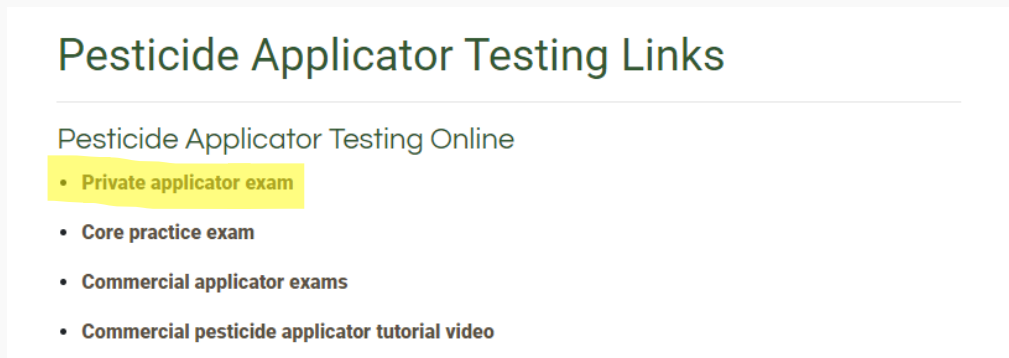


Online Private Applicator Exam Instructions

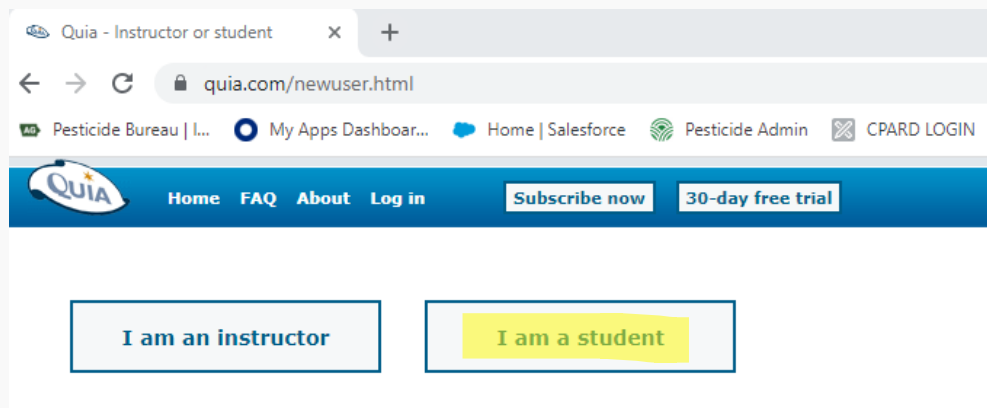
The instructions below walk through how to take the online private applicator exam using the QUIA website.

To apply for a private applicator certification, one must provide proof of a passing private applicator exam score **AND** submit a completed application with payment for certification to the Iowa Department of Agriculture & Land Stewardship.

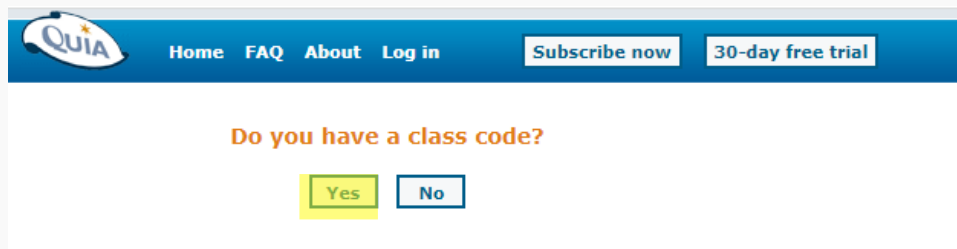
Step 1 Go to the online private exam by selecting “**Private applicator exam**”.



