

## AGRICULTURAL PEST CONTROL ADVISER LICENSING REQUIREMENTS

**Do you need this license?** An **Agricultural Pest Control Adviser (PCA)** is any person who offers a recommendation on any agricultural use, holds himself/herself as an authority on any agricultural use, or solicits services or sales for any agricultural use (Food and Agricultural Code sections 11410, 11411).

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**Licensing Exemption** You are exempt from this licensing requirement if you make any recommendation of a specific application on a specific parcel in writing, **and** are a(n):

- Official of a federal, state, or county Department of Agriculture;
- University of California personnel worker engaged in official duties relating to agricultural use;
- “Operator of the property” (i.e. growers, farms, or corporations) and their employees when making decisions in regards to pesticides used for agricultural use on property under their control. Agency public employees are required to be licensed as PCAs when making decisions, except those that are exempted (FAC section 12001).

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**Minimum qualifications** You must meet the minimum educational and technical experience requirements to take the *Agricultural Pest Control Adviser* examinations. See the Minimum Education Qualifications for Agricultural Pest Control Advisers (rev. 06/08) in this packet to determine minimum qualifications for this license.

A sample of college courses that meet the core requirements will be listed on our website at <http://www.cdpr.ca.gov/docs/license/adviser.htm>.

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**Basic licensing requirements** You may obtain a PCA license by submitting the following:

- Application,
- Application fees,
- Official transcripts,
- Agricultural Pest Control Adviser Core Course and/or Work Experience Requirements for New License Applicants (PR-PML-085),
- Pass the required examinations.

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**Examinations** You must pass the Laws, Regulations, and Basic Principles examination (including Integrated Pest Management) and at least one pest control category examination with a score of 70 percent or higher (FAC section 12022). The pest control categories for this license are as follows:

A	Insects, Mites, and Other Invertebrates	E	Weed Control
B	Plant Pathogens	F	Defoliation
C	Nematodes	G	Plant Growth Regulators
D	Vertebrate Pests		

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**Exam Schedules** Annual DPR Exam Schedules are revised in December and posted on the website at [www.cdpr.ca.gov/docs/license/liccert.htm](http://www.cdpr.ca.gov/docs/license/liccert.htm). Your application must be postmarked by the final filing date listed in the examination schedule in order for your requested month, location, and type of examination(s) to be processed.

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**Preparing for examinations** To prepare for the examination, it is suggested that you read the appropriate study materials listed on the Suggested Study Material Source List included in this packet. Many of the study materials have practice test questions at the end of each chapter that can help you evaluate whether you know the material well enough to pass the exam. For some categories, DPR has posted Knowledge Expectations on their website that outline the type of information you will be expected to know when you take the examination.

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**Application fee** The application fee is \$80 for this license (FAC section 12021 and 3 CCR section 6502). This fee is only required once, provided you become licensed within one year.

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**Examination fees** The examination fee is \$50 (3 CCR section 6505) for each examination taken (including reexaminations due to rescheduling or failure to pass). However, if you do not show for your examination(s) and do not reschedule you must again submit the exam fees.

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**Second-year fee notice** When you pass the required examinations, you might receive a Second-Year Fee Notice. This notice will inform you that you have paid for the first year of a 2-year cycle, and that in order to issue your license an additional \$70 is required for the second-year fee. The 2-year cycles are illustrated in the table below.

<b>If your last name begins with...</b>	<b>Then your license will...</b>
<b>A through L</b>	Expire on December 31 of even-numbered years (e.g. 2010, 2012, 2014, etc.)
<b>M through Z</b>	Expire on December 31 of odd numbered years (e.g. 2011, 2013, 2015, etc.)

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**Valid licenses** A list of valid licenses may be viewed at [www.cdpr.ca.gov/docs/license/currlic.htm](http://www.cdpr.ca.gov/docs/license/currlic.htm).

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**License duration** A new license may be valid for up to two years, depending on when you first became licensed.

