

Prescribed Materials Application Business Licence (PMAB)

(For Individuals Engaged in the Business of Applying Prescribed Materials to Agricultural Land)

Updated September 2015

Overview of PMAB

You are required to have a Prescribed Materials Application Business (PMAB) Licence if you are **engaged in the business of applying prescribed materials** (agricultural source materials or non-agricultural source materials) to:

- the land of an agricultural operation that requires a Nutrient Management Plan (NMP) and/or
- an application site in a NASM Plan.

Licences are valid for five years.

Authorized Agent

PMAB Licences are issued to an individual who may act as an authorized agent for a company. A business or corporation which conducts application activities must:

- Designate an authorized agent who holds a valid PMAB Licence
- Have the authorized agent for a company advise OMAFRA in writing that they are the authorized agent and
- Notify the director, in writing, within 15 days of any change in status of authorized agent(s).

What does it mean to be an authorized agent?

You must have ongoing and regular involvement in the operational aspects of the principal's prescribed materials application business (*see O.Reg. 267/03 s. 105 (1.1)*).

Core Competencies

The skills and knowledge required for the PMAB Licence can be found in the Prescribed Materials Application Business Licence Core Competencies, available at www.nutrientmanagement.ca.

Licence Requirements

1. Take the Course

There is one required course for the PMAB Licence, offered in English and French:

- Prescribed Materials Application Business Licence Course

You must have taken this course within two years of writing your exam to have it applied to your licence requirements.

PMAB Licence Course

This one-day classroom course helps you become familiar with the Nutrient Management Act, 2002 (NMA), O. Reg. 267/03 and associated protocols; and examines how the NMA directly affects a land application businesses applying prescribed materials on farms with a Nutrient Management Plan or NASM Plan. It is delivered in conjunction with the Broker Certificate Course.

Course Schedule

To view the course schedule and to register for a course, visit www.nutrientmanagement.ca or call Ridgetown Campus.

2. Pass an Exam

This exam covers materials taught in the course as well as the skills and knowledge outlined in the PMAB Licence Core Competencies. A passing grade is 75% or greater.

The exam is offered at the end of the classroom course or on a set monthly schedule throughout the province. To view the exam schedule or register for the exam, visit www.nutrientmanagement.ca or contact Ridgetown Campus.

You will have three opportunities to complete the exam successfully. If you fail the second time you write the exam, you must wait three months before you write again to allow time for you to improve your knowledge of the subject matter.

Note: Since the Prescribed Materials Application Business (PMAB) Licence Course is held in conjunction with the Broker Certificate Course, completion of both courses qualifies you to write both the Broker Certificate /PMAB Licence exam for one exam fee.

You must apply for your licence within a year of passing the exam.

Accommodations

We will work to provide reasonable accommodations to candidates having physical, learning or linguistic barriers that may affect their ability to write the exam. Please contact Ridgetown Campus to discuss your options.

Applying for the Licence

After you take the PMAB course and pass the exam, complete the Application for Prescribed Material Application Business Licence found at www.nutrientmanagement.ca or call Ridgetown Campus to have an application sent to you. Mail or e-mail the completed application to the address indicated on the form. You must submit your application within one year of the date you passed the exam. If you wait longer than one year, you will be required to retake the exam. Successful completion of the PMAB exam also makes you eligible for a Nutrient Application Technician Licence (a separate application is required).

Licence Conditions

Under section 108 of the Regulation, the Director may issue a licence subject to any conditions that he/she considers appropriate. This may include conditions that are consented to by the applicant, imposed by a Director, or ordered by the Tribunal.

Refusal to Issue a Licence

Under s. 109(1), the Director may refuse to issue a licence if:

- The applicant is in contravention of the Act or this Regulation, or is in breach of a condition of another licence issued under Part X;
- The applicant is not competent to carry on the activity that would be authorized by the licence; or
- The past conduct of the applicant affords reasonable grounds for belief that the activity that would be authorized by the licence will not be carried on with honesty and integrity.

Licence Renewals

Licences are valid for five years from the date of issue. Applicants who hold a Prescribed Material Application Business Licence that has not been suspended or cancelled and **has not expired** can apply for a renewal. It is your responsibility to know the expiry date of your licence. We suggest that you begin the renewal process at least six months before your licence expires.

To renew your licence, you must have written and passed (75% or greater) the PMAB exam within the last year, and submit your application before your existing licence expires. It is highly recommended that you take the required course again before writing the exam.

To view the exam schedule, visit www.nutrientmanagement.ca or contact Ridgetown Campus.

To apply for the licence after you pass the exam, complete the Application for Prescribed Materials Application Business Licence, found at www.nutrientmanagement.ca or call Ridgetown Campus to have an application sent to you.

Expired Licence

If your licence has expired, you must apply as a new applicant and meet all the licence requirements.

Additional Expectations

Stay Current in Your Field

Licence holders are expected to keep up to date with the nutrient management legislation and actively pursue additional learning opportunities to remain competent in the field of nutrient management. This may include update sessions offered by OMAFRA. Updates can be found at www.nutrientmanagement.ca

Performance Guidelines

Performance guidelines have been developed by OMAFRA that go beyond the regulatory requirements, skills and knowledge listed in the core competencies. These guidelines are intended to provide consistent guiding principles for PMAB Licence holders that reflect best management practices for the industry and good professional services to their clients. PMAB Licence holders are encouraged to follow these guidelines in their daily practice. The Performance Guidelines are available at www.nutrientmanagement.ca.

Other Considerations

If you are operating application equipment in a field requiring a NMP or NASM Plan, you will also need to hold a Nutrient Application Technician Licence. If you have successfully passed the PMAB exam, you can apply for the Nutrient Application Technician Licence without taking the required course or exam.

For more information about courses and exam schedules:

University of Guelph Ridgetown Campus:

Telephone: Toll free 1-855-648-1444

E-mail: mmcdonal@uoguelph.ca

www.nutrientmanagement.ca

For more information about certification and licensing:

OMAFRA

Telephone: 1-877-424-1300

E-mail: nman.omafra@ontario.ca

www.ontario.ca/nmtraining

The information contained in this document is derived from the Nutrient Management Act, 2002 (NMA) and Ontario Regulation 267/03 (O. Reg. 267/03). Every effort has been made to make it as accurate as possible, but is not authoritative. Please refer to the e-Laws website for the authoritative text of the Act.