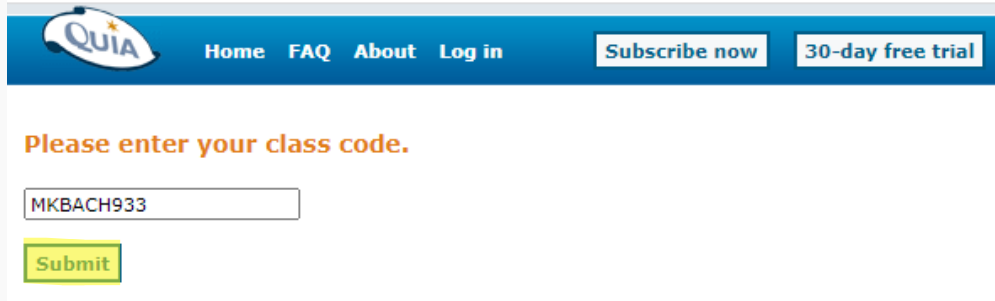
Step 2 You will be directed to the **Quia Website** to self-register for an account. Select “**I am a student**”.



Step 3 Select “**Yes**” when asked “Do you have a class code?”

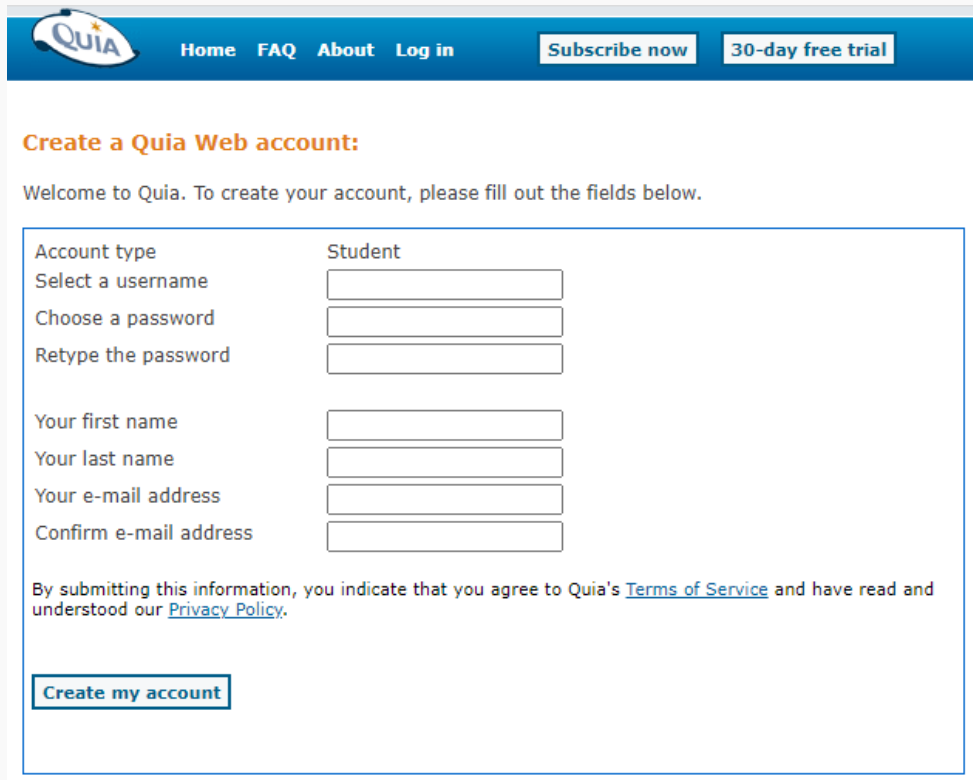


Step 4 Enter the class code for the online private exam. Class Code: **MKBACH933**



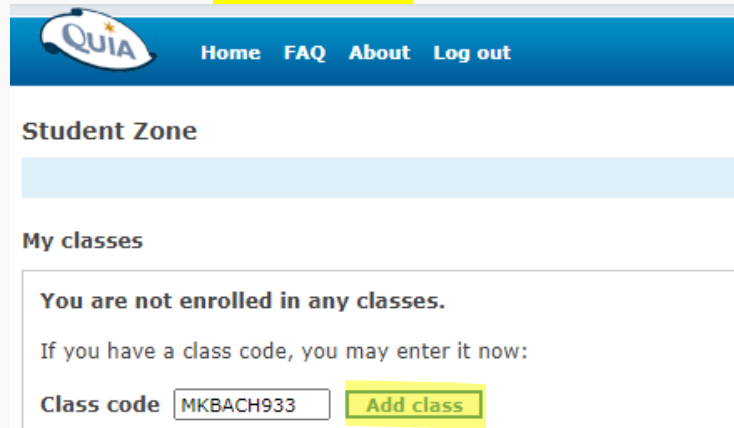
The screenshot shows the Quia website's top navigation bar with the Quia logo, links for Home, FAQ, About, and Log in, and buttons for 'Subscribe now' and '30-day free trial'. Below the navigation bar, the text 'Please enter your class code.' is displayed in orange. A text input field contains the class code 'MKBACH933', and a green 'Submit' button is positioned below it.

