

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
DIVISION OF CONSUMER PROTECTION  
OFFICE OF WEIGHTS AND MEASURES**

102 Governor Street, Richmond, VA 23219  
Phone: (804) 786-2476 • Fax: (804) 786-1571 • Email: [owm@vdacs.virginia.gov](mailto:owm@vdacs.virginia.gov)  
Website: [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

Revised 8.2024

**APPLICATION FOR WEIGHTS AND MEASURES SERVICE TECHNICIAN CERTIFICATION**

(PLEASE PRINT OR TYPE)

<input type="checkbox"/> <b>NEW</b> <i>(never certified in Virginia)</i> <input type="checkbox"/> <b>REACTIVATING</b> <input type="checkbox"/> <b>TRANSFERRING</b>	<b>TECHNICIAN NO.:</b> _____ <b>PERMIT NO.:</b> _____ <i>(for office use only)</i>
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TECHNICIAN NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b>REGISTERED SERVICE AGENCY EMPLOYING APPLICANT</b>	<b>BUSINESS PERMIT NO.:</b> _____
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COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BRANCH OR WORK LOCATION OF EMPLOYEE (if different from above)**

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

• **Please attach "Certificate of Calibration" verifying weights and measures standards and calibrating equipment to be used by technician. As required by Va. Code § 3.2-5707(B)(6):**

**I declare under penalty of perjury that I have the authority to be lawfully employed in the United States.**

YES  NO

**Proof of COMPLETION OF TRAINING COURSE - Certificate of Completion, as required (attached):**

YES  NO

➤ **Please only select the "Business Type(s)" and "Device Class" that applies to your training certificate(s).**

POSITION OF WORK	BUSINESS TYPE	DEVICE CLASS
___ SALES	___ MOTOR FUEL	___ SMALL CAPACITY SCALES (1,000 LBS OR LESS)
___ SERVICE	___ VEHICLE TANK METERS	___ LARGE CAPACITY SCALES (OVER 1,000 LBS)
___ BOTH	___ LP GAS	___ ALL SCALES
	___ BULK METER	___ MOTOR FUEL DISPENSERS
	___ SCALES	___ RAILROAD TRACK OR BELT CONVEYOR
___ INSTALLATION SERVICES (EVSE only)	___ ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)	LPG METERS <input type="checkbox"/> VTM <input type="checkbox"/> BULK METERS <input type="checkbox"/> ALL METERS <input type="checkbox"/>

EXEMPT FROM FEES (Va. Code §3.2-5705): YES  NO

*If NON-Exempt, each service technician shall pay a registration fee of \$25 made payable **TREASURER OF VIRGINIA***

➔ SIGN AND RETURN THIS APPLICATION ALONG WITH YOUR PAYMENT TO THE ADDRESS AT THE TOP OF THIS FORM.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

*The Commissioner may deny, suspend, or revoke any registration or renewal if the application is incomplete, false, or fraudulent. It shall be a violation of this chapter for a person to submit to the Commissioner an application for registration or renewal that he knows to be false or fraudulent.*

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**ACCESSING THE ONLINE SERVICE TECHNICIAN TRAINING WITH AN ACCOUNT**

1. Enter <https://covlc.virginia.gov/Default.aspx> in your web browser and **log-in** to the Commonwealth of Virginia Learning Center.
  2. Once you have accessed the Virginia Learning Center, **click on the “Catalog” button** at the top of the screen. **Type “service technician”** in the search for box and **click “search”**.
  3. The first two results that should come up are “Service Technician Meter Training – Office of Weights and Measures” and “Service Technician Scale Training – Office of Weights and Measures”. **Please select the appropriate training for your field of work.** You may need to take both. **(NOTE: *If the current year is not available, you may take “any year” training for certification.*)**
  4. You will then see a screen with a blue button that says “START” under or beside the title of the course. **Click that “START” button** and **“LAUNCH”** the training.
  5. A separate window will appear and there will be **two columns**. In the **left-hand column, you will see the title of the course. Double click this title.** The course will then appear in the right-hand column.
  6. Take the course by scrolling through the slides using the “previous” and “next” buttons. Make sure you pay close attention to the items in red.
  7. At the end of the course there will be a 10-question quiz. You must score at least an 80% to pass the course. Once complete, click the “Finish” button. Once done you may exit the course by clicking the “x” in the top right-hand corner.
  8. A screen will appear with a message that you have completed the item. **Make sure you click “View Certificate” and print the certificate out. You must print the certificate and send in a copy with your application.**
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**FIRST TIME USERS AND/OR LOST CREDENTIALS**

1. If you are a **first time user** of the system, please send your first and last name along with your email address to [owm@vdacs.virginia.gov](mailto:owm@vdacs.virginia.gov), and **request that an account be created** for you to take the technician training.
2. If you have **lost your log-in credentials**, please send your first and last name along with your email address to [owm@vdacs.virginia.gov](mailto:owm@vdacs.virginia.gov) and **request a password reset.**
3. You will receive an email from the COV Learning Center to the email address you provide to us for account activation and/or password reset.
4. After receiving this email, please follow the instructions above (**“Accessing The Online Service Technician Training with an Account”**) to take the training.