

TDA LICENSING & EXAMINATION PROCESS FOR WEIGHTS AND MEASURES SERVICE TECHNICIANS

Step 1: Submit the completed Service Technician application form to TDA for processing. If the license information is insufficient, TDA will send a letter to the applicant to obtain the missing information. The applicant will not be granted eligibility to take the exam(s) until all requested information is provided.

Applications may be submitted by USPS to: **or** **For registered mail, FedEx, etc.**

Texas Department of Agriculture
PO Box 12847
Austin, TX 78711

1700 N Congress, 11th Floor
Austin, TX 78701

By Fax: (800) 909-8534

By Email: license.inquiry@TexasAgriculture.gov

Step 2: When the license application is accepted, TDA will send the applicant a letter with an account number. This account number will be used to register and schedule the exam with PSI. Technicians needing to renew their license or add classes will use their existing license number to register.

Step 3: The applicant will contact PSI to schedule their exam(s):
Web: www.psiexams.com Phone: (855) 807-3998

Technician exams are \$60.00 per class. Exams are 20 questions each.
If the applicant fails the first attempt, the second (or subsequent) attempts will require a payment of \$60.00 each to PSI. There is a 24 hour waiting period to retake an exam.
PSI will provide a confirmation number and testing information

Step 4: Upon completion of the exam, the testing center will provide:

Exam results (If >70%=pass. If <70%, the score will be provided).

Step 5: PSI will send exam scores to TDA within three business days. If all licensing criteria are met, TDA will issue the Service Technician License.