# **Registering for Structural Pest Control Exams**

Navigate to <u>https://www.ncagr.gov/divisions/structural-pest-control-and-pesticides</u>

#### 2 Click on the picture of the lighthouse.



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esponsible for administering the N.C. I pursuant regulations adopted by The Section handles pesticide



## **Structural Pest Control Section**

The Structural Pest Control Section is responsible for administering the N.C. Structural Pest Control Act of 1955 and pursuant regulations adopted by the NC Structural Pest

Scroll to the bottom of the page and click "Exam Calendar"



Click on the Exam Date & Location you wish to go to for the Structural exam.



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5 Click "Register"	
<ul> <li>Steve Troxler Ag. Sciences</li> <li>Building</li> <li>4400 Reedy Creek Rd., Raleigh,</li> <li>NC 27607</li> <li>Register</li> </ul>	
Check-in begins at 8:45am	CONTACT INFO

# 6 Select "Group Selection"

≡ AgrSys Portal	
\$	Exam Registration
	Please Select Group
	Group Selection
	Next
	2 Please Select Location
	3 Select Exam Date

7 Select "Structural Pest Control - License, Certified Applicator, Registered Technician"

S Ex	am Registration
0	Please Select Group
	Pesticides - Agricultural, Aerial, Outdoor Applicator Licenses
	Structural Pest Control - License, Certified Applicator, Registered Technician
2	Please Select Location
3	Select Exam Date
4	Please Add Register Information

8 Click "Next"	
S Ex	am Registration
0	Please Select Group
	Structural Pest Control - License, Certified Applicator, Registered Technician
2	Please Select Location
3	Select Exam Date
4	Please Add Register Information

9 Click "Locations *
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- Ex	am Registration
•	Please Select Group
0	Please Select Location
	Next -
3	Select Exam Date
4	Please Add Register Information

**10** Select location - "RALEIGH NC NCDA&CS ASC Building" (You will click whichever exam location you are taking.)

CONCORD NC N.C. Cooperative Extension Center-Cabarrus County Center
MILLS RIVER NC N.C. Cooperative Extension
RALEIGH NC NCDA&CS ASC Building
3 WILMINGTON NC N.C. Cooperative Extension
4 Please Add Register Information

<b>11</b> Click "Next"	
0	Please Select Group
0	Please Select Location
	Locations *
	RALEIGH NC NCDA&CS ASC Building
	Next
3	Select Exam Date
4	Please Add Register Information

**12** Select appropriate date - "Sep 5, 2024 : 09:30 AM". Make sure the date/locatior match up to your preference.

ø	Please Select Location		
0	Please Select an Exam Date		
	Date	Name	Attendi
	Sep 5, 2024 : 09:30 AM	SPC- Raleigh License & Certification Exam	2 / 80
	Oct 3, 2024 : 10:00 AM	SPC- Raleigh License & Certification Exam	0 / 70
	Next		
4	Please Add Register Information		

13	Click "Next	_11			
		•	lease Select Location		
		Ø P	lease Select an Exam Date		
			Date	Name	Attendi
			Sep 5, 2024 : 09:30 AM	SPC- Raleigh License & Certification Exam	2/80
			Oct 3, 2024 : 10:00 AM	SPC- Raleigh License & Certification Exam	0 / 70
			Next		
		<b>4</b> P	lease Add Register Information		

Click the "First Name" field.

0	Please Select Location
0	Please Select an Exam Date
0	Please Add Register Information
	First Name
	Last Name
	Email
	Phone

16	Click the "Phone"	' field.
	ø	Please Select Location
	ø	Please Select an Exam Date
	0	Please Add Register Information
		First Name
		David
		Last Name
		Propoggio
		Email
		david.propoggio@ncagr.gov
		Phone
		9197336100

Type a phone number (cell/direct) you can be contacted at for questions.

## 18 Click "Exams"

Last Name
Propoggio
Email
david.propoggio@ncagr.gov
Phone
Exams

**19** Select an exam you wish to take. In this case, "License P phase - 50.00"

	First Name David	
	Certification P phase - 25.00	î
	Certification W phase - 25.00	
	Certification F phase - 25.00	
	Certification Core - 0.00	
	License P phase - 50.00	
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	got to be NCAGRICULTURE	

**20** If wishing to take multiple exams, select the next exam. In this case, "License W phase - 50.00"

First Name David	
Certification F phase - 25.00	•
Certification Core - 0.00	
License P phase - 50.00	
License F phase - 50.00	Ţ
Add Additional Attendent View Summary	

**21** <u>NOTE:</u> In order to take License exams, prior approval from our office is required.

First Name David	
Certification F phase - 25.00	•
Certification Core - 0.00	
✓ License P phase - 50.00	
✓ License W phase - 50.00	
License F phase - 50.00	Ŧ
Add Additional Attendent View Summary	
got to be CAGRICULTURE	

# 22 Click "View Summary"

License P phase - 50.00	
License W phase - 50.00	
✓ License F phase - 50.00	

# 23 Click "View Summary"

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imail	
lavid.propoggio@ncagr.gov	
hone	
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ixams	
icense P phase - 50.00, License W phase - 50.00, License F phase - 5	0.00
icense P phase - 50.00, License W phase - 50.00, License F phase - 5.	0.00

## 24 Read the Acknowledgement and click "Agree"

cknowledgement(s)	
are getting this message because of some of the exams selected require extra	onditions or a
<ul> <li>License P phase: Must have License Exam Application approved prior to regi</li> <li>License W phase: Must have License Exam Application approved prior to regi</li> <li>License F phase: Must have License Exam Application approved prior to regis</li> </ul>	stering. stering. tering.
dit Agree	
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rame	

## 25 Click "Submit"



26 Use "Add Additional Attendant" if adding multiple people, or click "Close"

