

VAAFM PESTICIDE LICENSE ONLINE Renewal – Account Setup

Online renewals open 45 days before your renewal expiration date. We will also mail paper renewals by December 11th for applicators that have not renewed online.

RECIPROCAL Applicators: Online licensing is NOT available. You must renew via mail.

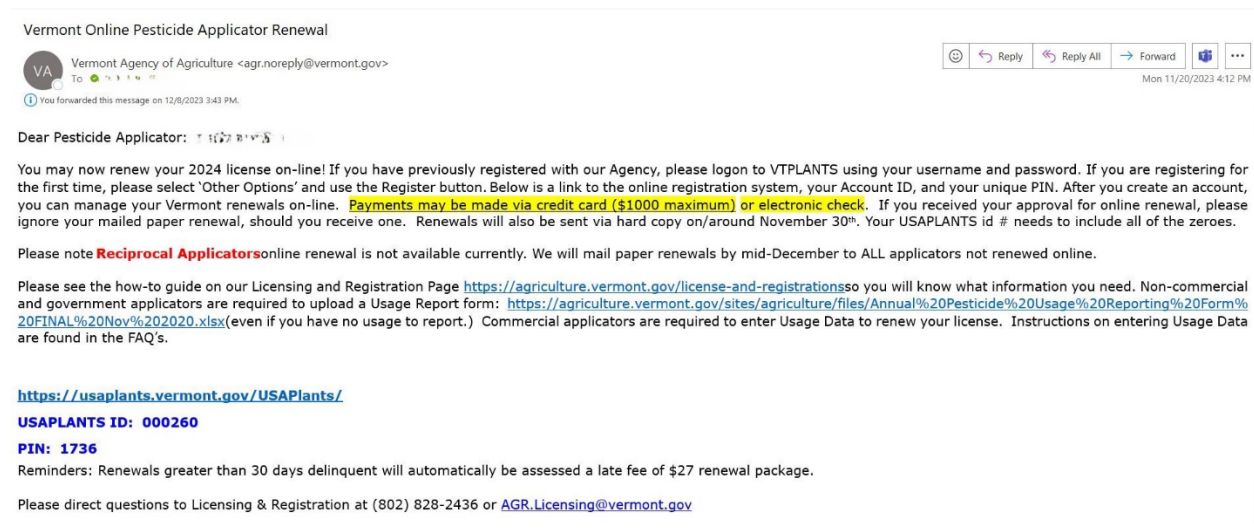
For commercial pesticide companies and applicators renewing online, the company must renew before the applicators. Login under the commercial pesticide company account first. From the company's summary page, you can renew the company license AND the company's applicators.

Non-commercial (includes government) and private applicators will login with their personal account information.

If we have your email address, you will first receive an email renewal message in November. The email message will be from agr.noreply@vermont.gov with the subject line 'Vermont Online Pesticide Applicator Renewal'.

If you do not receive the email for renewal, it means we do not have your email address, or it may have been filtered to your junk email folder. Please email agr.pest@vermont.gov to provide us with your current email address.

Here is an example of the email renewal message:



The screenshot shows an email titled "Vermont Online Pesticide Applicator Renewal" from the Vermont Agency of Agriculture. The email body contains the following text:

Vermont Online Pesticide Applicator Renewal

Vermont Agency of Agriculture <agr.noreply@vermont.gov>
To: [redacted]

You forwarded this message on 12/8/2023 3:43 PM.

Dear Pesticide Applicator:

You may now renew your 2024 license on-line! If you have previously registered with our Agency, please logon to VTPLANTS using your username and password. If you are registering for the first time, please select 'Other Options' and use the Register button. Below is a link to the online registration system, your Account ID, and your unique PIN. After you create an account, you can manage your Vermont renewals on-line. **Payments may be made via credit card (\$1000 maximum) or electronic check.** If you received your approval for online renewal, please ignore your mailed paper renewal, should you receive one. Renewals will also be sent via hard copy on/around November 30th. Your USAPLANTS id # needs to include all of the zeroes.

Please note **Reciprocal Applicators** online renewal is not available currently. We will mail paper renewals by mid-December to ALL applicators not renewed online.

Please see the how-to guide on our Licensing and Registration Page <https://agriculture.vermont.gov/license-and-registrations> so you will know what information you need. Non-commercial and government applicators are required to upload a Usage Report form: <https://agriculture.vermont.gov/sites/agriculture/files/Annual%20Pesticide%20Usage%20Reporting%20Form%20FINAL%20Nov%202020.xlsx> (even if you have no usage to report.) Commercial applicators are required to enter Usage Data to renew your license. Instructions on entering Usage Data are found in the FAQ's.

<https://usaplants.vermont.gov/USAPlants/>
USAPLANTS ID: 000260
PIN: 1736

Reminders: Renewals greater than 30 days delinquent will automatically be assessed a late fee of \$27 renewal package.

Please direct questions to Licensing & Registration at (802) 828-2436 or AGR.Licensing@vermont.gov

Those who do not renew online will receive a paper copy of your renewal paperwork in the mail in December.

After you have received your renewal information, if you wish to renew online, visit <https://usaplants.vermont.gov/usaplants/SecurityLogin.aspx>

If you already have registered an account, login with your login information (see FAQ below) and begin the online renewal. Instructions for how to renew online are available on VAAFMS website, and you are encouraged to review them.

If you need to register an account, here are step-by-step instructions to setup an account:

How to Register for an Account

1. Visit <https://usaplants.vermont.gov/usaplants/SecurityLogin.aspx>
2. Click on 'Register'.
3. Fill out the information on the webpage. The webpage should look like this:

Vermont Agency of Agriculture
Food and Markets
vermont.gov

VTPlants Home Page

Register User
Please refer to your renewal for your USAPLants ID and PIN ID.

USAPLants ID:* [Need Help?](#)

Pin ID:* [Need Help?](#)

New User Name:*

Email Address:*

First Name:*

Last Name:*

Phone:* - -

New Password:*

Confirm Password:*

[Home](#) | [Divisions](#) | [Pesticide Program](#)

You can find your PIN and USAPlants ID (same as VT ID) in your renewal email (see 1st image above) or on your renewal paperwork. Here is an example of the renewal paperwork:



PESTICIDE COMPANY LICENSE RENEWAL – 2020

RENEW YOUR LICENSE ONLINE USING A CREDIT CARD OR ELECTRONIC CHECK AT
<https://usaplants.vermont.gov/USAPlants/>. REGISTER FOR AN ACCOUNT USING PIN 24812

VT ID: 0013K4 **Certificate #** 1662
Applicant Name: Controlling All Pests
Address: 116 STATE ST
MONTPELIER VT 05602
Telephone: 802-000-0000
Email:

RENEWAL FEE: \$75.00

To complete this application, also include your applicators' individual fees, forms, and annual pesticide usage reports.

APPLICATORS TO BE CERTIFIED IN VERMONT FOR 2020
(Cross out applicators not applying for renewal)

William Shakespeare

4. Once your account is created, you can login to begin the online renewal process - <https://usaplants.vermont.gov/usaplants/SecurityLogin.aspx>

FAQ:

I forgot my username. How do I find it?

Contact VAAFMs certification and training section at agr.pest@vermont.gov or call and leave a message at 802-828-1732 and they can look it up.

I forgot my password. How do I reset it?

On the VT Plants login page, there is a 'Forgot Password' button. Please try this first. If you are unsuccessful using the online password reset, please contact agr.pest@vermont.gov or 802-828-1732 (leave a message) and ask for assistance with resetting your password.