

Information about Environmental Management Prescribed Materials Application Business (PMAB) Licence

(For Individual/Agents Applying Prescribed Materials to Agricultural Land)

Infosheet

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INTRODUCTION

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 or the official volumes printed by Publications Ontario for the authoritative text of the act.

This infosheet provides information on new and renewal licence requirements.

Overview of Prescribed Materials Application Business Licence

A Prescribed Materials Application Business (PMAB) Licence is required if you are an individual or the authorized agent for a business who is:

- Engaged in applying prescribed materials to the land of an agricultural operation that requires a Nutrient Management Plan (NMP) and/or
- Engaged in applying prescribed materials to an application site in a Non-Agricultural Source Materials (NASM) Plan and
- Not the owner, operator or employee.

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 and
- Notify the director in writing, within 15 days of any change in status of authorized agent(s).

An authorized agent for a company must advise OMAFRA in writing that they are the authorized agent.

Note: Prescribed materials include: Agricultural Source Materials (ASM)¹ or a Non-Agricultural Source Materials (NASM)².

The skills and knowledge that are required for the PMAB Licence can be found in The Prescribed Materials Application Business Licence Core Competencies guide, available online.

Licences are valid for five years.

Licence Requirements

1. Take the Course

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

- Prescribed Materials Application Licence Course

You must have taken an up-to-date course to have it applied to your licence requirements. Call University of Guelph, Ridgetown Campus at 1-855-648-1444 to make sure past courses you have taken qualify.

Course Schedule

To find out the course schedule, visit the Nutrient Management Training Course Schedule.

To register for the PMAB Licence Course, call University of Guelph, Ridgetown Campus at 1-855-648-1444 .

Prescribed Materials Application Business Licence Course

This two-day course helps participants develop a familiarity with the Nutrient Management Act, 2002 (NMA), O. Reg. 267/03 and associated documents. The course examines how the NMA directly affects land application businesses applying prescribed materials on farms with a Nutrient Management Plan or NASM Plan.

Note: The first day of this course is the same as the Broker Certificate Course.

For more information regarding the course, visit the Nutrient Management Training Course Overview.

2. Pass an Exam

An applicant must have written and achieved a passing grade (75 per cent or greater) within the last year (365 days) before applying for the licence. This exam covers materials taught in the course as well as the skills and knowledge outlined in the Prescribed Materials Application Business Licence Core Competencies. The competencies are used as the basis for testing in the exam. The exam is offered at the end of the two day course. Other opportunities to write the exam take place throughout the province on a set schedule.

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. After three unsuccessful attempts writing the exam, you must wait five years before you can start the process over again.

Note: As day one of the Prescribed Materials Application Business Licence Course is the same as the Broker Certificate Course, completion of this two day course qualifies participants to write exams for both the Broker Certificate and the Prescribed Materials Application Business Licence.

For more complete details related to the exam and schedule, visit the Nutrient Management Exam Schedule and Information page.

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 University of Guelph, Ridgetown Campus at 1-855-648-1444.

Applying for the Licence

After you fulfill the requirements, mail a completed application to the address indicated on the form.

- Application for Prescribed Materials Application Business Licence

Licence Conditions

Under section 108 of the Regulation, the Director may issue a certificate or 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 Certificate or Licence

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

- the applicant is in contravention of the Act or this Regulation, or is in breach of a condition of another certificate or licence issued under Part X;
- the applicant is not competent to carry on the activity that would be authorized by the certificate or licence; or
- the past conduct of the applicant affords reasonable grounds for belief that the activity that would be authorized by the certificate or 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 have not had their licence suspended or cancelled can apply for a renewal. It is your responsibility to know the expiry date of your licence. It is suggested that you begin the renewal process six months before your licence expires.

Applicants who would like to renew their licence must have written and passed an exam (75 per cent or greater) within the last year (365 days) before applying for the licence. Once the exam is passed, applicants can submit an application for renewal. It is highly recommended that you take the required course again before writing the exam. Remember you have 3 opportunities to pass the exam.

For information on the exam and schedule, call the University of Guelph, Ridgetown Campus at 1-855-648-1444 or visit the Nutrient Management Exam Schedule and Information page.

For a copy of the renewal application form, visit the Application for Prescribed Materials Application Business Licence page.

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.

Performance Guidelines

A set of performance guidelines has been developed by OMAFRA that goes 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. They outline practices followed by licence holders providing good professional services to their clients. PMAB Licence holders are encouraged to follow these guidelines in their daily practice.

Other Considerations

Once a candidate has successfully obtained a Prescribed Materials Application Business (PMAB) Licence, they are qualified to take the Nutrient Application Technician Licence Exam without taking the related course. An OMAFRA facilitated Nutrient Application Technician Course is recommended if the PMAB Licence holder intends to train their own staff as nutrient application technicians.

Notes:

1. Under O. Reg. 267/03, an "agricultural source materials" means any of the following treated or untreated materials, other than compost that meets the Compost Guidelines or a commercial fertilizer if they are capable of being applied to land as nutrients:

- Manure produced by farm animals, including associated bedding materials.
- Runoff from farm-animal yards and manure storages.
- Washwaters from agricultural operations that have not been mixed with human waste.
- Organic materials produced by intermediate operations that process materials described in paragraph 1, 2 or 3.
- Anaerobic digestion output, if,
 - the anaerobic digestion materials were treated in a mixed anaerobic digestion facility, and
 - at least 50 per cent, by volume, of the total amount of anaerobic digestion materials were on-farm anaerobic digestion materials, and
 - the anaerobic digestion materials did not contain sewage biosolids or human body waste
- Regulated compost as defined in subsection 1(1) of Ontario Regulation 106/09 (Disposal of Dead Farm Animals) made under the Act.

2. NASM are materials that are not generated from an agricultural source, meet quality criteria listed in the Nutrient Management Act and are applied to agricultural land as a nutrient. Examples of NASM include culled vegetables, food processing by-products, pulp and paper biosolids, and sewage biosolids.