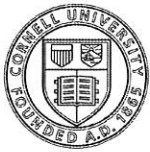


HOME GROUNDS FACT SHEET



Cornell University
Cooperative Extension
Nassau County



Nassau County
Horticulture Program
East Meadow Farm
832 Merrick Avenue
East Meadow, NY 11554
Phone: 516-565-5265

How to Become a **Certified Pesticide Applicator**

1. Find out about the 30-hour training course.

INSTRUCTORS:

Category 3A Landscaping, Turf, Tree Care

- Nassau Suffolk Landscape Gardeners Assoc.
631 665-2250
- Tom Piper (categories 6, 7 and 8 also)
631 427-8145
- Joe Savage
631 462-5992 (categories 8 and 5 also)
- Arnie Linzer
516 766-5555 (categories 7a and 8 also)

Category 7 Pest Control Operators

- Richard Appel (category 3 also)
631 329-4430
- Professional Certified Applicators of L.I.
516 763-2530 (categories 3, 7A and 7C also)
- Michael Deutsch
516 799-4866 (categories 5B and 8 also)

2. Call The Department of Environmental Conservation (DEC) at 631 444-0341 or 718 482-4994 for a test appointment and information packet. Make sure your test date is after you complete your 30-hour course.

- **Call before coming to be sure manuals are in stock, especially if you are buying large quantities.**
- **Prices are subject to change without notice**

3. Obtain training manuals from the nearest Cooperative Extension office (if they are not provided as part of your training course). You will be required to have the following:

■ **Core Manual**

YOU MUST PASS THE CORE TEST (CLOSED BOOK) BEFORE YOU WILL BE ALLOWED TO TAKE A CATEGORY TEST.

Category 3 Ornamentals and Turf

- Category 3 manual
- Cornell Pesticide Recommendations for Trees and Shrubs
- Cornell Pesticide Recommendations for Turfgrass

Category 7A Structural and Rodent

- Category 7A manual
- Cornell Recommendations for Control of Vertebrates

Category 7C Termites

- Category 7C manual
- Applicator's Guide to Termite Control Regulations in NYS

Category 5 ■ Aquatic Pest Control

Category 6 ■ Right-of-Way Pest Control

Category 7B ■ Fumigation

Category 7D ■ Lumber and Wood Products

Category 7F ■ Food Processing

Category 7G ■ Cooling Towers

Category 8 ■ Public Health Pest Control

Category 10 ■ Research and Demonstration

STUDY TO PASS YOUR TEST

D-2-2 AAH/In revised RT 2/10

4. Become a member of the organizations appropriate for your field of work.

- Cornell Cooperative Extension of Nassau County* 516 565-5265
**Commercial enrollment \$40 per year*
- Nassau Suffolk Landscape Gardeners Assoc. 631 665-2250
- Long Island Nursery & Landscape Assoc. 516 249-0545
- Long Island Arboricultural Assoc. 516 454-6550
- New York State Arborists 845 855-0225
- Irrigation Assoc. of N.Y. 631 424-0170
- Long Island Flower Grower's Assoc. 631 298-5308
- New York State Turfgrass Assoc. 1-800 873-TURF
- Professional Certified Applicators of L.I., Inc. 516 763-2530

5. Continue your education.

- Regular meetings of the above organizations offer you the opportunity to talk with experienced members of your profession. Important information is exchanged at these meetings.
- Attend seminars; most offer credits toward pesticide recertification. You need 10 credits in three years to avoid retesting.
- SUNY Farmingdale offers many valuable night courses.



6. Visit your local Cornell Cooperative Extension office for titles of reference books that will assist you in your work and should be part of your professional library.

IF YOU ARE STARTING YOUR OWN BUSINESS

7. Contact your town hall for business license requirements. In addition, those in the landscape industries should contact the Dept. of Consumer Affairs for a license: Nassau 516 571-3871, Suffolk 631 853-4599.

8. Contact a reputable accountant, attorney and insurance company for the following:

SALES TAX NUMBER

■ Sales tax is to be collected on any services rendered (lawn cutting, pruning, applying fertilizer and pesticides). Sales tax is not collected on capital improvements (landscape plantings, sod installation, sprinkler systems). Sales tax on supplies for the job is to be paid by the contractor at the time of purchase.

