VAAFM - ONLINE Renewal - Non-Commercial (includes government)

IMPORTANT! TO RENEW ONLINE, YOU WILL NEED A DIGITAL FILE OF YOUR ANNUAL USE REPORT. You can use whichever format you wish – Word document, pdf, Excel Spreadsheet, etc. Fill out your Annual Use Report before you renew online. If you would like a pdf version of the Annual Use Report, please email agr.pest@vermont.gov.

Currently applicator certifications are not assessed a late fee. Please be aware that this may change in the future.

CREDITS – You can lookup how many credits you need to recertify. Click <u>here</u> and enter your license number (ie, if your license number is 123-4567 or P-4567, enter 4576) and last name.

If you do not have enough credits to recertify, send credit slips or quizzes **BEFORE** the end of the year. You can email them (scans or photos) to agr.pest@vermont.gov or mail them to VAAFM – C&T, 116 State St. Montpelier, VT 05620. We accept credit slips from all New England and NY states.

Applicator certifications not renewed within ONE YEAR of the date of expiration will be considered lapsed and will require retesting to become certified again.

How to renew online – non-commercial/government:

1. Login to USAPlants with your login information. You should see this:



2. In the Account Tasks section, click on '1 License(s) Due For Renewal'.

3. Select your license to renew. Click on 'Add Selected Items To Cart'.



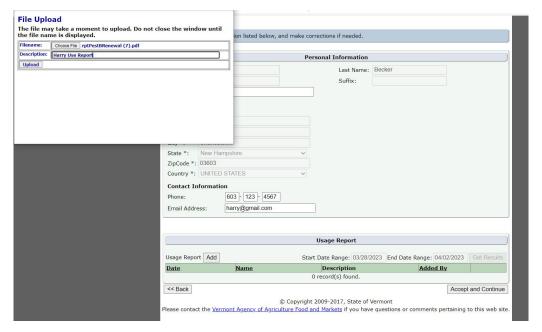
4. Click on 'Verification Needed'.



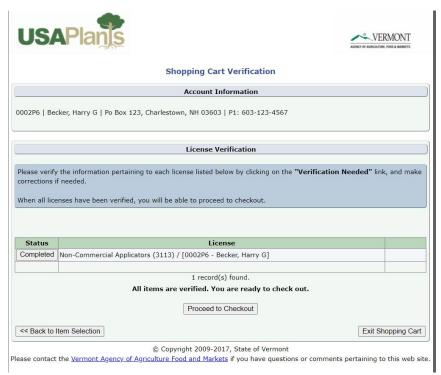
5. Review the information. You will need to upload your Annual Use Report on this page. Click on 'Add' in the Usage Report section.

lease verify t	he information listed below, and	make corre	ctions if needed.			
		Perso	onal Information			
First Name:	Harry		Last Name:	Becker		
Middle Initial	: G		Suffix:			
Vebsite:						
lome Addre	ess					
ine 1 *: F	Po Box 123					
ine 1 :: F	-0 D0X 123					
	Charlestown					
	New Hampshire	~				
ZipCode *: 0						
Country *:	UNITED STATES	~				
Contact Info	ormation					
Phone:	603 - 123 - 4567					
Email Addres	s: harry@gmail.com					
	0.21 (1.11 (0.2) (1.11 (1					
		U	Isage Report			
sage Report	Add	Start [Date Range: 03/28/2	2023 End Date	e Range: 04/02/2023	Get Result
ate	Name		Description		Added By	
		0 r	ecord(s) found.			

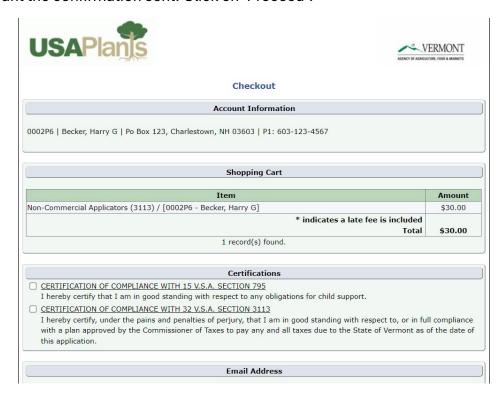
6. Upload your Annual Use Report. Click on 'Choose File', find your use report on your device, type a description, and click on 'Upload'. **NOTE!!** If you are not getting the file upload box, be sure to allow pop-ups from this site.



7. You should now see 'Completed' by your name. Click on 'Proceed to Checkout'.



8. In the 'Certifications' section, check the boxes. Enter the email address where you want the confirmation sent. Click on 'Proceed'.



- 9. Select your payment method. Click on 'Next'. NOTE! Federal government employees pay no fees so you should be done after step 8.
- 10. Enter your Billing Information. Click on 'Next'
- 11. Fill out your payment information. Click on 'Next'. Your renewal should now be complete!

FAQ:

Can I email a pdf or excel spreadsheet of my Annual Use Report?

No. If renewing online, you must upload your use report.

I sent a use report with my golf course permit renewal, do I need to include it with my applicator renewal?

Yes. Your golf course permit renewal is separate from your applicator renewal. They are not the same. You still need to include your Annual Use Report with your applicator renewal.

I work for the state of Vermont, can I renew online and pay with an interagency money transfer?

No. To renew online as a state employee, you will need to use a credit card, like a p-card to pay.

I forgot my username. How do I find it?

Contact VAAFM's 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.