

STATE OF CALIFORNIA
**INDIVIDUAL LICENSE/CERTIFICATE
 RENEWAL APPLICATION**

PR-PML-141 (REV. 9/04)
 Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION
 PEST MANAGEMENT AND LICENSING BRANCH
 LICENSING AND CERTIFICATION PROGRAM
 1001 I STREET
 SACRAMENTO, CALIFORNIA 95814-2828
 (916) 445-4038
 FAX - (916) 445-4033
 Web site: <http://www.cdpr.ca.gov/>

The mailing address you indicate on this application is your address of record for your license/certificate. Therefore, it is public information. You may wish to use a post office box in lieu of the physical address as an address of record.

Name Change Address Change

Name: _____

Address: _____

City, State, Zip: _____

SSN (OPTIONAL): _____

**IMPORTANT- PLEASE READ
 COMPLETE ALL INFORMATION
 CONTINUING EDUCATION HOURS MUST BE OBTAINED BY 12/31 OF THE LICENSE/CERTIFICATE EXPIRATION YEAR**

Continuing Education. Enter the total CE hours submitted in the space provided below.

License/Certificate Number, Type and Category(ies)	Check to Renew	Continuing Education Hours				Renewal Fees	Add Late Fees If	Total Fees Paid
		Laws	Aerial	Other	Total CE Hours	Post-marked on or before 12/31	Post-marked after 12/31	Indicate total amount paid
Enter Total CE and fees submitted								

Medical Certificate Card. Apprentice and Journeyman Pilots only. See Page 2 for requirements.

Fees. See Page 2 (instructions) to determine fees based on your license or certificate type and payment methods. **ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.**

I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.

 SIGNATURE

 DATE SIGNED

FOR OFFICIAL USE ONLY

IMPRINT PROBLEM RENEWED DATA ENTRY RC

Instructions on reverse

INDIVIDUAL LICENSE/CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS**RENEWAL TIME LINE**

Renewal time lines have been established to help determine when you may expect to receive your license or certificate based on the date your renewal application is received by the Licensing and Certification Program. Renewal time lines are posted on the Department of Pesticide Regulation's (DPR's) web site.

CHECK LIST: This list will help ensure that your renewal application is completed in full prior to mailing.

- Change of Name/Address.** 3CCR Section 6508 requires all license/ certificate holders to notify DPR immediately of any business name or address change. Submit required documentation for a name change. Indicate any corrections that appear on the renewal form in the space provided.
- Social Security Number (Optional).** DPR requests your Social Security Number (SSN) as an alternate method of applicant identification. Your SSN is not public information and will not appear on any publication. Providing your SSN is strictly voluntary in accordance with the Federal Privacy Act of 1974 (PL93-79).
- License(s)/Certificate(s) to be renewed.** Check or list all license(s) and/or certificate(s) to be renewed.
- Submit a record of the total continuing education (CE) hours.** The CE hours must be DPR approved and obtained during the valid period of your license/certificate. The specific CE hour requirements are only minimums. They may be exceeded, however, they cannot be carried over to your next renewal period. You must meet the minimum CE requirements for "Laws" and "Aerial" if required; extra hours in "Laws" and/or "Aerial" may count as "other". If renewing multiple licenses/certificates, you must obtain sufficient CE hours to meet the license/certificate with the highest CE requirements; you do not have to obtain the "total" of CE hours for each license/certificate. Complete and submit the Continuing Education Record Renewal Summary or a similar form.
- Medical Certificate Card (Apprentice and Journeyman Pilots Only).** Submit a copy of your valid medical certificate card issued by the Federal Aviation Administration. DPR requires this information to determine compliance with Food and Agricultural Code Section 11901.
- Fees.** All fees are non-transferable and non-refundable. Fees must be paid for each license/certificate as totaled on the renewal form. A late penalty fee of fifty percent (50%) of the total renewal fee will be assessed for each license and/or certificate **postmarked after December 31.**

License Renewal (2 Year) and Late Penalty Fees

License Type	Fee	Late Fee	License Type	Fee	Late Fee
Agricultural Pest Control Adviser	\$140.00	\$70.00	Qualified Applicator Certificate	\$60.00	\$30.00
Qualified Applicator License	\$120.00	\$60.00	Dealer/Designated Agent License	\$50.00	\$25.00
Apprentice Pilot Certificate	\$90.00	\$45.00	Journeyman Pilot Certificate	\$90.00	\$45.00

