

# HOME GROUNDS FACT SHEET



Cornell University  
Cooperative Extension  
Nassau County



**Horticulture Program**  
Eisenhower Park  
East Meadow, NY 11554  
516 228-0426  
Fax 516 228-0426

## 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

*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension in Nassau County provides equal program and employment opportunities.

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

- Cornell Cooperative Extension of Nassau County\* 516 228-0426  
\*Commercial enrollment \$40 per year ext. 15
- 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