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**General requirements**

Once you obtain your license, you must do all of the following:

- Register with the County Agricultural Commissioner in your “home” county and in each county where you make recommendations (FAC section 12031).
- Retain one copy of each written recommendation for one year (FAC section 12004).
- Provide the operator of the property with a copy of the written recommendation prior to the application (FAC section 12003).
- Provide the pesticide dealer and the applicator with a copy of the written recommendation – prior to application – where a pesticide use is recommended (FAC section 12003).

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**Continuing Education**

Once you pass the examination(s) and receive your license, you must accumulate a determined amount of approved continuing education (CE) hours. DPR will inform you of the number of approved CE hours you are required to complete. After your first renewal, you are required to accumulate at least 40 hours of approved continuing education (CE) every two years before license renewal<sup>1</sup>. Four of the 40 hours must cover the topic of pesticide laws and regulations (3 CCR sections 6511).

Our office will send you a renewal notice, which will remind you of the required number and topic areas of CE hours. For more information, you can find the following on our website:

- CE requirements [www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)
- DPR-approved CE courses [www.cdpr.ca.gov/docs/license/classes.htm](http://www.cdpr.ca.gov/docs/license/classes.htm)

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**Renewal fee**

The renewal fee is \$140 for the 2-year cycle (3 CCR section 6502). We do not prorate your fee if you renew your license late. Instead, a late fee is applied.

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**Late renewal fee**

A late fee of 50 percent of the total renewal fee will be charged for each license or certificate postmarked after December 31 of the expiration year.

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<sup>1</sup> Some new license holders may require fewer CE hours for their first renewal depending on when the license was issued. The number of required CE hours will be specified on your transmittal card when you receive your new license.

**Miscellaneous fees**

The following chart lists possible miscellaneous fees.

Type	Amount	Details
Name change	\$20	<ul style="list-style-type: none"> <li>You must immediately notify the Licensing and Certification Office <b>in writing</b> (3 CCR section 6508).</li> <li>You must submit legal documents certifying the name change.</li> <li>A new license will be automatically issued for all name changes.</li> <li>The <i>Address Change/Name Change/Replacement Card Form</i> is available on our website at <a href="http://www.cdpr.ca.gov/docs/license/lcforms.htm">www.cdpr.ca.gov/docs/license/lcforms.htm</a></li> </ul>
Address change	\$20	<ul style="list-style-type: none"> <li>You must immediately notify the Licensing and Certification Office <b>in writing</b> (3 CCR section 6508).</li> <li>This fee is only required if you request a new license.</li> <li>The <i>Address Change/Name Change/Replacement Card Form</i> is available on our website at <a href="http://www.cdpr.ca.gov/docs/license/lcforms.htm">www.cdpr.ca.gov/docs/license/lcforms.htm</a></li> </ul>
Duplicate	\$20	<ul style="list-style-type: none"> <li>This fee applies to requests for a duplicate or replacement license.</li> <li>The <i>Address Change/Name Change/Replacement Card Form</i> is available on our website at <a href="http://www.cdpr.ca.gov/docs/license/lcforms.htm">www.cdpr.ca.gov/docs/license/lcforms.htm</a></li> </ul>

Name and/or address change fees are waived when a license is reprinted to add a pest control category or to renew.

**Timelines for processing applications**

DPR may take up to 100 days to complete the processing of your application, in compliance with Government Code sections 15374-15378. Failure to comply with this time period may be appealed to the Agency Secretary, California Environmental Protection Agency, P.O. Box 2815, Sacramento, California, 95814, pursuant to regulations set forth in 3 CCR section 301. Under certain circumstances, the Agency Secretary may order that the applicant receive a reimbursement of filing fees.

**Common mistakes**

The most common application errors are

- Incorrect fees
- Missing the final filing date
- Not specifying your preferred month, location, and type of examination(s)

You can avoid these errors by reading the application instructions carefully and by mailing your application **before** the final filing date.

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**Our physical  
address**

Department of Pesticide Regulation  
Pest Management and Licensing Branch  
Licensing and Certification Program  
1001 I Street  
Sacramento, CA 95814-2828

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**Our mailing  
address**

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

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**For more  
information**

You may contact us between the hours of 8 a.m. to 5 p.m. at (916) 445-4038, or  
e-mail us at [licenseemail@cdpr.ca.gov](mailto:licenseemail@cdpr.ca.gov)

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