

VAAFM – ONLINE Renewal – Private Applicators

IMPORTANT!! Private applicators must renew and recertify by April 1st after the date of their certification expiration. Any private certificates not renewed by April 1st will be considered lapsed and you must retake the exam.

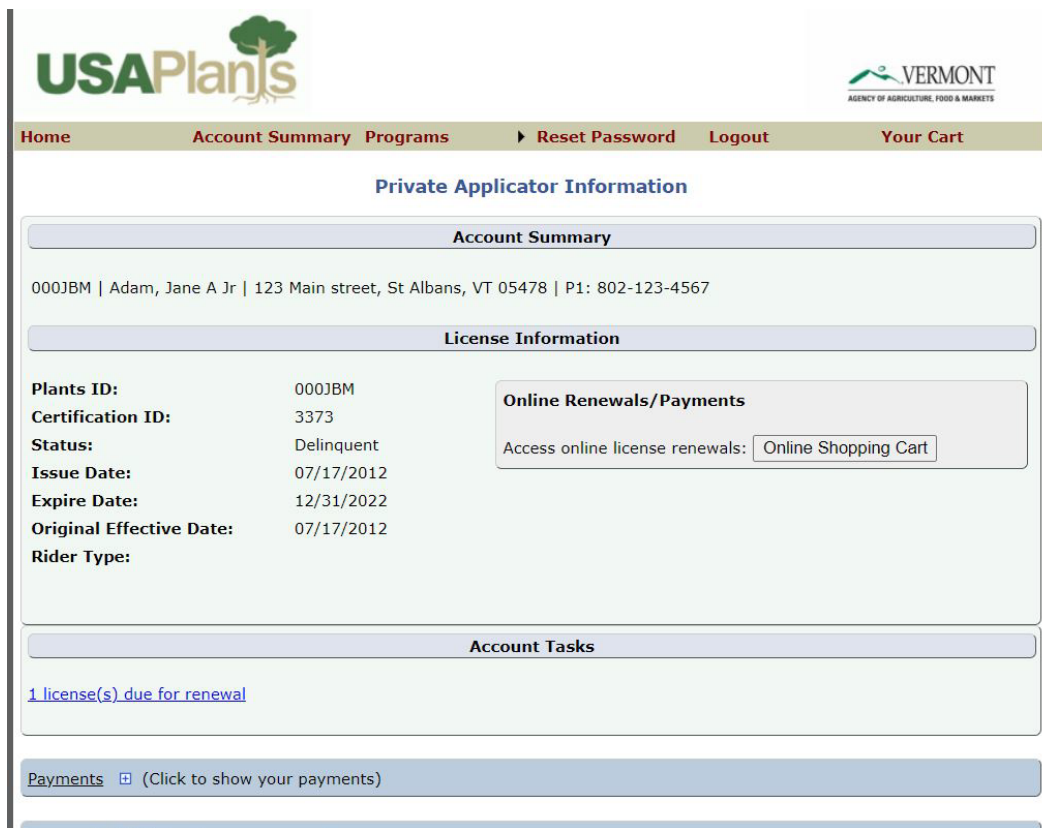
Currently applicator certifications are not assessed a late fee. Please be aware that this may change in the future.

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 or mail them to VAAFM – C&T, 116 State St. Montpelier, VT 05620. We accept credit slips from all New England and NY states.

How to renew online – private applicators:

1. [Login to USAPlants](#) with your login information. You should see this:



The screenshot displays the USAPlants website interface for a private applicator. At the top, there is a navigation bar with links for Home, Account Summary, Programs, Reset Password, Logout, and Your Cart. The main content area is titled "Private Applicator Information" and is divided into three sections: Account Summary, License Information, and Account Tasks. The Account Summary section shows the user's profile: 000JBM | Adam, Jane A Jr | 123 Main street, St Albans, VT 05478 | P1: 802-123-4567. The License Information section displays a table of license details and an "Online Renewals/Payments" box with an "Online Shopping Cart" button. The Account Tasks section shows a link for "1 license(s) due for renewal" and a "Payments" button with a plus sign and the text "(Click to show your payments)".

Account Summary	
000JBM Adam, Jane A Jr 123 Main street, St Albans, VT 05478 P1: 802-123-4567	

License Information	
Plants ID: 000JBM	Online Renewals/Payments Access online license renewals: <input type="button" value="Online Shopping Cart"/>
Certification ID: 3373	
Status: Delinquent	
Issue Date: 07/17/2012	
Expire Date: 12/31/2022	
Original Effective Date: 07/17/2012	
Rider Type:	

Account Tasks	
1 license(s) due for renewal	
Payments + (Click to show your payments)	

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'.

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

Shopping Cart

Account Information

000JBM | Adam, Jane A Jr | 123 Main street, St Albans, VT 05478 | P1: 802-123-4567

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"/>	Private Applicators (3373) / [000JBM - Adam, Jane A, Jr]	Delinquent	12/31/2022

1 record(s) found.

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

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4. You must click on 'Verification Needed'.

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Shopping Cart Verification

Account Information

000JBM | Adam, Jane A Jr | 123 Main street, St Albans, VT 05478 | P1: 802-123-4567

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	Private Applicators (3373) / [000JBM - Adam, Jane A, Jr]

1 record(s) found.

Items pending verification: 1

[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.

5. Review the information. Click on 'Accept and Continue'.

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

USAPlanjs  

Shopping Cart Verification

Account Information

000JBM | Adam, Jane A Jr | 123 Main street, St Albans, VT 05478 | P1: 802-123-4567

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	Private Applicators (3373) / [000JBM - Adam, Jane A, Jr]

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

USAPlanjs  

Checkout

Account Information

000JBM | Adam, Jane A Jr | 123 Main street, St Albans, VT 05478 | P1: 802-123-4567

Shopping Cart

Item	Amount
Private Applicators (3373) / [000JBM - Adam, Jane A, Jr]	\$25.00
* indicates a late fee is included	
Total	\$25.00

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

8. Select your payment method. Click on 'Next'.

9. Enter your Billing Information. Click on 'Next'.
10. Fill out your payment information. Click on 'Next'. Your renewal should now be complete!

FAQ:

I forgot my username. How do I find it?

Contact VAAFV'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.