

The SPCC form is required. This form includes the requirements and will assist with compliance. The form must be retained by the company for two years.

Can the 10 hours of classroom training include training based on the Employee Registration Manual?

Yes. The 10 hours of classroom training must include the required training topics that focus on pesticide safety. The training may also include other topics in the manual such as pest identification, pest biology, IPM and application techniques. The additional lines on the form are provided to record training topics from the Employee Registration Manual.

Exam Information

This examination includes 100 questions and is based on the Employee Registration Manual. The applicant must take and pass the employee registration exam with a minimum score of 70 percent. If an applicant fails the examination, there is a two-day waiting period for re-examination.

Application for Employee Registration

The licensee must submit the employee registration application along with the \$10.00 registration fee. The fee must be paid within 90 days of passing the registration examination. After 90 days, re-examination is required. The application for employee registration can be made [online](#).

Categories

Employees can only be registered in the operational categories currently held by the licensee.

Temporary Employee Registration

The employee may work for 15 business days after notification of passing the examination provided that the licensee has submitted the application and payment of the registration fee.

Employee Registration Card

GDA will issue a credential once all requirements of employee registration are met. The credential must be carried by the registered employee at all times during the performance of pest control work and be displayed upon request.

Lost Employee Registration Card

In the event that an employee registration card is lost or damaged, a replacement card may be issued by GDA for a \$10.00 fee.

When must the pre-examination training be repeated?

- If the employee fails the examination three consecutive times or any subsequent examination, the classroom training is required to be repeated before retaking the examination.
- If the employee registration is not renewed before October 1st of odd numbered years, all initial training requirements are required to be repeated before re-examination.

When can a new category be added to a current employee registration?

- When the employee registration is renewed and re-registration training requirements are met in the new category or
- If the examination date is during the current renewal period and the employee has received on-the-job training in the category being added or
- When the employee completes pre-examination training and re-examination requirements.

Transfers

An Employee Registration can be transferred from one licensee to another. The licensee must submit the employee registration application along with the \$10.00 registration fee.

Termination

The licensee is responsible for notifying GDA when a registered employee is no longer employed. This notification should be submitted to pest@agr.georgia.gov.

Non-registered employees

All non-registered employees must be under the constant personal supervision of a certified operator or registered employee. Non-registered employees include any person assisting with the performance of any phase of pest control including but not limited to day laborers, contractors, and canine handlers.

Online Resources

[Georgia Pest Exam Examination Information](#)
[Laws & Regulations](#)
[Georgia Structural Pest Control Commission](#)

Also listed at <https://agr.georgia.gov/structural-pest-control>

If further assistance is needed, contact the Structural Pest Control Office or an inspector at (404) 656-3641 or pest@agr.georgia.gov

The Georgia Structural Pest Control Commission and Georgia Department of Agriculture have issued this guidance document to help pest management professionals comply with the Rules of the Georgia Structural Pest Control Act. This document does not include all regulatory requirements. Refer to the complete Rules of the Georgia Structural Pest Control Act for all rules and regulations.

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