Maryland
Department of Agriculture

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Office of Resource Conservation

Nutrient Management Program

Wes Moore, Governor
Aruna Miller, Lt. Governor
Kevin M. Atticks, Secretary
Steven A. Connelly, Deputy Secretary

The Wayne A. Cawley, Jr. Building
50 Harry S. Truman Parkway
Annapolis, Maryland 21401
mda.maryland.gov/conservation

410-991-3114 | Cell
craigj.mcsparran@maryland.gov | Email

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. The employee should be competent to handle and apply fertilizer without posing undue harm to the environment.

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, and date of employment along with $15 registration fee in order to register each new employee. Public agencies and certified applicators 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 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 F*orm **can be** used to notify MDA when an employee leaves, **OR** you may email nminfo.mda@maryland.gov.

Should you have any further questions regarding the training requirements for registering an employee, contact one of your Nutrient Management Specialists: Sarah Butcher at saraha.butcher@maryland.gov or Nicole Nagy at nicole.nagy@maryland.gov.

Sincerely,



Bryan Harris
Implementation Coordinator

Rev. 102115

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 December 31st 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. **OR** Driver's License No. & State	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

PCA 56103 OBJ 5823

Rev. 060222

Nutrient Management Program

Trained Employee Termination Form

Turfgrass Fertilization

BUSINESS/AGENCY NAME AND ADDRESS

Company Name	MDA-F Number		
Mailing Address	Phone		
	Alt. Phone		
Employee Name	Trained Employee (TE) 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.