



Maryland Department of Agriculture

Office of Resource Conservation

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Joseph Bartenfelder, Secretary
James P. Eichhorst, Deputy Secretary

Nutrient Management Program

The Wayne A. Cawley, Jr. Building
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Annapolis, Maryland 21401
www.mda.maryland.gov

Agriculture | Maryland's Leading Industry

410.841.5959 Baltimore/Washington
410.841.5950 Fax
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NUTRIENT MANAGEMENT PROGRAM
nminfo.mda@maryland.gov

Dear Professional Lawn Fertilizer Applicator License Holder:

As a professional lawn fertilizer applicator license holder you are responsible for ensuring that each employee involved in lawn fertilizer application has completed an approved training program. The purpose of the training is to instruct employees in the proper use of fertilizer and the basic principles of lawn management.

An employee who has not successfully completed the approved training may only apply lawn fertilizer if a Certified Professional Fertilizer Applicator (PFA) is physically present at the site. An individual must complete the required training within 30 days of employment and before the Employee ID and Registration Request form is submitted to the Maryland Department of Agriculture (MDA).

The training must include the required topics listed in the Regulations 15.20.10 Fertilizer Application Requirements for Land Not Used for Agricultural Purposes. Training requirements are met by using the MDA presentation "Fertilizer Applicator Training," available for download from the MDA Nutrient Management Web site (visit www.mda.maryland.gov/fertilizer and follow the "Training Requirements and Registration Form for Non-Certified Fertilizer Applicators" link).

Upon completion of the training the attached *Trained Employee Registration Form* must be submitted that lists the employee's name, social security number or driver's license number, and date of training along with \$15 registration fee in order to register each new employee. Public agencies are exempt from the registration fees. You may make copies of the form in order to register additional employees. Be sure to retain a completed copy of the form for your records.

An employee's registration is required to be renewed annually by submitting the Registered Employee Renewal form and submitting the annual registration fee for each employee. An employee's registration is valid from date of issue through June 30 of each year. If an ID card is lost, stolen or damaged there will not be a fee associated with issuing a replacement ID card. A written request with the employee's name must be submitted when requesting a replacement card.

Upon termination of an individual's employment you need to inform MDA in writing that the individual is no longer an employee of the company, or agency. The attached *Trained Employee Termination Form* can be used to notify MDA when an employee leaves. You may also email your Nutrient Management Specialist directly to notify the department of a termination. The two specialists are Judy.Mcgowan@maryland.gov and Kelly.love@maryland.gov.

Should you have any further questions regarding the training requirements for registering an employee, contact this office at nminfo.mda@maryland.gov, or one of the specialists above.

Sincerely,

Bryan Harris
Implementation Coordinator



**Nutrient Management Program
Trained Employee Registration Form
Turfgrass Fertilization**

Mail to:
Maryland Department of Agriculture - NM Program
50 Truman Pkwy #201
Annapolis, MD 21401

Make checks payable to:
Maryland Department of Agriculture

Complete the following information to register a new employee and to request an I.D. card. There is a \$15 fee for registering each new employee. Fees do not apply to ID cards issued for public agencies. Employee Registrations expire June 30 of each year, regardless of the date issued.

NOTE: This form does not serve as a Change In Status form for a Registered Employee when there is a change in employment.

PLEASE TYPE OR PRINT LEGIBLY:

FERTILIZER APPLICATION BUSINESS LICENSE HOLDER

| | | | |
|-------|-------|----------------|-------|
| Name | _____ | Position/Title | _____ |
| Email | _____ | Fed. EIN | _____ |

BUSINESS/AGENCY NAME AND ADDRESS

| | | | |
|------------------|-------|------------|-------|
| Company Name | _____ | Phone | _____ |
| Mailing Address | _____ | Alt. Phone | _____ |
| Street or PO Box | | _____ | |
| City | State | Zip | |

Physical Address

Street

City State Zip



**Nutrient Management Program
Trained Employee Registration Form
Turfgrass Fertilization**

TRAINED EMPLOYEES

| Print Name | Signature | Social Security No. / Driver's License No. | Date of Training |
|------------|-----------|--------------------------------------------|------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |

Photocopy this sheet, if necessary.

Total Number of Employees Registered _____ x \$15 = \$ _____ Payment Enclosed

I hereby verify that the individual(s) listed on this form have successfully completed training in accordance with Section 15.20.10 et seq. Annotated Code of Maryland of the Regulations Pertaining To The Fertilizer Use Act of 2011.

License Holder Signature _____ Print Name _____ License No. _____ Date _____

Falsification of any information could result in Civil Penalties or place your Professional Fertilizer Applicator Business License Certificate in jeopardy.



**Nutrient Management Program
Trained Employee Termination Form
Turfgrass Fertilization**

BUSINESS/AGENCY NAME AND ADDRESS

| | | | |
|-----------------|---------------------------------|---------------------|------------------------------|
| Company Name | Fed. EIN | | |
| Mailing Address | Phone | | |
| | Alt. Phone | | |
| Employee Name | Certificate or Registration No. | Date of Termination | Is I.D. card being returned? |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Photocopy this sheet, if necessary.

Authorized Signature

Print Name & Title

Date

Falsification of any information could result in Civil Penalties or place your Professional Fertilizer Applicator Business License Certificate in jeopardy.