FEDERAL IDENTIFICATION NUMBER

■ You need this number if your business is a partnership or corporation, or if you have any payroll. It is not needed if you are the sole proprietor and have no employees. Use your social security number.

■ If there is a payroll, you need **workmen's compensation** and **disability insurance**. If your business is a corporation and you are the sole owner with no employees, workman's compensation and disability insurance do not have to be taken. If a sub-contractor you hire doesn't have workmen's compensation, you are responsible for paying workmen's compensation on the total fees paid to the sub-contractor.

■ You must have **insurance** - both liability and accident coverage. Contact the DEC at 631 444-0341 for details. Your town may have additional requirements.

■ Have your attorney assist you in drawing up a simple **contract** for your customers. Specify payment policy - discounts for payment in full in advance, budget customer monthly payment plans, etc. What work or materials are guaranteed and to what extent? What are the customers' responsibilities (watering before or after fertilizer or pesticide application)? Speak to experienced people in your field for suggestions.

9. Consider routing systems

- both concentration and scheduling. Landscapers want to schedule their commercial accounts early in the week so their grounds will be at their peak during the business week. Homeowners want their property at its best for the weekend. Pest control operators want to reverse this schedule. Office buildings would prefer to have pesticides sprayed before the weekend when their employees and clients will not be around to come in contact with the spray, particularly if the product has an odor.

10. Office set up - you must operate efficiently. Will you need a bookkeeper, secretary or computer program? How will your customers get in touch with you? Do you have a fax, cell phone, beeper?

11. You must keep **accurate records**, especially if pesticides are involved. The DEC can audit your books over a period of seven years. If you squirt one dandelion with a ready-to-use spray, you'd better record it. Also record weather conditions. Contact the DEC at 631 444-0341 for more information.

STATUTORY REQUIREMENTS FOR BUSINESSES EMPLOYING WORKERS

Federal and state laws require that businesses employing workers
(even part-time workers) must comply with the following:

LISTED BY REQUIREMENTS and the DEPARTMENT TO CONTACT

SOCIAL SECURITY AND EMPLOYER IDENTIFICATION NUMBER

*(check the blue pages of your phone book
for the office nearest your business)*

Social Security Administration

170 Old Country Rd.
Mineola, NY 11501
1-800 772-1213

133 W. Sunrise Highway
Freeport, NY 11520
1-800 772-1213

25-27 E. Park Ave.
Long Beach, NY 11561
1-800 772-1213

WORKMEN'S COMPENSATION AND DISABILITY

Workmen's Compensation Board

175 Fulton Ave.
Hempstead, NY 11550
866 805-3630

UNEMPLOYMENT INSURANCE

Division of Labor

New York Division of Employment
Unemployment Insurance

303 Old Country Rd.
Hicksville, NY 11801
888 209-8124

PESTICIDE REGULATIONS AND TO REGISTER A PESTICIDE BUSINESS

Bureau of Pesticides Management

Department of Environmental Conservation

50 Wolf Rd., Room 498
Albany, NY 12233-7254
518 457-7482

(1-3 pm, weekdays)

Building 40
State University of NY
Stony Brook, NY 11794
631 444-0341

HOME IMPROVEMENT LICENSES

Nassau - Consumer Affairs

200 County Seat Dr.
Mineola, NY 11501
516 571-3871

Suffolk - Consumer Affairs

County Center
North Complex - Building 340
Veterans Memorial Highway
Hauppauge, NY 11788-1017
631 853-4600

TO FILE NAME OF BUSINESS

Nassau County Clerk

County Office Building
240 Old Country Rd.
Mineola, NY 11501
516 571-2664

A BUSINESS TO BE INCORPORATED MUST BE FILED WITH THE STATE

New York State Department of State

Division of Corporations
41 State St.
Albany, NY 12231
518 473-2492

EMPLOYER IDENTIFICATION NUMBER

Internal Revenue Service

P.O. Box 400
Holtsville, NY 11742
1-800 829-1040

CLASSES IN HORTICULTURE AND ENTOMOLOGY

State University of NY at Farmingdale

Route 110
Farmingdale, NY 11735

Dept. of Horticulture 631 420-2113
main switchboard 631 420-2000
bookstore 631 249-3048