

Module 12 — Ohio Records, Renewal, Recertification & Reciprocity

CORE exam · 11 practice questions · The exact record fields ODA requires, the same-day and ten-day rules, the September 30 renewal, the third-year recertification maths, and which states Ohio reciprocates with.

Key numbers & facts to memorise

Written	In English, the DAY of application
Submitted	To the central/registered location within 10 DAYS
Retained	3 YEARS
Licence expires	September 30 annually; late renewal to March 31 if hours were done by Sept 30
Recertification	Every 3rd year: 5 hours minimum (1 CORE + 0.5 per category). Credits do NOT carry over

The record fields, the deadlines, and the retention period

Ohio commercial applicators must keep a record of each pesticide application, and the rules are specific enough that they are reliably examined. Records must be **written in English**, must be **made the day of the application**, must be **submitted to the applicator's central or registered business location within 10 days**, and must be **retained for three years**. Writing the week up on Friday is a violation even when every substantive detail is correct — the timing requirement is independent of the accuracy requirement.

The required content covers who, where, when, what and how much: the **name and address of the customer or property owner**; the **location of the treated site**; the **date and time** of application; the **brand name and EPA registration number** of every product applied; the **rate and the total amount applied**; the **size of the area treated**; the **target pest**; the **name and licence number of the applicator**; and, for outdoor applications, the **weather conditions** at the time of application. Restricted-use pesticide applications carry additional federal and state recordkeeping expectations layered on top.

Drone operators should record more than the minimum because they can. Add release height, droplet class or atomiser setting, effective swath, ground speed, observed downwind buffer, start and end times, and — where relevant — the endangered-species bulletin you checked and the hive locations you notified. Your flight controller already logs most of it; exporting the log and attaching it to the record costs a minute and produces evidence no ground applicator can match. In a drift complaint, the investigator asks what, at what rate, in what conditions, and where the boundary was. A complete same-day record answers all four in five minutes.

Renewal on September 30, and the March 31 grace window

Ohio commercial applicator licences and pesticide business licences are valid for one year and **expire on September 30**. Renewal is annual: submit the renewal with the current fee, and confirm that your recertification obligation is satisfied. Calendar the date the day your card arrives, because the licence lapsing is the one administrative failure that can stop your business mid-shoulder-season.

There is a limited grace path. If you miss September 30 you may still renew **through March 31** — but only if all required recertification hours were completed **before September 30**. In other words, the grace window forgives late paperwork, not late education. If the hours were not earned in time, the grace window does not help you and you may be facing exams again.

Fees are set by rule and change, so verify on the form you are actually submitting. Current OSU Extension guidance for commercial applicators lists a **\$35 application fee and a \$35 annual renewal fee**, with additional charges for categories as applicable and separate fees for the pesticide business licence. Relative to the cost of a spray drone, licensing is the cheapest line item in the business — and the one whose absence shuts everything else down.

Recertification: the third-year maths that catches people

Ohio does not require continuing education every single year. Instead, **every third year before renewal** you must recertify, and you can do it one of two ways: **retake the exams**, or **earn at least 5 credit hours** of ODA-approved continuing instruction. The 5 hours are structured, not free-form: a minimum of **1 hour of CORE**, plus a minimum of **0.5 hour for each category you hold**, with the remainder in any category. Hold CORE plus Category 1 Aerial and you need 1 hour CORE, 0.5 hour Category 1, and 3.5 hours in anything approved.

The rule that costs people their licence is that **credits do not carry over**. Hours earned beyond the requirement in one cycle do not bank toward the next, and hours earned after the deadline do not retroactively fix a lapse. Attend earlier in the cycle rather than in the final winter, and verify with ODA's **recertification credit search** that the hours were actually posted — a sign-in sheet is not a receipt.

OSU Extension's Pesticide Safety Education Program runs most of Ohio's approved recertification programming, including winter conference sessions across the state and online options; pested.osu.edu/commercialrecert lists what is scheduled. Treat the content as useful rather than as a box to tick: labels acquire new droplet-size restrictions and mitigation menus, endangered-species bulletins update monthly, and Ohio's handling of uncrewed application continues to develop. Recertification is where you learn about a change before a neighbour learns about it for you.

