



Green Industries Best Management Practices (GI-BMP) DVD Training Program

Authorized Test Proctors – Policies and Procedures

Eligibility and limitations for proctoring the GI-BMP certification post-test are detailed below. The following policies apply only to testing of students who have completed the official Green Industries Best Management Practices **DVD training program**.

Authorized proctors must follow the designated testing procedures, including:

- Communicate with the GI-BMP State Office (gi.bmp@ifas.ufl.edu or 352-273-4517) to request tests for specific students at least 10 days in advance for regular mail, or 3 business days in advance for expedited shipping at the requestor's expense.
- Assure that everyone taking the test is registered as a DVD student, either via individual, online registration, or batch registration (using standard Excel template).
- Check photo IDs and receive either a signed affidavit of completion or a test authorization voucher from each student.
- Follow test administration protocols (documented on next page).
- Within 7 days of the designated test date, return all tests (including unused blanks) along with affidavits or vouchers and Transmittal form to the UF/IFAS GI-BMP State Office in Gainesville.

Criteria for Authorized Proctors

UF/IFAS Extension Agents and Staff

- Agent(s) or staff responsible for coordinating in-person GI-BMP classes for the extension may proctor the test or designate appropriate staff members to do so. If the Extension office does not offer GI-BMP classes, Florida Yards & Neighborhoods or commercial horticulture staff should identify the appropriate proctor to coordinate with the GI-BMP State Office.

GI-BMP Certified Instructors

- Must be an active instructor in good standing. Requirements to maintain "active" status are detailed in the GI-BMP Instructor Manual.

CPCOs and Certified RUP Applicators

- Must hold a current CPCO or Restricted Use Pesticide Applicator license and provide a copy to the GI-BMP State Office.
- Must hold a GI-BMP certificate of training dated 2006 or later.
- CPCOs may only administer the test to DVD-trained employees for whom they would be responsible to provide training per 482.091 Florida Statutes to meet the requirements for FDACS pesticide ID card holders. (Those employees need not meet the requirements for a pesticide ID card holder at the time they take the GI-BMP test).
- Certified Applicators may only administer the test to DVD-trained employees they supervise directly and are responsible for training per 487.1585(1) Florida Statutes.

GI-BMP Test Administration Instructions

1. It is the proctor's responsibility to ensure an adequate testing environment. There should be no disturbances in the room to allow concentration.
2. Please assure that #2 pencils and erasers are available.
3. It is a closed book test – no notes or reference materials are allowed.
4. Electronic devices with e-mail, chat or texting capabilities (e.g. cellular phones) cannot be used during the test.
5. Assure that the student understands how to fill out the test form. Please cover these points:
 - Last name and date of birth must match those given on the Affidavit of Completion, and must be bubbled-in correctly.
 - The time to complete the test is one hour.
 - Use only a #2 pencil to mark on the test.
 - Mark only one answer per question.
 - If a mistake is made, it should be erased completely.
 - Answer all the questions -- do not leave any blank.
6. Each student should complete and sign an Affidavit of Completion with a valid DVD serial number.
7. The proctor should request photo ID from any student not personally known.
8. All test forms received must be mailed back to the GI-BMP State Office within 7 days after the scheduled test date.
 - Include a completed, signed Proctored Test Transmittal Form.
 - Retain a copy of the completed tests until the tests are processed in Gainesville.
 - A signed affidavit must accompany each completed test in order to qualify for a Training Certificate.

Passing the Test / Certification

The test has a total of 40 questions. The passing score is 75%, a maximum of ten wrong answers. Either a certificate of training or a notification of failure will be mailed to the address stated in the student registration within two weeks of test date. DVD students may re-take the test one time if a passing score is not achieved on the first attempt.

Questions?

If you have any questions about the test procedures, please contact the UF/IFAS GI-BMP State Office for assistance: 352-273-4517 or gi.bmp@ifas.ufl.edu