



# Georgia Department of Agriculture Structural Pest Division

## Certified Operator Exam Application Guide

For more information about the requirements to qualify to take the Certified Pest Control Operator Examination, please visit the Certified Operator page at <https://agr.georgia.gov/certified-operator-license>

### □ Step 1

Register For the Certified Pest Control Operator Examination at [www.gapestexam.com](http://www.gapestexam.com) and go to [www.gapestexam.com/Registration/Registration.cfm?c=2](http://www.gapestexam.com/Registration/Registration.cfm?c=2)

On the left, there is a note titled "Registrants, Please Take Note". Read the information, then close out of the note.

Fill in the information completely and accurately.

#### Already have an account?

If you have previously taken an exam in the Pest Management Testing system (e.g. the Employee Registration Exam or a Commercial Applicator Exam) you will already have an account.

Please use the [account recovery link](#) or [contact technical support](#) to recover your account if you do not remember your log in information. **Please do not create a duplicate account**, this can cause issues at the testing center when you go to take your exam.



**Pro Tip: Make sure you provide an email address that you frequently check to stay informed about any updates regarding your application.**

At the bottom of the first page, you will see the categories that you can choose from:

- General - All applicants must take and pass the general category. It is selected by default.
- Household Pest Control – Category 29
- Wood Destroying Organisms – Category 30
- \*Fumigation – Category 28

*\*Applicants for Fumigation - Category 28 shall submit a list of at least 6 fumigation treatments, along with the location and date of each treatment in which the applicant participated with their application.*

After completing the online portion, print out the application to proceed to step 2.



**Please Note: Registration for the Certified Operator's Exam requires approval by the Structural Pest Control Commission. Once your application is received it can take up to 45 days for approval.**

## □ Step 2

Print out your application, complete the remaining pages, and have the appropriate forms notarized. **Be sure to fill out each page completely and accurately.** Incomplete applications may have to be resubmitted or result in delays.

The Certificate of Experience page should be signed by the Certified Operator that supervised the applicant for the experience listed. Multiple Certificates of Experience may be needed if the applicant worked for various companies to certify their experience in order to meet the two-year experience requirement.

If you have out of state license(s), please also attach copies of your out-of-state Pest Control license(s) to your application. If the Certified Operator who signed your Certificate of Experience only has an out of state license, please include a copy of theirs as well.



**Pro Tip: Make a copy of your completed application to save for your records.**

## □ Step 3

Mail your complete and notarized application to our Downtown Atlanta office at:

Georgia Department of Agriculture  
Structural Pest Division  
19 Martin Luther King Jr. Drive SW  
Room 411  
Atlanta, GA 30339

Certified Pest Control Operator Examination applications must be approved by the Structural Pest Control Commission (SPCC). The SPCC generally meets on the second Tuesday of each month for all Certified Operator exam applications. The public meeting schedule can be found on the [SPCC public notices page](#).

You will receive a notification of your application's approval or denial via the email address on your application.

## □ Step 4

Once your application has been approved by the SPCC, you will receive a notification of your approval via email to schedule your exam.

The applicant has 60 days to schedule their exam on a day, time, and exam location of their choosing. A map and list of testing centers is available at: <https://www.gapestexam.com/testingCenters.cfm>

The cost of your exam is dependent on how many categories you are testing in. The general exam is free as long as you are taking it with at least one other category exam. Each category is \$45.00. This fee is paid to the testing location.

You will receive instructions on how to pay for your exam after it is scheduled. Please be sure to read the directions carefully, accepted payment methods vary by testing center location.

For example, an applicant who is taking a Certified Pest Control Operator examination consisting of:

Category: General	\$0.00
Category: Household Pest Control (HPC)	\$45.00
Category: Wood Destroying Organisms (WDO)	\$45.00

Would owe a total of \$90.00 dollars. This fee is paid to the testing location.

## □ Step 5

You must pass the Certified Operator exam with at least a 70% or more in the General portion of the exam and any categories you've selected and qualified to test in.



### Pro Tip: Study Materials

Before taking the exam, be sure you are familiar with the [Rules of the Georgia Structural Pest Control Commission](#).

It contains many of the rules and regulations that certified operators in the state of Georgia must know.

Also recommended for studying is The Truman's Scientific Guide to Pest Management Operations, 7th Edition, which can be purchased or rented wherever textbooks are sold or rented.

## □ Step 6

Once you have passed the exam, please mail the following to our Downtown Atlanta office:

- A copy of your exam scores
- A copy of an acceptable S&V supporting document, such as a driver's license, passport, or military ID
- A notarized [O.C.G.A. § 50-36-1\(e\)\(2\) Affidavit](#)
- A check or money order for the \$100.00 license fee.

The Certified Operator License will be mailed to the address you put on your application.

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*If you have any questions about the Certified Operator application, please contact us at [pest@agr.georgia.gov](mailto:pest@agr.georgia.gov) or call 404-656-3641.*