COUNTY LICENSING PROGRAM

Licensing Exams For COUNTY AGRICULTURAL INSPECTOR/BIOLOGIST

Separate exams are being offered for the following licenses:

- COMMODITY REGULATION
- INVESTIGATION & ENVIRONMENTAL MONITORING
- INTEGRATED PEST MANAGEMENT
- PEST PREVENTION AND PLANT REGULATION
- PESTICIDE REGULATION

APPLICATION AND FEES

Applications must be filed electronically at: https://apps1.cdfa.ca.gov/countylicensingexam/. Candidates may file for up to three exams in any exam cycle. A fee of $75.00 will be charged for the administration of each exam. Fees for all exams must be remitted with the electronic application via credit or debit card. Refunds will be issued to candidates not meeting minimum qualifications.

EXAM LOCATIONS

Exams will typically be administered at the Agricultural Commissioner/Sealer of Weights and Measures office located in each county. Candidates currently employed by a county will be scheduled in that county. Candidates not employed by a county will be scheduled in the county in which they live.

APPLICATION CUT-OFF DATES

Applications are accepted continuously. Qualified candidates submitting applications before each cut-off date will be scheduled for testing in the corresponding administration period indicated below. Applications received after a cut-off date will be held over for the next administration period.

Exams will be administered two times per 12-month period. For 2019, the cut-off and anticipated exam dates are:

<table>
<thead>
<tr>
<th>Start Application Filling Date</th>
<th>Application cut-off date</th>
<th>Exam Administration</th>
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<tbody>
<tr>
<td>November 1, 2018</td>
<td>December 10, 2018</td>
<td>January 28-February 1, 2019</td>
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<tr>
<td>March 1, 2019</td>
<td>May 31, 2019</td>
<td>July 22-26, 2019</td>
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All first-time applicants, if they have not done so, must submit their transcripts and be approved to take our exams two weeks before the application cut-off date to cdfa.county_exams@cdfa.ca.gov.

ELECTRONIC EXAMS

All electronic exams are temporary postponed and are unavailable throughout the state until further notice. We are working very hard to get them back up. We want to thank you for all your patience.
NOTICE OF EXAM AND RESCHEDULING

Candidates will receive notice of the exam location, date, and time at least twenty-one (21) days prior to the exam date. If you believe you have applied and paid fees for an upcoming exam and have not received this notice, please contact the CDFA Licensing program at 916-653-5866 or cdfa.county_exams@cdfa.ca.gov as soon as possible. Candidates unable to present an examination notice may not be allowed into the exam.

Candidates wishing to reschedule exams must notify the County Licensing Program at least seven (7) days before the scheduled testing date. Failure to provide this advance notice, and not appearing for an exam, will result in fee forfeiture and necessitate re-applying for the exam in a future cycle. Candidates noticing the program at least seven days before the scheduled testing date will be rescheduled during the current cycle or postponed to the next exam cycle at the discretion of the Licensing Program. No fee refunds will be issued to qualified candidates.

MINIMUM QUALIFICATIONS

Candidates must qualify under at least one of the following criteria to be admitted to the exam:

1) Possession of one or more valid statewide specific category licenses as a County Agricultural Inspector/Biologist; or

2) Possession of a Bachelor’s degree from an accredited four-year college with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences; or

3) Possession of a Bachelor’s degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the following disciplines:
   - Agricultural Science,
   - Biological Science,
   - Chemical Science,
   - Physical Science,
   - Mathematics, and/or
   - Statistics

Candidates registered as senior students in an accredited four-year college in one of the specializations listed above may be admitted to exams, but a license will not be issued until proof of graduation is provided by the applicant.

Candidates qualifying under method (2) or (3) above, must submit copies of their qualifying degree and/or transcripts. Degrees and transcripts should be scanned and e-mailed to the County Licensing Program at cdfa.county_exams@cdfa.ca.gov

EXMINATION INFORMATION AND SCOPE

Personal calculators may be used during the exam. Other personal effects, including purses, backpacks, and cell phones will not be allowed in the exam room and should be stored in a secure location prior to arriving for testing.

All exams will consist of multiple-choice questions testing the candidate’s knowledge of applicable subject matter as indicated below. Separate exams are given for each subject area.
**Pesticide Regulation**
- Laws and regulations pertaining to pesticides and pest control.
- Licensing and certification requirements.
- Economic poisons; pesticide types, formulations, toxicity, hazards, residues, and labeling.
- Pesticide application equipment, application techniques, and label interpretation.
- Field inspections and record audits.
- Calibration of pesticide application equipment.

**Investigation and Environmental Monitoring**
- Administrative procedures and hearings.
- Enforcement actions and standards.
- Environmental monitoring and hazard assessment.
- Investigative procedures and sampling techniques.
- Pest management systems. (Grapes).
- Public and media relations.