- Declaration/Signature.** Sign and date the renewal application.
- Payment.** Enclose a check, money order or credit card payment payable to "Cashier, Department of Pesticide Regulation".
- Mail.** Send payment, completed renewal application form, and all required documentation including the list of CE hours (classes) in the enclosed envelope to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

Questions? Your name and license/certificate number will be posted to DPR's web site as soon as your application is approved and logged into the database. Our web site address is <http://www.cdpr.ca.gov/docs/license/currlic.htm>. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038.

Failure to complete or provide the requested information may delay the processing of your application.

What You Need to Know to Renew Your Individual License or Certificate

Is the sponsor required to provide me with a certificate or other proof of completing a CE course?

Yes. The sponsor is required to provide you with a certificate or other proof of CE course completion.

If I renew late, when do I need to start earning CE for the next 2 years?

You can start earning CE hours from the date you obtain a valid license/certificate from DPR.

Does DPR audit CE hour summaries submitted for renewal of licenses/certificates?

Yes. DPR audits CE hour summaries submitted for renewal of licenses/certificates.

If I submit my renewal application, fee(s), and required information to DPR, but have not received my license/certificate, can I work without the license/certificate?

No. You cannot work without a current valid license/certificate issued by DPR. This applies even if you have submitted your renewal application, fees and any other required information to DPR.

Is there a place on DPR's website that lists approved CE courses?

DPR's website shows the list of approved CE courses at www.cdpr.ca.gov/docs/license/conted.htm

If I possess only category "Q" – Maintenance Gardener as a Qualified Applicator License/Certificate holder, how many CE hours are required for renewal?

Eight (8) hours of DPR approved CE (including 2 hours of "Laws and Regulations") are required for renewal.

If I am a first-time renewal applicant, do I have to meet the same CE requirements as those who have been licensed/certified for two years?

If you are a first-time renewal applicant and your license/certificate has been valid (issued) for:

- x less than 12 months - no CE hours are required**
- x 12 to 20 months - one-half of the CE hours are required**
- x 21 to 24 months - the full CE hours are required**

Can I earn CE hours if I attend a CE course that is not approved by DPR?

No. You cannot earn CE hours for attending a CE course that is not approved by DPR.

Can I carry over CE hours to my next renewal period?

No. You cannot carry over CE hours to your next renewal period.

Can I renew my license/certificate if it has been expired for more than 12 months?

No. You cannot renew your license/certificate if it has been expired for more than 12 months. You will have to re-exam unless you can document that you were serving in the military (active duty) or had a medical or catastrophic exception.

Is there an extension period to obtain the required CE hours after the expiration of the license/certificate?

No. There is no extension period to obtain the required CE hours after your license/certificate expires. The only exceptions are documentation that you were serving in the military (active duty) or had a medical or catastrophic situation.

15. Is there a place on DPR's website that lists approved CE courses?

DPR's website shows the list of approved CE courses at www.cdpr.ca.gov/docs/license/conted.htm

16. If I possess only category "Q" - Maintenance Gardener as a Qualified Applicator License or Certificate holder, how many hours of CE is required for renewal?

Eight(8) hours of DPR approved CE (including 2 hours of "Laws and Regulations") is required for renewal.

17. If I am a first time renewal applicant, do I have to meet the same CE requirements as those who have been licensed or certified for two years?

If you are a first time renewal applicant with your license/certificate being issued for less than 12 months - no CE hours are required; 12 to 20 months only half of the required CE hours; 21 to 24 months, the full CE hours are required.

18. Can I earn CE hours if I attend a CE course that is not approved by DPR?

You cannot earn CE hours for attending a CE course that is not approved by DPR.

19. Can I carry over CE hours to my next renewal period?

You cannot carry over CE hours to your next renewal period.

20. Can I renew my license/certificate if it has been expired for more than 12 months?

You cannot renew your license/certificate if it has been expired for more than 12 months. You will have to re-exam unless you can document that you were serving in the military (active duty) or had a medical or catastrophic exception.

