Due to health concerns surrounding the COVID-19 virus situation, the difficult decision about cancelling all face-to-face teaching has been made.

Effective March 16th, all remaining scheduled PSEP training sessions are canceled. Here is the online based training as alternative to the face-to-face sessions:

- For private pesticide applicators, go the website: https://psep.education/applicator/ to register for the online private training course.

The PSEP Office Team will do everything possible to accommodate those that are inconvenienced by this situation. Please be patient. The cost for online Private Pesticide Training has been reduced to $40.00, the same as coming to a local class. Plan on 5-7 hours to complete the course. This doesn’t have to be all at one time. For specific questions people can contact:

PSEP (UNL)
377 Plant Sciences
University of Nebraska-Lincoln
Lincoln, NE 68583-0971
Phone: (402) 472-4340
Email: ode-ppdev@unl.edu

INSTRUCTIONS FOR USING THE ONLINE PORTAL:

1. Open your web browser to this link: https://psep.education/applicator/
2. If you have previously registered, **LOGIN** (move to step 6)  **OR**

3. If you have not used this website to renew your license before, you will need to create a new profile. On the left side of the screen, click on **REGISTRATION**.

4. You will be asked to type in your email address and your name. Click **SUBMIT**.

   The website will look to see if you were previously registered and (assuming you were not) will send you an email to the email address you put in the form with your registration/profile information and a temporary password.

5. Check your email to find the email with the registration information and a temporary password. Email will look like this below.

   ![Email Example](image)

   **NEW PROFILE MESSAGE:**
   
   PROFILE Successfully Created. Please check your email for additional instructions on accessing your profile.
   
   **REFRESH PROFILE MESSAGE:**
   
   Profile Data Successfully Refreshed.
   
   **SET PASSWORD MESSAGE:**
   
   TEMPORARY ACCESS CODE Successfully Set

6. This email will have the link you need to return to in order to login with your new profile. Go to the website: [https://psep.education/applicator/](https://psep.education/applicator/) again and, on the left side, type in your email address and the temporary password that was sent to you in the email. **CLICK SUBMIT**.
7. You will be required to set a new password. Create a new password which consists of letters and numbers only (no special characters or spaces) with a minimum of one each uppercase letter, lowercase letter, and number.

8. You will now see an introduction to the different icons which will help you navigate this training site. On the left hand side underneath your name, you will see 3 icons (home, training and profile). **Click on the Training Icon** (looks like a puzzle piece) to enter the training.

9. Now you will see at the top center of the page the title of Pesticide Safety Education Program Online Private Applicator Training. You must put your cursor over the top of this title graphic and the picture will change to **CLICK ON THE “N” FOR PSEP PRIVATE APPLICATOR TRAINING**. Click on those words.
10. The next section has a description and a refund policy. You will need to move your cursor over the title of Pesticide Safety Education Program Online Private Applicator Training. You must put your cursor over the top of this title graphic and CLICK ON THE “N” FOR PSEP PRIVATE APPLICATOR TRAINING PAYMENT.

11. You will be directed to a different web page which will ask for your billing information.
   - Fill out your information completely and pay the $40 fee.
   - This fee has been temporarily reduced from $75 because of the interruption of classes due to the COVID-19 issue.
   - Once you pay the fee, it’s final and non-refundable.
   - When this section is completed, you will be directed back to the training site to complete the testing.

12. When you are returned to the familiar training page, CLICK THE RED N TO START THE TRAINING.
13. The 10 modules that you will go through to complete the training will be listed on the right. **Click on Getting Started** for navigation instructions.

You will see the **General Information** under the Getting Started tab.

Under the Getting Started tab there is also information on **Navigating the Training**.
Under the Getting Started tab there is also information on what do When Training is Complete.

14. When you’re done with instructions, **Click on the Private Applicator Training Menu tab at the top.**

15. Begin the training modules by clicking on the Training icon (puzzle piece) next to the title you want
   a. 10 modules in total
   b. You can read through each module and complete the Assessment questions OR just complete the questions and pass with an acceptable score to go onto next module.
   c. You can complete a module, save it, and stop your testing saving it for later.
   d. If you stop part way through a module, it will NOT save it. Complete the module before exiting the training.
   e. Complete all 10 modules/Topic Assessment questions to complete the training.
16. When you start on the module, click on the Training icon (puzzle piece) next to the title (ex: **State and Federal Laws** is the first one in the list) and this screen will appear. You can try to test out of the module by answering all three **Assessment** questions on this page correctly to bypass State and Federal Laws menu.

If you have less then 100% on the Assessment questions, you will need to continue onto the State and Federal Laws menu and complete all the topics and questions in the module.

17. By clicking on the Training icon (puzzle piece) next to each topic in the module, you will see the Learning Objectives under the **Certification Requirements** tab, **Supplemental Materials** tab, **Exercise** tab, and then the **Certification Requirements Assessments** tab. The assessment tab needs to be completed with a 100% score for this topic to be completed.
18. Once you have completed all 10 modules, fill out the Certification and Licensing form completely. **CLICK SUBMIT.** This will go to the Nebraska Department of Ag to prove you completed the online training.

19. If you are recertifying, check **YES** you have an NDA Applicator ID.

20. Once you successfully complete the training, you will receive an email with your information that looks similar to the one shown below.

```
From: PSEP Administrator <npep@aurora.edu>
Sent: Sunday, March 15, 2020 9:14 PM
To: Nebraska Department of Agriculture (NDA) <nlizbeth.smith@nebraska.gov>
Cc: Pesticide Education Office <npep@aurora.edu>; Nathan Mueller <nathan.muller@aurora.edu>
Subject: Nebraska Department of Agriculture (NDA) Certification and Licensing Request

Dear Nebraska Department of Agriculture (NDA):

The PESTICIDE SAFETY EDUCATION PROGRAM is writing to inform you that NATHAN DALE MUELLER has successfully completed PRIVATE APPLICATOR TRAINING.

We have the following information on file:

Completion Date = 2020-03-16 02:08:42
Applicator Email = nathan.mueller@aurora.edu
Applicator DOB = Example
Applicator Address = Example
Applicator City = Lincoln
Applicator State = NE
Applicator Zip = Example
Applicator Phone = Example
Applicator ID = Example
Citizenship Status = U.S. Citizen

By submitting this request (NATHAN DALE MUELLER) attest that the information provided is true and correct to the best of my knowledge. I assert that I completed the required training myself and accept responsibility for all of the information presented in the training program.

Sincerely,
NATHAN DALE MUELLER
```
Give the NDA 2-3 weeks to process your paperwork. They will send you a **postcard** with information to obtain your license.

- $25 paid online (website is shown on the postcard) **OR**
- $25 check, with the postcard, in an envelope, send to the NDA with your NEB license # (recertification) or New applicator (initial) written in the Memo.

  Nebraska Department of Ag  
  301 Centennial Mall South  
  P.O. Box 94947  
  Lincoln, NE 68509-4947

If you have troubles or for specific questions, contact:

PSEP (UNL)  
377 Plant Sciences  
University of Nebraska-Lincoln  
Lincoln, NE 68583-0971  
Phone: (402) 472-4340  
Email: ode-ppdev@unl.edu

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