**Integrated Pest Management**
- Identification, life histories, treatments, thresholds, monitoring techniques, hosts, and relative importance of and types of damage caused by common insects, mites, snails and slugs, nematodes, and diseases of agricultural crops and ornamental plants commonly grown in California.
- Principles of plant pest management including chemical, cultural, and biological means i.e. biological control
- Major crops grown in California and areas of the State where they are grown.
- Botany, plant culture, and physiologic and genetic disorders of plants.
- Identification and protection measures for federally listed endangered species associated with vertebrate pest control.
- The crop depredating mammals and birds of California and the type depredation they cause.
- The methods and procedures used for the management for each of the depredating animals.
- The animal-borne diseases transmissible to man, methods of transmission, vectors and the importance of the disease.
- The laws, regulations and guidelines affecting the authority and responsibilities of governmental agencies and private individuals performing vertebrate pest management activities.
- Safe application of agricultural chemicals.
- Fundamentals of economic botany, native flora including classification and distribution of noxious weeds in California.
- Methods, techniques and equipment used in the survey, detection, identification, suppression, control and eradication of noxious weeds.
- Fundamentals of the botany and plant physiology of poisonous plants and their toxic effects.
- Chemical, biological, cultural and other means of control of agricultural weeds.
- The use of herbicides, their mode of action and possible hazard to susceptible crops.
- State and Federal laws pertaining to the control of noxious weeds.
- Weed pest ratings.
- Safe application of agricultural chemicals.
- Food and Agricultural Code provisions pertinent to bee management.
Commodity Regulation

- Defects, maturity, marking and labeling requirements, standard containers and sampling requirements pertaining to fruits, vegetables and eggs.
- Packing and marketing of fruits and vegetables.
- California standardization and egg laws.
- Fruits, vegetables, seasons and their areas of production.
- Direct marketing.
- Organic products.
- Investigative and enforcement techniques.

Pest Prevention and Plant Regulation

- Methods of pest detection; pest and plant identification; commodity treatment; life histories and host plants of pests; distribution of pests, insects, mites, snails, slugs, nematodes, weeds, plant diseases, mammals, and birds.
- Federal and State plant quarantines.
- Plant quarantine provisions of the Food and Agricultural Code.
- Phytosanitary inspection and certification.
- Plant propagation and taxonomy.
- Methods of detection, identification, control and distribution of pests of nursery plants, insects, mites, snails, slugs, nematodes, weeds, and plant diseases.
- Laws, regulations, and inspection procedures and practices pertaining to nursery stock.
- Agricultural seeds, vegetable seeds, weed seeds, and prohibited and restricted noxious weed seeds.
- Laws and regulations pertaining to seed inspection programs including definitions, licensing, assessment, county subvention program, the Seed Advisory Board, seed certifying agencies, labeling requirements, sampling violations, and general procedures pertaining to seed inspection.
- Culture, handling, packaging, labeling and marketing seeds.

Suggested reading lists and study topics, specific to each exam, are available on CDFA’s “County Relations” website online at [http://www.cdfa.ca.gov/exec/county/County_Liaison.html](http://www.cdfa.ca.gov/exec/county/County_Liaison.html) by clicking on the “Exams” link.

LICENSES

A minimum rating of 70 percent must be achieved on each exam for a passing score. Upon passing an exam, a license of eligibility will be issued to the candidate. Licenses are valid for five (5) years unless revoked.

California law requires all county employees working in the capacity of Agricultural Inspector or Biologist to possess licenses demonstrating job proficiency. While the CDFA is tasked with overseeing the testing and licensing of potential candidates, each county is responsible for hiring and determining the qualifications of its own employees. To be hired, candidates must qualify for the licenses of eligibility exams and meet all requirements of the hiring county. Counties may require additional experience or education beyond that of the licensing exam requirements.

Expanding licenses may be renewed, at the request of the license holder, without further examination if the holder is employed in any county agricultural or weights and measures position, with the California Department of Food and Agriculture, or with the California Department of Pesticide Regulation. A holder of a license of eligibility who is not employed in one of the above capacities, but who otherwise meets the minimum license qualifications, may apply to renew the license prior to its expiration upon passing a requalifying exam.
RIGHT OF APPEAL

Exam results may be appealed within thirty (30) days after the Notice of Exam Results has been sent to the candidate. Appeals must be in writing and addressed to the Secretary of the California Department of Food and Agriculture, 1220 "N" Street, Sacramento, California 95814. To be considered, appeals must include the exam title, date of exam, and basis of appeal. Written examination material will not be made available for review.

For questions or assistance regarding licensing exams, please contact the CDFA County Licensing Program at
cdfa.county_exams@cdfa.ca.gov or 916-653-5866

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