

## Illinois Nature Preserves Commission

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### Volunteer Use of Pesticides in Nature Preserves and Natural Areas 2018 Herbicide **Applicator** Licensing Procedures

To obtain a license as a volunteer public herbicide applicator through the Illinois Nature Preserves Commission follow these instructions. Please note that an applicator is required for each site and the Illinois Department of Agriculture now charges a \$20 annual fee for applicator licenses.

For new applicators and those retesting (renewals skip to step 5):

- 1) Obtain a Volunteer Herbicide Testing Identification Card from your volunteer coordinator for the owner of the property. This should have the owner or sponsoring agencies address listed.
- 2) Take the general standards and rights-of-ways test given by the Illinois Department of Agriculture. Use the name and address information provided on the Identification Card to fill out the test papers. Be sure that any operators that will be licensed under you use the same agency name and address. **Do not put your home address on the application!**
- 3) When the application arrives in the mail, complete the information needed for a Public Pesticide applicator license.
- 4) complete steps 6, 7, and 8 below.

For renewals:

- 5) The address on the renewal application should be the address of the landowner/manager of the property that you work on (sponsoring agency; See 2 above)
- 6) Provide your name and license number (if available) to operators licensed under you.
- 7) Collate your application with the applications of public operators licensed under you and provide it to the volunteer coordinator or mail directly to IDOA for processing. Note that these operators will not receive a license until yours is approved.
- 8) Sign the "Volunteer Agreement & Indemnification for Pesticide Application and submitting it to the volunteer coordinator.