Dear Private Pesticide Applicator Trainers:

The Missouri Department of Agriculture, Bureau of Pesticide Control has implemented a new data management system that provides the public with access to the department's database of all licensed and certified pesticide applicators. Now that the public has immediate access to our database, the Bureau of Pesticide Control will not hand deliver individual county print-outs of licensed certified private applicators to all 114 counties in Missouri.

Please use the below URL address to obtain a list of the licensed certified private applicators coming due for certification renewal in 2015. This link will take you to the MDA webpage for public access to the Bureau's certification and license database. Please follow the instructions below to obtain a list of all licensed certified private applicators in each county for which you are responsible. You may also forward this email to each of your county offices and designate each county to retrieve their own county list.

For MOPlants please click on this URL: <u>https://apps.mda.mo.gov/moplants/Index.aspx</u>

On the MOPlants webpage, place your cursor over 'Pesticide Programs' and then click on 'Pesticide License Search'.

Under the 'Pesticide Business/Applicator Information' section: select your "County" in the drop-down box. Select your "State" (Missouri) in the drop-down box.

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USAPlants Home Page	Pesticide Business/Applicator Se	earch													
Plant Industries Home Page	Search by filling in the fields below. The * character can be used as a wildcard. Examples: <ul> <li>Business Name: Pestway (exact match)</li> <li>Business Name: *Best* (match all business names that contain the word "Best")</li> </ul>														
Feed Info At: data.mo.gov	Business Name: Pest* (match all business names starting with "Pest")														
Pesticide Programs	Pesticide Business/	Applicator Information													
Product Registration	USAPlants ID: First Name:	Business Name:													
Nursery Grower/Dealer Search	Middle Initial: County:	City: State: Missouri													
Logon / Register	Zip	Category:													
	Program	Information													
	Program Type:	DEC / Cert / Business ID:													
	Search Clear Back	Export to Excel													

Under the 'Program Information' section, for Program Type select "Private Applicators". Click on the button "Export to Excel". Open the document.

Select "Yes" when you see this box below to verify the file is not corrupted.

Microsoft Office Excel
The file you are trying to open, 'export (9).xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes No Help

Data can be sorted and/or filtered in the Excel document.

For instance, to filter by expiration date:

At the top of the document, click on the column 'U' and highlight the entire 'LicenseExpireDate' column, then click on the Sort & Filter arrow in the 'Editing' section in the top right-hand corner, select "Filter"

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3		COLUMBIA	MO	65202	Boone	Active				Private Applicators		3/31/2017	Filter (Ctrl+Shift+L)	•Shift+L)			
4		COLUMBIA	MO	65201	Boone	Active				<b>Private Applicators</b>		1/31/2017		Enable filtering of the selected cells.			
5		COLUMBIA	MO	65203	Boone	Active				Private Applicators		2/28/2017		- 4			
6		STURGEON	MO	65284	Boone	Active				Private Applicators	Private Applicators		Comparison of the second secon	Once filtering is turned on, click th	e		
7		CENTRALIA	MO	65240	Boone	Active				Private Applicators		3/31/2019	Canada Ca	choose a filter for the column.			
8		ASHLAND	MO	65010	Boone	Active				Private Applicators		3/31/2015					
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10		STURGEON	MO	65284	Boone	Active				Private Applicators		4/30/2016					
11		COLUMBIA	MO	65201	Boone	Active				Private Applicators		5/31/2016					
12		COLUMBIA	MO	65202	Boone	Active				Private Applicators		5/31/2016	Press F1 for more	more help.			
13		ROCHEPORT	MO	65279	Boone	Active				Private Applicators		5/31/2016					

Click on the drop-down arrow that appears in the 'LicenseExpireDate' column, then click on the box '(Select All)' which will deselect all the years, then check/select the 2015 box. Click 'OK'

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## The document will display all the PA's with a 2015 expiration date.

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134		CLARK	MO	65243	Boone	Active				Private	Applicators			2/28/2015	1			

NOTE: In the column headings, DecID is their license number. Make sure you widen the DecID column to display the full license number. Widen by clicking on the line that separates the 'B' & 'C' column and moving to the right.

The AccountID is their MOPlants ID.

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If any county needs additional verification forms or postage paid envelopes, please direct the county offices to email Lori Volkart at Lori.Volkart@mda.mo.gov.

If you have any questions or need further clarification, please contact Lori Volkart at 573-751-5509.

Sincerely,

Melissa May Certification Program Coordinator Bureau of Pesticide Control Missouri Department of Agriculture PO Box 630, Jefferson City, MO 65102 573-522-1637/ 573-751-0005 (fax) melissa.may@mda.mo.gov