



# Maryland Department of Agriculture

Office of Resource Conservation

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Joseph Bartenfelder, Secretary  
Steven A. Connolly, Deputy Secretary

Nutrient Management Program

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

Agriculture | Maryland's Leading Industry

410.841.5959 Baltimore/Washington  
800.492.5590 Toll Free

## NUTRIENT MANAGEMENT PROGRAM

nminfo.mda@maryland.gov

Dear Maryland Department of Agriculture – Fertilizer (MDA-F) License Holder:

As a professional lawn fertilizer 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](http://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 with state of issuance, 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 and is handled along with the business license annual renewal and submitting the annual registration fee for each employee. An employee's registration is valid from date of issue through December 31<sup>st</sup> 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, **OR** you may email [nminfo.mda@maryland.gov](mailto: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 Judy McGowan at [judy.mcgowan@maryland.gov](mailto:judy.mcgowan@maryland.gov) or Tim Zang at [timothy.zang@maryland.gov](mailto:timothy.zang@maryland.gov).

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 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. <b>OR</b> 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.

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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	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.