21. Is there an extension period to obtain the required CE hours after the expiration of the license/certificate?

There is no extension period to obtain the required CE hours after your license/certificate expires. The only exceptions are documentation that you were serving in the military (active duty) or had a medical or catastrophic situation.

VISA / MASTERCARD TRANSACTION



INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

Continuing Education Sponsors:

ATTN: Cashier
 Department of Pesticide Regulation
 P.O. Box 4015
 Sacramento, CA 95812-4015

Cashier
 ATTN: CE
 Department of Pesticide Regulation
 P.O. Box 4015
 Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)											CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE		
BANK CARD NUMBER (16 DIGITS)											BANK CARD EXPIRATION DATE		TOTAL AMOUNT OF PAYMENT		
												\$.	
													TELEPHONE NUMBER		
													()		

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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Licensed Pest Control Individuals



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.



California Department of Pesticide Regulation
Licensing and Certification
www.cdpr.ca.gov 916-445-4038

Licensed Pest Control Individuals

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)/CAAAA 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."

California Department of Pesticide Regulation
Licensing and Certification
www.cdpr.ca.gov 916-445-4038

STATE OF CALIFORNIA
CONTINUING EDUCATION RECORD RENEWAL SUMMARY
 PR-PML-123 (REV. 7/03)

DEPARTMENT OF PESTICIDE REGULATION
 PEST MANAGEMENT AND LICENSING BRANCH
 1001 I STREET
 SACRAMENTO, CA 95814-2828
 P.O. BOX 4015
 SACRAMENTO, CA 95812-4015
 (916) 445-4038
 FAX - (916) 445-4033
 Web site: <http://www.cdpr.ca.gov>

INSTRUCTIONS

- For each approved course you have taken, enter following: (a) title; (b) I.D. code number; (c) location, (d) date(s) attended; and (e) hours completed. In the boxes in the lower right hand corner at the bottom of the page, enter the total number of hours you have completed for the current renewal period. If you are using a document other than this form as proof of continuing education, you do not need to return this form; however, **you must provide the same information as is required on this form.** Your continuing education document must be returned with your renewal application. If the information on this form or the document you submit is incomplete, the processing of your renewal application will be delayed.
- If you want to receive credit for a course offered by an accredited college or university, on a separate sheet of paper, include the following information: the accredited institution, the course instructor's name, the total hours you attended, a brief summary of the course topic, and a copy of your grade report or transcript listing the course or a verification of attendance signed by the instructor.
- Please do not submit application and fee unless continuing education hours have been completed. If you fail to complete the required minimum by December 31 of the expiration year because of insufficient continuing education hours, you must re-examine, but are not required to repeat the minimum qualifications (e.g. education or experience).**

COURSE HOURS				
Laws and Regulations (L)	Aerial Application and Techniques (A)	Ground Application and Techniques (G)	Other (O)	Total Course Hours (T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
(L)	(A)	(G)	(O)	(T)
Total Renewal Hours				

APPLICANT NAME	CERTIFICATE/LICENSE TYPE	CERTIFICATE/LICENSE NUMBER
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CONTINUING EDUCATION COURSE INFORMATION

1. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
2. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
3. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
4. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
5. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
6. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
7. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
8. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED
9. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER
LOCATION (City and State)	DATE(S) ATTENDED

License/Certificate Renewal Information Request

Providing this information is optional

(Please complete the appropriate information below for your licenses/certificates)

A. LICENSE/CERTIFICATE HOLDER INFORMATION

Name: _____
First Last

Home E-mail Address: _____ Home Telephone Number : _____

B. EMPLOYER/BUSINESS INFORMATION

Employer/Business Name: _____ Business Telephone Number : _____

Address: _____
City State Zip Code

C. TYPE OF EMPLOYER/BUSINESS (Please check the appropriate boxes)

- Currently inactive in pest control work.
- Work for governmental agency.
 - City County State Federal
- Work for Special Government District.
 - Irrigation District School District Mosquito Abatement Other: _____
- Work for a company that does its own pest control and does not offer its pest control services for hire to other persons.
- Work for or own a pest control Business (check applicable ones).
 - Maintenance Gardener Pest Control Business Pest Control business (for hire) - Aerial
 - Pest Control Business (for hire) - ground Manufacturing/distributing chemical company
 - Farm management company Pesticide Dealer business
 - Other: _____
- Independent agricultural pest control adviser

D. CLASSIFICATION OF PESTICIDES

Please indicate the classification of pesticide(s) you may recommend, use, sell or supervise the use of, by checking the appropriate box(es) below.

