

# General Information for all License and Certificate Holders

This general information is a guide for all who are licensed or certified by the Department of Pesticide Regulation (DPR).

For detailed information about the laws behind your license or certificate, refer to the California Food and Agricultural Code (FAC) and Title 3, California Code of Regulations (3CCR).

Mailing address: Department of Pesticide Regulation  
ATTN: Cashier MS-4A  
PO Box 4015  
Sacramento, CA 95812-4015

Phone number: 916-445-4038

Web site address: [www.cdpr.ca.gov](http://www.cdpr.ca.gov)

You are required to **immediately** inform us in writing of any address changes or errors on your card. This can be done by mailing a letter to the above address, emailing to the appropriate technician, emailing us at [licenseemail@cdpr.ca.gov](mailto:licenseemail@cdpr.ca.gov).

**Address Change** – DPR will not routinely issue a new card when address changes are received. A \$20.00 fee for an address change is only required when the licensee requests a new card.

**Name Change** – Name changes for individuals must include a copy of government-issued proof of change of name. Name changes that also result in a cycle change may require additional documents, email [LicenseMail@cdpr.ca.gov](mailto:LicenseMail@cdpr.ca.gov) for more information.

You can work under your license or certificate only during its valid period. To determine the valid period, refer to “Date of Issue” and “Valid Through” dates on your card. These are the start and stop dates of your valid period.

To renew, you must obtain DPR approved continuing education (CE) hours during the valid period listed on your card. DPR mails out renewal notices prior to your expiration date. Requirements to renew include a completed and signed [renewal application form](#), [Continuing Education Record Renewal Summary](#), and appropriate renewal fee.

If you submit the renewal form, CE hours, or fee after the expiration date, you must submit a late fee. If you do not obtain the CE hours during your valid period, you cannot renew and will be required to apply as a new applicant and re-test.

In the following tables you can find the minimum number and type of CE hours for renewing.

DPR does not provide individuals their CE hours, it is the responsibility of the license or certificate holders to keep track of their own CE hours and provide them to DPR at the time of their renewal.

## Continuing Education Hours Required for License and Certificate Holders

Refer to the valid dates listed on your card and use the following tables to determine the number of continuing education (CE) hours you require.

**Table 1**

Agricultural Pest Control Advisers License (PCA) holders and Qualified Applicator License (QAL)/Qualified Applicator Certificate (QAC) holders not fitting Table 2.

	<b>Applies to First Renewal Only</b>				<b>Previously Renewed</b>	
	<b>Less than 12 months</b>		<b>12 to 20 months</b>		<b>21 to 24 months</b>	
	Total hours	Law hours	Total hours	Law hours	Total hours	Law hours
<b>PCA</b>	0	0	20	2	40	4
<b>QAL</b>	0	0	10	2	20	4
<b>QAC</b>	0	0	10	2	20	4

Excess Law hours may be applied to the total number of hours.

**Table 2**

QAL or QAC holders with only category H or subcategory Q.

	<b>Applies to First Renewal Only</b>				<b>Previously Renewed</b>	
	<b>Less than 12 months</b>		<b>12 to 20 months</b>		<b>21 to 24 months</b>	
	Total hours	Law hours	Total hours	Law hours	Total hours	Law hours
<b>H</b>	0	0	2	1	4	2
<b>Q (QAC only)</b>	0	0	4	1	8	2

Excess Law hours may be applied to the total number of hours.

**Table 3**

Pest Control Aircraft Pilot Certificate holders only.

	<b>Applies to First Renewal Only</b>						<b>Previously Renewed</b>		
	<b>Less than 12 months</b>			<b>12 to 20 months</b>			<b>21 to 24 months</b>		
	Total hours	Law hours	Aerial hours	Total hours	Law hours	Aerial hours	Total hours	Law hours	Aerial hours
<b>Pilot</b>	0	0	0	10	2	2	20	4	4

Excess Law hours may be applied to the total number of hours.

Excess Aerial hours may be applied to the total number of hours for Pest Control Aircraft Pilot Certificate holders.

Don't risk your license or certificate! Get your CE hours as soon as possible.

**There is no grace period for completing the required amount of CE hours.**

If you did not obtain the required CE before your license or certificate expired, you are not eligible to renew and must retest as a new applicant. You can find a list of DPR-approved CE courses on the [Approved and Pending Continuing Education Classes](#) webpage.