

# Nutrient Application Technician Licence (Technician Licence)

(For Individuals who Apply Nutrients to Agricultural Land under the NMA)

Updated September 2015

## Overview of Technician Licence

You are required to have a Nutrient Application Technician Licence (Technician Licence) when you are applying nutrients to an agricultural operation that requires a Nutrient Management Plan (NMP) or a Non-Agricultural Source Materials (NASM) Plan, and you are not the owner, operator or employee of the operation.

## Core Competencies

The skills and knowledge required for the Nutrient Application Technician Licence can be found in the Nutrient Application Technician Licence Core Competencies, available at [www.nutrientmanagement.ca](http://www.nutrientmanagement.ca).

Licences are valid for five years.

## Licence Requirements

### 1. Take the Course

There is one required course for the Nutrient Application Technician Licence, offered in English and French:

- Nutrient Application Technician Licence Course

You must have taken this course within the past two years to have it applied to your licence requirements.

#### Nutrient Application Technician Licence Course

This one-day course helps you become familiar with the Nutrient Management Act, 2002, the regulatory requirements under O. Reg. 267/03, and best management practices for people who apply Agricultural Source Materials (ASM), Non-Agricultural Source Materials (NASM) and commercial fertilizer to agricultural land.

There are two ways to take this course.

#### **Option 1 – Classroom version**

This one-day course is offered at sites across Ontario.

#### **Option 2 – Online version**

This version of the course allows you to complete the course at your own pace and convenience (computer and Internet connection required).

## Course Schedule

To view the course schedule and to register for the course, visit [www.nutrientmanagement.ca](http://www.nutrientmanagement.ca) or call Ridgetown Campus toll free at 1-855-648-1444.

## 2. Pass an Exam

This exam covers materials taught in the course as well as the skills and knowledge outlined in the Technician 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, visit [www.nutrientmanagement.ca](http://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.

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 Technician Licence course and pass the exam, complete the application for Nutrient Application Technician Licence found at [www.nutrientmanagement.ca](http://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.

## 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. If you hold a valid Nutrient Application Technician Licence that has not been suspended or cancelled and **has not expired**, you 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 six months before your licence expires.

To renew your licence, you must have written and passed (mark of 75% or greater) the Nutrient Application Technician Licence 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](http://www.nutrientmanagement.ca) or contact Ridgetown Campus.

To apply for the licence after you pass the exam, complete the application for Nutrient Application Technician licence, found at [www.nutrientmanagement.ca](http://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 of the licence requirements.

## Additional Expectations

### Changing Employers

Technicians are expected to learn the standard operating practices and equipment of any new company or employer they work for. New employers may require a technician to review the training material for the Nutrient Application Technician Licence as a condition of employment, even if the technician is already licenced. At a minimum, technicians should review the “Talk to Your Employer” section of their course manuals with a new employer.

### 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.

### 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 Nutrient Application Technician Licence holders that reflect best management practices for the industry and good professional services to their clients. Technicians are encouraged to follow these guidelines in their daily practice. The Performance Guidelines are available at [www.nutrientmanagement.ca](http://www.nutrientmanagement.ca).

### Prescribed Material Application Business (PMAB) Licence

If you have successfully passed the Prescribed Materials Application Business (PMAB) exam, you are qualified to apply for the Nutrient Application Technician Licence without taking the required course or exam.

Anyone operating application equipment, including PMAB Licence holders, needs to hold a Nutrient Application Technician Licence.

**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](mailto:mmcdonal@uoguelph.ca)  
[www.nutrientmanagement.ca](http://www.nutrientmanagement.ca)

**For more information about certification and licencing:**

OMAFRA:  
Telephone: 1-877-424-1300  
E-mail: [nman.omafra@ontario.ca](mailto:nman.omafra@ontario.ca)  
[www.ontario.ca/nmtraining](http://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.