- Restricted Use Pesticides General Use Pesticides
- Both Restricted Use and General Use Pesticides Not involved with application or supervising the use of pesticides

E. COUNTY REGISTRATION INFORMATION

(Please indicate the county(ies) you will be working in by checking the appropriate box(es) below:

- | | | | | |
|--|--|---|--|---|
| <input type="checkbox"/> 1. Alameda | <input type="checkbox"/> 13. Imperial | <input type="checkbox"/> 25. Modoc | <input type="checkbox"/> 37. San Diego | <input type="checkbox"/> 49. Sonoma |
| <input type="checkbox"/> 2. Alpine | <input type="checkbox"/> 14. Inyo | <input type="checkbox"/> 26. Mono | <input type="checkbox"/> 38. San Francisco | <input type="checkbox"/> 50. Stanislaus |
| <input type="checkbox"/> 3. Amador | <input type="checkbox"/> 15. Kern | <input type="checkbox"/> 27. Monterey | <input type="checkbox"/> 39. San Joaquin | <input type="checkbox"/> 51. Sutter |
| <input type="checkbox"/> 4. Butte | <input type="checkbox"/> 16. Kings | <input type="checkbox"/> 28. Napa | <input type="checkbox"/> 40. San Luis Obispo | <input type="checkbox"/> 52. Tehama |
| <input type="checkbox"/> 5. Calaveras | <input type="checkbox"/> 17. Lake | <input type="checkbox"/> 29. Nevada | <input type="checkbox"/> 41. San Mateo | <input type="checkbox"/> 53. Trinity |
| <input type="checkbox"/> 6. Colusa | <input type="checkbox"/> 18. Lassen | <input type="checkbox"/> 30. Orange | <input type="checkbox"/> 42. Santa Barbara | <input type="checkbox"/> 54. Tulare |
| <input type="checkbox"/> 7. Contra Costa | <input type="checkbox"/> 19. Los Angeles | <input type="checkbox"/> 31. Placer | <input type="checkbox"/> 43. Santa Clara | <input type="checkbox"/> 55. Tuolumne |
| <input type="checkbox"/> 8. Del Norte | <input type="checkbox"/> 20. Madera | <input type="checkbox"/> 32. Plumas | <input type="checkbox"/> 44. Santa Cruz | <input type="checkbox"/> 56. Ventura |
| <input type="checkbox"/> 9. El Dorado | <input type="checkbox"/> 21. Marin | <input type="checkbox"/> 33. Riverside | <input type="checkbox"/> 45. Shasta | <input type="checkbox"/> 57. Yolo |
| <input type="checkbox"/> 10. Fresno | <input type="checkbox"/> 22. Mariposa | <input type="checkbox"/> 34. Sacramento | <input type="checkbox"/> 46. Sierra | <input type="checkbox"/> 58. Yuba |
| <input type="checkbox"/> 11. Glenn | <input type="checkbox"/> 23. Mendocino | <input type="checkbox"/> 35. San Benito | <input type="checkbox"/> 47. Siskiyou | |
| <input type="checkbox"/> 12. Humboldt | <input type="checkbox"/> 24. Merced | <input type="checkbox"/> 36. San Bernardino | <input type="checkbox"/> 48. Solano | |

California Environmental Protection Agency

Customer Service Survey

Our goal is to provide you with the best possible customer service. Your feedback telling us what is going well and what needs improvement is essential to our success to better serve you. We ask that you take a moment to complete the electronic customer service survey form at www.calepa.ca.gov/Customer/CSForm.asp. To assure that we receive your comments, please select “Department of Pesticide Regulation” and “Division of Pest Mgmt, Environmental Monitoring, Enforcement & Licensing” on the survey form. If you do not have access to the Internet and our electronic Customer Service Survey form, please feel free to write us at:

California Department of Pesticide Regulation
Pest Management and Licensing Branch
P.O. Box 4015
Sacramento, CA 95812-4015

Thank you for your feedback.