

# Navigating the PaPlants Website

Learn how to access information in the Pennsylvania Department of Agriculture's PaPlants website and how being a registered user can provide even more information.

The Pennsylvania Department of Agriculture (PDA) [PaPlants website](#) is a great resource for pesticide applicators. The functionality of this website allows all applicators to find certification exams, recertification credits, and their credit status. When applicators become a registered user, they can view the recertification meetings they have received credit for, update their contact information, and pay for their renewals.

## Information Anyone Can Access on PaPlants

The information anyone can access on the PaPlants website is found by highlighting *Pesticide Programs* on the left-hand side of the web page and then clicking on one of the following:

- **Meeting Attendees Search:** If you know the recertification meeting number, you can search to see if your name appears in the attendees list, meaning that you received credit.
- **Applicator Credit/Business Information:** Enter your certification ID and last name, then click on *Search* to see when your certification expires, what categories you have, how many recertification credits you need and by when, and some business information.
- **Recertification Course Locator:** Applicators can search for various types of meetings: Onsite (typical face-to-face meetings); Online (course taken on the internet but you must pass a quiz about the content and these courses can only be taken once for credit); Correspondence (more detailed courses that last longer to earn more credits but fees are usually higher); and Webinar (access a presentation on your computer at a set date and time to listen to a live (or recorded) presentation and you usually have a week to pass a quiz about the content). Applicators select the "Category" they need, "State" should probably be set to *Pennsylvania Only*, then you can select the specific PDA "Region" you want (see back), and/or even a specific "County" (although not all counties have meetings). The default is a 3-month search, but the "Start Date" and "End Date" can be changed. Click on *Search*, then on *Details* in the first column to find more information about a listing.
- **Certification Exam Locations:** Applicators can find upcoming certification exams by selecting their PDA "Region" and "Start Date" and "End Date." Just remember that the narrower your search, the fewer results. Click on *Search* then on *Details* in the first column. A computer-based testing is now available for many of the CLOSED book exams through a vendor at several locations throughout the state. This option provides an immediate pass/fail response but costs \$60 more per exam, which all goes to the vendor.

## Helpful Tip

If you want to return to a previous page, you must click on the *Back* button and not the browser's back arrow.



## Become a PaPlants Registered User

Applicators that register on the PaPlants website can access more information about their certification. To register, you need to know your unique "PaPlants ID" and "PIN ID." These numbers are included on all PDA correspondence about your pesticide certification and the yearly *Pesticide Highlights* newsletter from our office. These ID numbers will not appear if you are already a registered user. To get your ID numbers, contact your Regional PDA Office (see below for contact information) or email Kathy Branstetter at [kreb16@psu.edu](mailto:krb16@psu.edu) or Sharon Gripp at [sgripp@psu.edu](mailto:sgripp@psu.edu).

Once you have those numbers, go to the PaPlants home page, click on *Logon/Register* at the bottom on the left-hand side, and then on *Register*. You will need to provide your name, email, and phone number, and create a User Name and Password (be sure to remember it). Now, click *Save*. Click on *Logon* once again to enter your User Name and Password you just created, then click on *Login*.

## Information Registered Users Can Access on PaPlants

After logging in, the **Account Home** page appears with a list of the certifications that you have. You can find more information by clicking on the certification title, including "License Information" with access to the online renewals/payments; "Payments" made in the past 3 years (click on the + to expand); "Employers"; "Exams" which also shows you how many recertification credits you have acquired, how many you need, and by when; and "Meetings Attended." Be aware that the online course date shown in the "Meetings Attended" section is the date PDA approved the course, **not** the date you completed the course.

Also, on the **Account Home** page is the "Online Renewals/Payments" section. If the applicator's certification cannot be renewed, a message will be displayed as to why not. Click on the *Online Shopping Cart* to see if any renewals or payments are due. If the applicator's certification can be renewed, a box will be shown in the "Select" column of the table. Check the box, then click on *Add Selected Items to Cart* in the bottom left. Applicators will then need to verify (or update) their name, home address, and contact information, then click on *Accept and Continue*. The next page shows the amount of each renewal, and to continue click on *Proceed to Checkout*. Now click on *Submit Order*, which takes you to the secure PaPlants Payment Page, where credit card information can be entered.

## Pennsylvania Department of Agricultural Regional Offices

Region	Phone	Counties (*location of regional office)
I	814-332-6890	Clarion, Crawford*, Elk, Erie, Forest, Jefferson, McKean, Mercer, Venango, Warren
II	570-433-2640	Cameron, Clinton, Columbia, Lycoming*, Montour, Northumberland, Potter, Snyder, Tioga, Union
III	570-836-2181	Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne, Wyoming
IV	724-832-1073	Allegheny*, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, Westmoreland
V	814-793-1849	Bedford, Blair*, Cambria, Centre, Clearfield, Fulton, Huntingdon, Mifflin, Somerset
VI	717-346-3223	Adams, Cumberland, Dauphin*, Franklin, Juniata, Lancaster, Lebanon, Perry, York
VII	610-489-1003	Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia, Schuylkill

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