Go to the <u>Georgia Professional Certifications Course Access</u> storefront on the UGA marketplace. You will
Commercial Applicators
Light Service Employees, &

see three categories of courses shown here. Private Applicators

Click on the **"Homeowners, Public Service Employees, & Volunteers"** course category name. This will open the Private Applicators course description page. **Click** the **"Add To Cart"** button.

Home Register Log In	My Cart (0)			Search
All Stores	Homeowr	ners, Public Service Employees, & V	olunteers	
Select a Store	Home Georgia Professional Certifications Course Access Homeowners, Public Service Employees, & Volunteers			
Product Categories		Georgia Competent Applicator of Pesticides	Price:	\$20.00
All Products		Program (GCAPP)	Quantity:	1
Conferences		This course is designed to familiarize Georgians who are not, and do not, need to be licensed	Add To Cart	
Merchandise	A Stands	certified pesticide applicators with the basic		
Workshops		in Georgia are not required to have any pesticide		
		training unless they are using a restricted-use product or they apply any pesticide for a fee.		

This will open your Cart, and you will see a list of "Items in your Cart" and three options under the Total.

The second s			anaici
Cart			
Home Georgia Professional Certifications Course Access Homeowners, Public	Service Employees, & Volunteers Shopping Ca	n	
Items in your Cart			
Item Name	Store	Quantity Remove	Amount
Georgia Competent Applicator of Pesticides Program (GCAPP) Stock number: 7258450	Georgia Professional Certifications Course Access	1	\$20.00
		Total:	\$20.00

Click the **"Checkout**" button and the Address page for Contact Information will open asking you to enter your email address.

Delivery Address			
Home Cart Delivery Methods Address	Payment Methods Review Receipt		
Contact Information		Order Summary	
Please enter the email address for th	is Order.	Item Total:	\$25.00
*Email Address:	*Indicates required information	Total:	\$25.00
		Registered Users	
Continue Unregistered		Username: Password: Login	
		New Users Register Now	

Carefully type in your email address and then **click** on the "**Continue Unregistered**" button under the Email Address box. You will be taken to the Payment Methods page where you will enter your credit card information.

Payment Method			Order Summary	
Please select your payment met	hod.		Item Total: Tax:	\$25.0 \$0.0
*Payment Method:	Credit Card	Indicates required information	Total	\$25.0
Credit Card			You can use one code no	v. Cort
*Card Type: *Credit Card Number:	Select a Card Type	•	Promotional Code:	n Gait.
*Expiration Date:	04 • 2017 •		мррну	
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Security Code: Credit Card - Available credit c Credit Card - Available credit c Security Billing Information	View example ard issuers.			
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Security Code: Credit Card - Available credit of memory Document Billing Information Name: Address Line 1: Address Line 2. City:	View example ard issues. VISA			
Security Code: Credit Card - Analiable credit of memory Conversion (Conversion) Billing Information Name: Address Line 1: Address Line 2: 'Op; 'State:	View example ard issues. VISA VISA			
Security Code: Credit Card: Available credit of minima Decomp Control Cardinal Billing Information "Namo: "Address Line 1: Address Line 2: "City: "State: "21P Code:	View example ard issuers. Visx ViSX Ceorgia			

Once you have done that, **click** on the "**Continue**" button. That will take you to a Buyer Information page where you should enter the county in which you live (homeowners), volunteer (Master Gardeners and others) or are employed (Public Service Employees). Then click on the "Review Order" button to go to the Review Order page.

Review your order <u>carefully</u> and when you are satisfied **click** on the "Submit Order" button.

This will bring up your Order Receipt, which you can print for your records.

A copy of your Order Receipt will also be sent to your email address. The following steps will occur automatically once you submit your order. Dr. Mickey Taylor will immediately receive a notification of your order, including the name you entered on the Payment Methods page and your email address. Dr. Taylor will enroll you sometime during each workday, typically around 10:00 AM or 5:00 PM. He will send you an email with your user name and a temporary password. You will be required to change this temporary password when you log onto the gaprocerts.com site for the first time.

Your next step: After receiving your email from Dr. Taylor, go to the <u>Georgia Professional Certifications</u> webpage. The picture below is most of what you will see. Click on (Login) in the upper right corner of the screen.

gaprocerts			Q You are not logged in. (Log in)
UGA Georgia	a Professional Certification	S	
NAVIGATION IS Home = Search	Courses	Expand all	Is This Your First Time Here? Having a hard seeing content on the site? Press
Courses	 Private Applicator's License 		Control and the + key to zoom in on your PC and Command and + on your Mac.
Looking for the Commercial Study Guides or the GCAPP?	Georgia Private Pesticide Applicator Certification Training – Opens May 1	0	
Hill If you haven't visited the UGA Marketplace Pesticide Safety Education store and purchased access to the training course that you wills to take, you will need to do that before proceeding with registration on this site. Once your payment for a course has been processed and cleared, you will receive a Payment Receipt with your order confirmation and enrollment in the course(s) you've chosen. Micky Tajóv (micky@uga.edu) will send you an email with your login information.	- Commercial Study Guide		
	Corregia Commercial Pesticide Applicator Core Manual Study Guide Course 1	1	
	Corregia Commercial Pesticide Applicator Core Manual Study Guide Course 2	(j)	
	$\xi_{\rm p}^{\rm s}$ Georgia Commercial Pesticide Applicator Core Manual Study Guide Course 3	١	
	- Home Owners, Public Service, and Volunteers		
Pesticide Safety	Georgia Competent Applicators of Pesticides Program	(j)	
Education Program			, . ,

The screen will change to show the following. Enter your username and the temporary password provided by Dr. Taylor. Follow the instructions for changing your password to a permanent one of your

choosing. Passwords must contain a minimum of 8 characters, at least one uppercase (capital) letter, at least one lowercase letter, one number (0-9), and one non alphanumeric character (! @ # \$ % & *).

Q You are not logged in.

Separation
Sectors Cecregia Professional Certifications

Tors

Log in

Username / email
Password

Remember username
Log in

Forgotten your username or password?

Cookies must be enabled in your browser (2)

Once you have changed your password, you will go to a screen showing the list of courses currently available on the Georgia Professional Certifications website. Click on Georgia Competent Applicators of Pesticides Program under the heading Home Owners, Public Service, and Volunteers. You will then see the screen shown in the picture below. Carefully read the welcome and instructions as these will help you navigate through the training. Then click on GCAPP Part 1 Pest Management, Labeling, and Formulations. Part 1 will open in a new window. When you complete Part 1, close that window and you will see a check mark in the box on the far right beside Part 1's title. Proceed by clicking on GCAPP Part 2 Pesticide Hazards, PPE, and Pesticides in the Environment.



When you have completed Part 3 and the check mark appears in the box to the right, you can begin the exam by clicking on it. Once you have achieved a passing score, you will see that the Certificate of Completion may be printed. This Certificate shows that you have completed a basic pesticide safety education program and remains in effect for five years. This does not entitle you to purchase any Restricted Use Pesticide (RUP) or qualify you for any pesticide applicator license. It only demonstrates your foresight and responsibility in seeking training in basic pesticide safety procedures.