Reciprocity, and moving between states

Ohio may issue a commercial applicator licence **without an Ohio exam** to applicators already licensed in certain states. The current reciprocity list includes **Alabama, Florida, Georgia, Illinois, Indiana, Louisiana, Michigan, Minnesota, Mississippi, New York, Pennsylvania, Texas, Virginia and West Virginia**. Reciprocity is discretionary and category-dependent, so confirm the specific categories with ODA rather than assuming a blanket transfer — and confirm before you decline to schedule an exam.

Reciprocity runs both ways in practice, which matters if your service territory crosses a state line. An Ohio licence does not automatically authorise work in Indiana, Michigan, Kentucky, Pennsylvania or West Virginia; each state licenses independently, and several require a separate business licence and proof of

insurance filed in that state. Custom applicators near a border should get licensed in every state they intend to invoice in, and should not rely on a customer's belief that "it's all federal."

Also remember that reciprocity applies only to the pesticide credential. Your **FAA** authorisations — Part 107, aircraft registration, the Section 44807 exemption and the Part 137 certificate — are federal and travel with you, but their conditions and limitations may restrict where and how you may operate. Keep the pesticide and the aviation paperwork in one binder (and one cloud folder) so that whichever regulator asks, you produce the whole file at once.

Practice questions

Answer these closed-book, then check against the answer key that follows. Ohio requires 70% to pass.

1. Ohio commercial applicator application records must be written:

- A) Within 30 days
- B) The same day as the application, in English
- C) Whenever convenient
- D) Only when the customer requests it

2. Records must be submitted to the central or registered business location within:

- A) 24 hours
- B) 10 days
- C) 30 days
- D) 90 days

3. Ohio commercial application records must be retained for:

- A) 1 year
- B) 2 years
- C) 3 years
- D) 7 years

4. Which is NOT a required field in an Ohio commercial application record?

- A) EPA registration number of each product
- B) Total amount applied and area treated
- C) The applicator's personal bank details
- D) Target pest

5. Ohio commercial applicator and pesticide business licences expire on:

- A) December 31
- B) September 30
- C) March 31
- D) Your birthday

6. If you miss the September 30 renewal, you may still renew through March 31 only if:

- A) You pay double
- B) All recertification hours were completed before September 30
- C) You retake CORE
- D) You move to another state

7. Ohio recertification is required:

- A) Every year
- B) Every third year before renewal
- C) Every five years
- D) Never

8. The minimum recertification structure for Ohio is:

- A) 5 hours, all CORE
- B) 5 hours: at least 1 hour CORE plus at least 0.5 hour per category held, remainder any category
- C) 2 hours, any topic
- D) 10 hours per category

9. Recertification credit hours earned beyond the requirement:

- A) Carry over to the next cycle
- B) Do not carry over
- C) Double in value
- D) Replace the renewal fee

10. Ohio may license without an Ohio exam applicators already licensed in which of these states?

- A) California
- B) Indiana
- C) Oregon
- D) Arizona

11. The OSU Extension figure for the Ohio commercial applicator application fee is:

- A) \$10
- B) \$35
- C) \$100
- D) \$250

Answer key & explanations

- 1. B)** The same day as the application, in English — Records must be in English and made the day of the application.
- 2. B)** 10 days — Ohio requires submission to the applicator's central or registered location within 10 days.
- 3. C)** 3 years — Three years is the Ohio retention period for commercial applicator application records.
- 4. C)** The applicator's personal bank details — Records cover customer, site, date/time, product and EPA reg number, rate and total, area, target pest, applicator name and licence number, and weather for outdoor work.
- 5. B)** September 30 — Both expire September 30 annually.
- 6. B)** All recertification hours were completed before September 30 — The grace window forgives late paperwork, not missing recertification hours.

7. B) Every third year before renewal — Every third year you either retake the exams or earn at least 5 approved credit hours.

8. B) 5 hours: at least 1 hour CORE plus at least 0.5 hour per category held, remainder any category — At least 5 total hours: 1 hour CORE minimum, 0.5 hour minimum per category held, remainder in any category.

9. B) Do not carry over — Credits do not carry over between recertification cycles.

10. B) Indiana — The reciprocity list includes AL, FL, GA, IL, IN, LA, MI, MN, MS, NY, PA, TX, VA and WV. Confirm categories with ODA.

11. B) \$35 — ANR-0140 lists \$35 application and \$35 annual renewal. Fees are set by rule — verify on the current ODA form.