

## **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](mailto: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 [here](#) 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](mailto: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:

The screenshot shows the USAPlants user interface. At the top, there are logos for USAPlants and the Vermont Agency of Agriculture, Food & Markets. A navigation bar includes links for Home, Account Summary, Programs, Reset Password, Logout, and Your Cart. The main heading is 'Non-Commercial Applicators Information'. Below this, there are several sections: 'Account Summary' showing user details (0002P6 | Becker, Harry G | Po Box 123, Charlestown, NH 03603 | P1: 603-123-4567); 'License Information' with fields for Plants ID (0002P6), Certification ID (3113), Status (Delinquent), Issue Date (12/30/2016), Expire Date (12/31/2022), and Original Effective Date (05/25/2001); 'Account Tasks' with a link for '1 license(s) due for renewal'; and three expandable sections for 'Payments', 'Employers', and 'Exams'.

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'.

### Shopping Cart

**Account Information**

0002P6 | Becker, Harry G | Po Box 123, Charlestown, NH 03603 | P1: 603-123-4567

Licenses, Product Registrations and Tonnage available for renewal/payment are displayed below. Please select the items you would like to add to your shopping cart.

When you have completed your review, click the **"Add Selected Items to Cart"** button to proceed to the next step.

[Exit Shopping Cart](#)

**Licenses**

[Select All On Page](#) | [Select None On Page](#) |  Show All



Select	Program Type / [Account]	Status	Expire Date
<input type="checkbox"/>	Non-Commercial Applicators (3113) / [0002P6 - Becker, Harry G]	Delinquent	12/31/2022

1 record(s) found.

[Add Selected Items to Cart](#)
[Clear Shopping Cart](#)
[Exit Shopping Cart](#)

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Please contact the [Vermont Agency of Agriculture Food and Markets](#) if you have questions or comments pertaining to this web site.

4. Click on 'Verification Needed'.

### Shopping Cart Verification

**Account Information**

0002P6 | Becker, Harry G | Po Box 123, Charlestown, NH 03603 | P1: 603-123-4567

**License Verification**

Please verify the information pertaining to each license listed below by clicking on the **"Verification Needed"** link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	
Verification Needed	Non-Commercial Applicators (3113) / [0002P6 - Becker, Harry G]	

1 record(s) found.

**Items pending verification: 1**

[Proceed to Checkout](#)

[<< Back to Item Selection](#)
[Exit Shopping Cart](#)

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

**License Information Verification**

Please verify the information listed below, and make corrections if needed.

**Personal Information**

First Name:  Last Name:   
 Middle Initial:  Suffix:   
 Website:

**Home Address**

Line 1 \*:   
 Line 2:   
 City \*:   
 State \*:   
 ZipCode \*:   
 Country \*:

**Contact Information**

Phone:  -  -   
 Email Address:

**Usage Report**

Usage Report  Start Date Range:  End Date Range:

Date	Name	Description	Added By
0 record(s) found.			

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- 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.

**File Upload**

The file may take a moment to upload. Do not close the window until the file name is displayed.

Filename:  rplPestBRenewal (7).pdf  
 Description:

**Usage Report**

Usage Report  Start Date Range:  End Date Range:

Date	Name	Description	Added By
0 record(s) found.			

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

**USAPlanjs** **VERMONT**  
AGENCY OF AGRICULTURE, FOOD & MARKETS

### Shopping Cart Verification

**Account Information**

0002P6 | Becker, Harry G | Po Box 123, Charlestown, NH 03603 | P1: 603-123-4567

**License Verification**

Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License
Completed	Non-Commercial Applicators (3113) / [0002P6 - Becker, Harry G]

1 record(s) found.

**All items are verified. You are ready to check out.**

[Proceed to Checkout](#)

[<< Back to Item Selection](#) [Exit Shopping Cart](#)

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Please contact the [Vermont Agency of Agriculture Food and Markets](#) if you have questions or comments pertaining to this web site.

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

**USAPlanjs** **VERMONT**  
AGENCY OF AGRICULTURE, FOOD & MARKETS

### Checkout

**Account Information**

0002P6 | Becker, Harry G | Po Box 123, Charlestown, NH 03603 | P1: 603-123-4567

**Shopping Cart**

Item	Amount
Non-Commercial Applicators (3113) / [0002P6 - Becker, Harry G]	\$30.00
<b>* indicates a late fee is included</b>	
<b>Total</b>	<b>\$30.00</b>

1 record(s) found.

**Certifications**

**CERTIFICATION OF COMPLIANCE WITH 15 V.S.A. SECTION 795**  
I hereby certify that I am in good standing with respect to any obligations for child support.

**CERTIFICATION OF COMPLIANCE WITH 32 V.S.A. SECTION 3113**  
I hereby certify, under the pains and penalties of perjury, that I am in good standing with respect to, or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due to the State of Vermont as of the date of this application.

**Email Address**

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 VAAFMs certification and training section at [agr.pest@vermont.gov](mailto: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](mailto:agr.pest@vermont.gov) or 802-828-1732 (leave a message) and ask for assistance with resetting your password.