



Department of Pesticide Regulation



Brian R. Leahy
Director

Edmund G. Brown Jr.
Governor

September 23, 2015

PML 15-07

TO: County Agricultural Commissioners
SUBJECT: EARLY RENEWAL REMINDERS FOR LICENSEES

**Deadlines for
Renewal
Applications**

During September, the Department of Pesticide Regulation (DPR) is mailing out approximately 14,700 renewal packets to DPR license and certificate holders (licensees) with surnames or business names starting with the letters M – Z. DPR requests that completed renewal applications be returned prior to November 19, 2015 in order to process the renewed license or certificate by January 1, 2016. The County Agricultural Commissioners (CACs) can play an important role in alerting pest control businesses and licensees about this renewal deadline.

**Renewal
Process is a
Paper-based
System**

DPR currently operates a largely physical, paper-based system for renewals. Even with recent upgrades to improve efficiencies to our licensing database and processes, nothing compares to the need for early submittal of the applications to ease the end-of-year bottleneck. Early submittal provides the time necessary to resolve issues or discrepancies found in an application such as insufficient DPR approved continuing education hours, incorrect payment, or missing or incorrect information. The bottleneck is compounded with the number of licensees growing by approximately 500 each year since 2008. In the future, we would like to move towards an online renewal process that eliminates the delays associated with mailing and paper document processing. But until then, early submittals are crucial for the renewal process to run smoothly.

Continued on next page.



**Affected
Business
Operations**

Our commitment to those that renew early is they will receive their licenses and/or certificates by January 1 to enable applicators and businesses to continue their work unabated into the new year. A pest control business whose license expires this year can only be renewed after their qualified applicator license has been renewed. As the local CAC, please encourage early renewals so businesses are properly licensed and able to register in your county for 2016.

**Continuing
Education
Requirements**

Each year, licensees attend courses that were not approved for continuing education (CE) by DPR. These courses will not count towards CE hours for renewal. However if applications are submitted before November 19, DPR can help sort out any discrepancies. Unfortunately, failing to have enough CE hours completed by December 31 will require the individual to retest. CACs can assist licensees by referring them to the DPR Web site for approved CE courses and sponsors' contact information:
<www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm>.

**CACs can
Help Improve
the Rate of
Early
Renewals**

DPR's message for early renewals is to avoid the 2014 results. Last year out of 13,919 renewal packets mailed to individual licensees, less than one third of the renewal applications were returned to DPR by November 19, 2014 and only 39% by December 5th, leaving the bulk of renewals for late December. The result was only half of all renewing applicants received their license or certificate by January 1, 2015, and were legally allowed to keep working. For pest control business license holders, only 35% of the license renewal applications were received by DPR by November 19, 2014, and only 53% received their new business license by January 1, 2015, and could continue to operate. DPR needs CAC's help in advertising the need for early renewals to reverse this trend. Included is a flyer that we suggest you distribute or post.

Continued on next page.

County Agricultural Commissioners
September 23, 2015
Page 3

**Additional
Information**

For more information about the renewal process, CE hours required, and the status of a renewal once submitted, see DPR's Web site:
<<http://www.cdpr.ca.gov/docs/license/liccert.htm>>.

Sincerely,

Original signed by

Laurie A. Brajkovich, Environmental Program Manager I
Licensing and Certification Program
Pest Management and Licensing Branch
916-445-9903

Attachment: 2015 Early Renewal Reminders Flyer

cc: Mr. Joe Marade, DPR Agricultural Commissioner Liaison, Pesticide Programs Division