



RENEWAL REMINDERS

If your last name starts with:

A thru L, you renew in even-numbered years (2006, 2008, 2010, 2012 etc)

If your last name starts with:

M thru Z, you renew in odd-numbered years (2007, 2009, 2011, 2013 etc.)

DPR mails renewal forms in early September. If there are no problems with the forms and documentation you mail us, the turnaround is about a month and a half.

RENEWAL DOCUMENTS RECEIVED BY DPR

NEW LICENSE MAILED BACK TO YOU BY DPR

September 15

October 15

September 30

October 30

October 30

November 30

November 30

December 30

AVOID LATE FEES

Renew early. You pay a **penalty of 50%** of the **total renewal fee** if you submit your renewal after December 31.



Be ready to renew

- For QAC, QAL, AA, JP and AP--get your required continuing education (CE) hours before December 31. Don't wait until the last minute. (DA are **not** required to get CE hours.)
- CE courses and seminars must be DPR-approved. See a list on our Website at www.cdpr.ca.gov, click on "Licensing."

Get the renewal packet

- DPR mails out renewal packets in early September. If you do not receive it, please contact us at 916-445-4038 or download the packet from our Website at www.cdpr.ca.gov, click on "Licensing."
- Complete CE summary record form or submit CECPM (PAPA & CAPCA)/CAAA original printout.
- Complete, sign and date all the renewal forms and include any required documentation. Mail with proper fees to Cashier, MS 4A Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

Late renewal

- If you meet all the CE hours required for renewal but your package to us is postmarked after December 31, add late penalty fee of 50% of the total renewal fee.

Examination

- Examinations must be retaken if you do not meet CE hours requirements by the expiration date printed on your card and you wish to continue.
- Submit an application for a NEW license/certificate with required fees.

Address change

- Notify DPR immediately in writing of address change.

Go to DPR's Website ...

- ... for application forms and lists of pest control business licenses and individual licenses. Go to www.cdpr.ca.gov, click on "Licensing."



RENEWAL REMINDERS

If your business name starts with:

A thru L, you renew in even-numbered years (2006, 2008, 2010, 2012 etc.)

If your business name starts with:

M thru Z, you renew in odd-numbered years (2007, 2009, 2011, 2013 etc.)

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RENEWAL DOCUMENTS RECEIVED BY DPR

NEW LICENSE MAILED BACK TO YOU BY DPR

September 15

October 30

October 30

December 14

November 30

January 14

December 30

February 14

AVOID LATE FEES

Renew early. You pay a **penalty of 50%** of the **total renewal fee** if you submit your renewal after December 31.



Be ready to renew

- Make sure your QAL/ QAC/ DA/ AA holds a valid license for the year you are renewing your business license.
- Pest control businesses require a QAL.
- Maintenance gardener pest control businesses require a QAC or QAL with category "B" or "Q".
- Pest control dealer businesses require a DA, QAL, JP or AA.
- If your business is required to have liability and workers' compensation insurance, those policies must be valid for the year you are renewing.

Get the renewal packet

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- Complete, sign and date all the renewal forms and include any required documentation. Mail with proper fees to Cashier, MS 4A Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

Late renewal

- If your renewal application is postmarked after December 31, add a late penalty of 50% of the total renewal fee.

New business

- If you had a change in ownership, business type, etc., complete an application as a new business with DPR.

Business name or address change

- Submit documents that verify the changes, for example, fictitious business name statement or incorporation documents from Secretary of State's Office.
- Immediately notify DPR in writing of address change.
- Submit renewal application with name change to DPR.

Go to DPR's Website ...

- ...for application forms and lists of pest control business licenses and individual licenses. Go to www.cdpr.ca.gov, click on "Licensing."