Step 5 Fill out the form to create a Quia online account and select “Create my account”




The screenshot shows the Quia website's top navigation bar. Below it, the heading 'Create a Quia Web account:' is displayed in orange. A welcome message reads: 'Welcome to Quia. To create your account, please fill out the fields below.' The form contains the following fields: 'Account type' (a dropdown menu with 'Student' selected), 'Select a username', 'Choose a password', 'Retype the password', 'Your first name', 'Your last name', 'Your e-mail address', and 'Confirm e-mail address'. Below the form, a disclaimer states: 'By submitting this information, you indicate that you agree to Quia's [Terms of Service](#) and have read and understood our [Privacy Policy](#).' A blue 'Create my account' button is located at the bottom of the form.

Step 6 Reenter the Class Code to enroll: **MKBACH933** then select “Add Class”




The screenshot shows the Quia website's top navigation bar. Below it, the heading 'Student Zone' is displayed. Underneath, the section 'My classes' is shown. The text reads: 'You are not enrolled in any classes. If you have a class code, you may enter it now:'. Below this text, there is a 'Class code' label, a text input field containing 'MKBACH933', and a green 'Add class' button.

Step 7 Complete the security sections




www.quia.com
Checking if the site connection is secure



I am human 

Please click each image containing a lion


If there are None, click Skip



EN


  [Skip](#)

Step 8 Click on “View”




Home [FAQ](#) [About](#) [Log out](#)

Student Zone Welcome, **Mark Smith**


 [Help](#)

My classes [Find a teacher](#) | [Add/drop classes](#) | [My account](#)

Click on a class name to view your results.

Class name	Instructor	Class
1. Online Private Applicator Exam	✉ IDALS Pesticide Bureau	 View

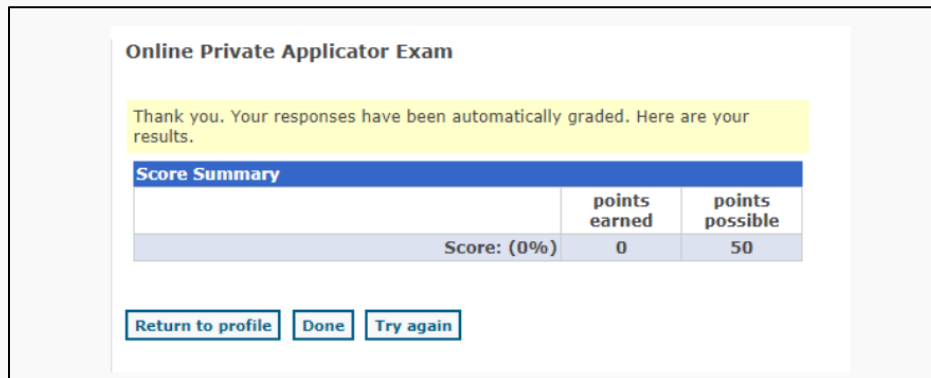
Class code [Add class](#)



Step 9 Click on “Online Private Applicator Exam” to start the exam



Step 10 Complete the online private applicator exam. Passing score is 70% or above. **Copy or snip and save your score on your computer where you can find it later.** Select "Done" when finished.



Step 11 IMPORTANT! A passing score does not automatically issue an applicator certification.

YOU WILL STILL NEED TO FILL OUT AN APPLICATION FOR A PRIVATE CERTIFICATION

Sign up for a new online account or login to an existing account at the License and Certification Portal home page

<https://agriculture-iowa.my.site.com/pesticideapplicator/s/login/>

Start and complete an **Online Application** for your private applicator certification. An online payment can be made once IDALS staff review your application and passing exam score.

-Or-

[Mail](#) a completed application form with a passing exam score and payment to IDALS using the linked form.

Test scores are valid for 1-year. Violations such as representing another person, falsifying/altering exam results, or cheating will result in a 1-year bar from all testing. The exam will be discarded and scored as a fail.