Step by Step Guide for Online testing:
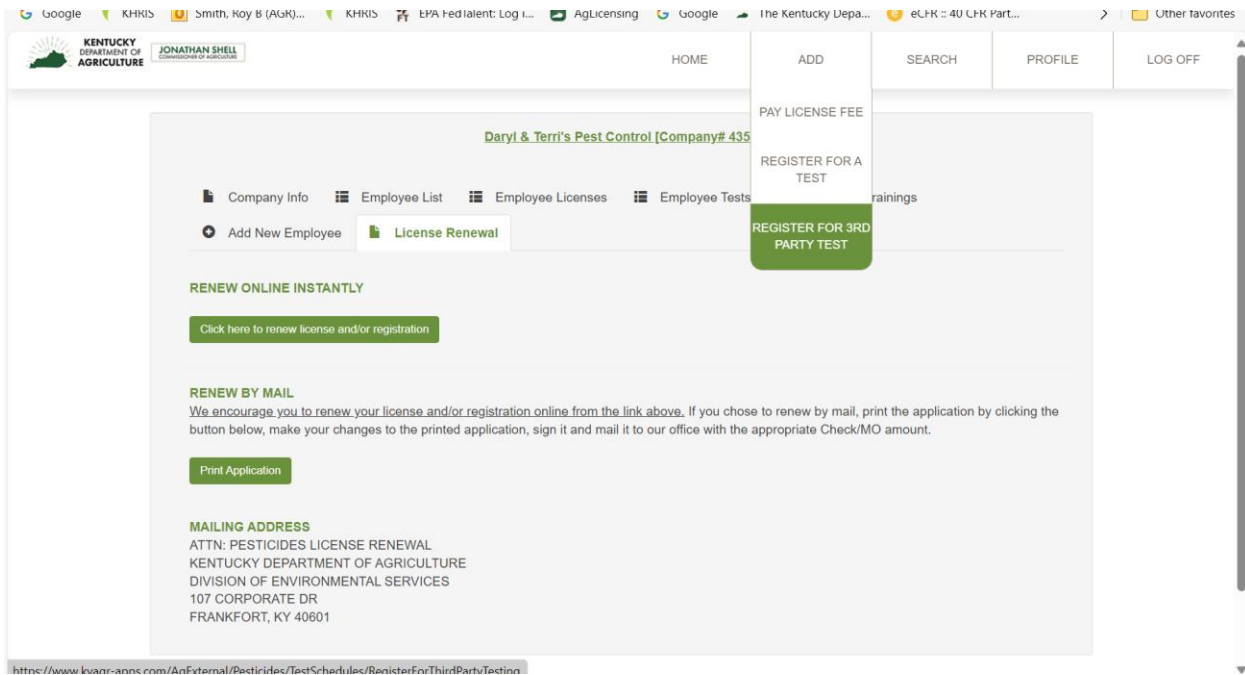
1) Log into either the applicator or company portal.

2) Select Add, then select Register for an Online Test.

3) Select the person and the test. The cost for each test will be $52.00, of which, $27.00 will go to Everblue as the contracted fee for testing services.

4) Click Process and Proceed to the payment screen.

5) Once the payment has been processed, an email will be sent from Everblue to the individual's email that is on file with instructions and a link to the Exam Portal. You have 30 days to take the exam.

The email will look like this:

A new account has been created for you at the Kentucky Pesticide Online Exam Portal and you have been issued a new temporary password.

Your current login information is:

Username
Password

To start using the Kentucky Pesticide Online Exam Portal, login at:

https://ky.pesticide.onlinetestportal.com/

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then copy and paste the address into the address line at the top of your web browser window.

Please note that you must complete your exam within the next 30 days.

6) Click the link and enter the Usename and Password provided. If you have issues with the password, click Forgot Password and create a new password.

Here are the requirements:

Before taking the exam, please be sure you have read and understood the technology requirements as well as the proctoring rules before taking your exam. Failure to follow the guidelines may result in retaking the exam and payment of any associated fees.

<u>Technology Requirements:</u>

- **Use a traditional desktop or laptop. You cannot take the exams from mobile devices (e.g., Chromebook, iPhone, iPad, Android device, etc.).**
- **Check to be sure your computer operating software is up to date. Your operating system must be updated and at minimum: Windows 10+ or MacOS 10.13+.**
- **You will need to have Internet Speed Upload: 1 Mbps and Download: 2 Mbps. Tethering, VPNs, or Hotspots are not suggested.**
- **You need a working webcam and microphone.**
- **You can only use ONE monitor; dual monitors are not allowed.**
- **You will need administrative rights to your computer to download the proctoring tool.**
- **Use an updated version of Google Chrome, Edge, Firefox or Safari.**
- **Shut down your computer and restart before entering the exam and DO NOT OPEN OTHER APPLICATIONS on your computer other than this exam.**

Proctoring Requirements:

Your exam session will be recorded, monitored, and reviewed. Any cheating or assistance from others will NOT be tolerated. If it's determined that you received any type of assistance or cheated in any way, your exam results for all exams taken during that session may be invalid, and exam fees forfeited.

The exams are CLOSED BOOK exams - no outside reference materials are allowed. Any use of calculators, notes, dictionaries, or other reference materials not provided to you within the exam session is strictly prohibited.

- Have a government-issued ID (driver's license, etc.) ready. You will be prompted to display the FRONT of your ID in the webcam before taking the exam.
- Candidates must use ONLY the on-screen resources.
- An online calculator will be available during the exam.
- Mobile devices, such as cell phones, CANNOT be in the room.
- Smartwatches CANNOT be in the room.
- DON'T use headphones or earbuds.
- DON'T shut off or block your camera or microphone during your entire exam. Failure to maintain a working webcam and mic or blocking such devices will terminate your exam session and/or disqualify you from the exam.
- Remain facing towards the webcam for the duration of your exam session so your entire face, eyes, and mouth are visible.
- It is strongly encouraged to remove headwear that may block the view of the tester's face and/or eyes and prevent proctoring.
- Choose a quiet area for your exam that is free of distractions or other people.