

*Help for Users

Create an Account (for new users) for NJDEP Pesticide Licensing Exam Application

- Click **“User Registration”** (you can also click **“Account”** in the Create an Account Box)
 - If there are any issues with your application, a bar will appear on the top of the page indicating there is a problem. Corrections need to be made before you can proceed.
- Fill out application/Click **“Create Account.”** / **“Login”** from here (or go to the **“Login”** in the top navigation bar)

Log in to an Existing Account (for returning users)

- Click **“Login”** in the top navigation bar.
- Enter your username and password. If you have forgotten your username and/or password, use the links provided to recover your credentials.
- Click **“Login.”** This will bring you to your **“Dashboard”**.

Go to: Create an Application

- Click **“Create Application”** in the top navigation (or click **“Application”** under **“Welcome to Dashboard”**).
- **“Exam Selection”** page, select exams then click **“Confirm.”**
- **“Personal Details”** page, make any changes if needed (use pencil icon), click **“Confirm.”**
- **“Employment Information,”** will gather information about your employment status.
 - If you are currently employed by a business or self-employed, click **“Add Employer,”** fill in the requested information, and click **“Submit.”**
 - If you have added an employer in the past and there are no changes to that employer’s information, you should select **“No Changes.”** Then select the employer’s name.
 - If you are not currently employed, select **“Employer-None.”**
 - Click **“Continue.”**
- **“Create Application: Upload Requirements,”** you may need to upload required documents for your selected exam(s).
 - To upload a required document, go to the exam, click the upload button and attach the document. Do this for each exam that requires documents.
 - All files must be in PDF, JPG, or PNG format to be uploaded. Other file types will not be accepted!
 - Once all required documents are uploaded, click **“Save Application.”** Submitting your application will prevent you from making changes.
 - Go to **“Exam Schedule”** to schedule and pay for your exam(s).
- **NOTE: If you navigate out of “Create Application-Upload Requirements” before you upload the required paperwork, you will need to go to the “Dashboard” to find the exam(s) you have signed up for. Click on the exam(s) in the status of “Draft-Applications.”**

Schedule your exam.

- Click **“Exam Schedule”** in the top navigation (or click schedule button)
- Click on the exam name under **“Unscheduled Exam(s)”**.
- Click on the exam date and time you want to register for. The exam date and exam name will appear in the **“Your Selection(s)”** box.
If you need to cancel or change the date and/or time of the exam, highlight the exam (in the “Your Selections” box and hit “Cancel Exam”
- Once you have made your choice(s) click on **“Review Cart”** to schedule your selection(s). If you leave this page before you hit **“Review Cart,”** the exams will be moved back to **“Unscheduled Exam Box.”**

Confirm your exam selection.

- **“Exam Sessions Payment”** page, you will see the information (including cost) for your scheduled exam(s). Uncheck box if you need to unscheduled an exam.
- **Enter your payment information.**
 - Select form of payment/click “Complete Payment.”
 - If paying by purchase order, you will need to indicate date, purchase order number and upload the purchase order. Please include name and phone number of person to contact regarding the purchase order. Send original PO to:
Rutgers, The State University of New Jersey-NJAES OCPE
Attention: Pest Exams
102 Ryders Lane
New Brunswick, NJ 08901

Exam scheduling is complete, waiting for approval!

- Click on **“Dashboard”** in the top navigation and you will see your scheduled exam(s) listed under **“Exams Under Review.”**
- If payment was made by credit card, you will also receive a payment confirmation email from support@scholarchip.com. Keep this email for your records.

Receive application confirmation and approval.

- After your application is submitted, you will receive an automated email confirming your application submission.
- Your application will be reviewed by a proctor, and you will receive an email containing the proctor’s decision (within 2-3days).
 - If your exam application is approved, you are ready to sit for the exam (this will be listed on your Dashboard under Scheduled Exams).
 - If your exam application is denied, you will receive an email detailing the reason your application was rejected and steps for remedying the issue (this will be on your Dashboard under **“Draft Applications”**). Click on the exam to read explanation. See email and follow the instructions to resubmit your application.

Phone: 848-932-9271 Option 7

Fax: 732-932-4546

E-mail: pacer@njaes.rutgers.edu

Hours of Operation: Monday-Friday, 8 AM-4:30PM

Please visit the NJDEP website (<https://www.nj.gov/dep/enforcement/pcp/bpo.htm>) for information regarding pesticide licensing, policies, procedures, credits, and for payment and status of your licenses.

For frequently asked questions regarding pesticide licensing please use the following link:

<https://www.nj.gov/dep/enforcement/pcp/pcp-FAQs.html>