

General information for all License and Certificate Holders

General Information guide	This general information is a guide for all who are licensed or certified by the Department of Pesticides Regulation (DPR).
Information and how to contact DPR	<p>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).</p> <p>Our location: Cal/EPA Headquarters Building 1001 I Street, 3rd Floor</p> <p>Mailing address: Department of Pesticide Regulation Pest Management and Licensing P.O. Box 4015, Sacramento, Ca 95812-4015</p> <p>Phone Number: (916) 445-4038</p> <p>Web site address: www.cdpr.ca.gov</p>
Notify us immediately of errors or changes	<p>You are required to <u>immediately</u> 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 through license mail at licenseemail@cdpr.ca.gov or faxing to (916) 445-4033.</p> <ul style="list-style-type: none"> • 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. Reference: 3CCR section 6508 • Name Change - Legal documents will be required in order to make a name change. A fee of \$20 is required for all name changes and requests for duplicate or replacement licenses submitted on a single application. Submit to the address above.
Valid period	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. Reference: FAC 14152
Renewal requirements	<p>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:</p> <ul style="list-style-type: none"> • Submit renewal application form • Submit summary of your CE hours • Pay renewal fee <p>If you submit the renewal form, CE hours or fee after the expiration date December 31, you must submit a late fee.</p> <p>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.</p>
Continuing Education (CE)	<p>In the tables on the reverse side you can find the minimum number and type of CE hours for renewing.</p> <p>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.</p> <p>DPR approved courses for CE hours are listed on our web site at www.cdpr.ca.gov. Reference: 3CCR sections 6510, 6511, 6513</p>

FLEX YOUR POWER! *The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Web site at www.cdpr.ca.gov.*



Continuing Education Hours Required for New License and Certificate Holders

Refer to the valid dates listed on your card and the following tables for the required number of CE hours.
 Excess Law hours can be applied to your total number of hours

CE Requirements for PCA, QAL, and QAC:

Table 1 illustrates the number of Law hours and the total hours needed to renew your license or certificate based on the number of months between date of issue and first expiration. Exceptions are listed in Table 2.

TABLE 1

	Less than 12 months		12 to 20 months		21 to 24 months	
	Total hours	Law hours	Total hours	Law hours	Total hours	Law hours
PCA	0	0	20	2	40	4
QAL	0	0	10	2	20	4
QAC	0	0	10	2	20	4

Exceptions: QAL or QAC holders with only Categories H, M, N, P, or Q:

TABLE 2

	Less than 12 months		12 to 20 months		21 to 24 months	
	Total hours	Law hours	Total hours	Law hours	Total hours	Law hours
H	0	0	2	1	4	2
M	0	0	4	1	8	2
N	0	0	4	1	8	2
P	0	0	4	1	8	2
Q (QAC only)	0	0	4	1	8	2

CE requirements for Pilots:

Pilots are required to complete aerial hours in addition to Law hours as part of their total.

Table 3 illustrates the number of Law, Aerial, and total hours needed to renew your license or certificate based on the number of months between date of issue and first expiration.

TABLE 3

	Less than 12 months			12 to 20 months			21 to 24 months		
	Total hours	Law hours	Aerial hours	Total hours	Law hours	Aerial hours	Total hours	Law hours	Aerial hours
Pilot	0	0	0	10	2	2	20	4	4