
Retain for your information

Purpose

This guide provides **general information** for the agricultural pest control adviser (PCA) license issued by the Department of Pesticide Regulation (DPR).

General Information

Where to Find Information About the PCA License

For detailed information about the PCA license:

- Refer to the California Food and Agricultural Code (FAC) and Title 3, California Code of Regulations (3CCR) at <www.cdpr.ca.gov>
- Check the DPR website address at www.cdpr.ca.gov/docs/license/liccert.htm or
- Contact us at the above address, by phone, fax or e-mail:
Phone: (916) 445-4026 Fax: (916) 445-4033
e-mail: licensing-pca@cdpr.ca.gov

Reference: FAC Divisions 6 and 7; 3CCR sections 6500-6514, 6550-6557

Changes and Errors in Your License

You are required to immediately inform DPR in writing via letter, e-mail or fax if you:

- Find errors on your license or
- Change your name and/or address. Legal documents will be required in order to make a name change. A maximum fee of \$20 is required for all name and/or address changes and requests for duplicate or replacement license when submitted on a single application.
- DPR will not routinely issue a new license (card) when an address change is received. The \$20 fee for an address change is only required when the licensee requests a new license card.

Reference: 3CCR section 6508

Valid Period of Your License

You can work under the PCA license issued to you only during its valid period from the **“Date of Issue”** until December 31 of the year indicated as the **“VALID THROUGH”** date on your card.

Reference: FAC section 12021; 3CCR section 6500

Work Allowed Under Your PCA License

AFTER you register annually with the agricultural commissioner in each county you work, your PCA license allows you to:

- Make a written recommendation on any agricultural use in the pest control category(ies) for which you have been licensed.
- Hold yourself forth as an authority on any agricultural use, or
- Solicit services or sales for any agricultural use.

You may also act as a pest control dealer designated agent, actively supervising all operations at a dealer location.

Reference: FAC sections 11408, 11410, 11411, 12001-12035, 12051-12054, 12101.5 & 3CCR section 6000

Renewal Requirements

General Requirements

To renew your license, you must obtain the required DPR-approved continuing education (CE) hours **DURING** the valid period. DPR must receive a summary of those CE hours along with your renewal notice and a renewal fee. If you submit the renewal form or fee after the expiration date, you must submit the required late fee before your license is renewed. **The PCA license cannot be renewed if you fail to obtain the CE hours during the license valid period.**

Reference: FAC section 12021; 3CCR section 6511

Continuing Education

- DPR's approved list of CE courses can be viewed on its website at <http://www.cdpr.ca.gov/docs/license/classes.htm>.
- You must obtain DPR approved CE hours during the valid period of your license. **There is no grace period.**
- If you do not obtain the CE hours during the valid period, you:
 - ✓ cannot renew
 - ✓ will be required to reapply as a new PCA license applicant, and
 - ✓ retest in all categories again
- You must maintain CE course information for a period of three (3) years including the number of hours obtained.
- **DPR does not track or maintain records of CE courses you take or hours you obtain during the valid period of your license.**
- DPR approved courses for CE hours are listed on our Web site address at www.cdpr.ca.gov/docs/license/liccert.htm.
- You may earn more than the minimum hours during the valid period of your license, **however**, you may not apply any excess CE hours to the next valid period.
- You may earn more than the minimum number of "Laws and Regulations" CE hours during the valid period of your license. It can be applied to the total CE hours required for renewal.

In the following blocks you will find the minimum number and type of CE hours required to renew your license.

Reference: 3CCR sections 6510, 6511, 6513

CE Hours – 1st Time Renewal

The following are the minimum number and type of CE hours required during a license valid period. This applies **only** to PCA license holders renewing for the first time

License Valid Period	Laws and Regulations	Other	Total hours
Less than 12 months	0	0	0
12 - 20 months	2	18	20
21 – 24 months	4	36	40

CE Hours – 2nd and Subsequent Renewals

The following are the minimum number and type of CE hours required during a license valid period of two (2) years. You may obtain the hours at any time during the valid period. The number of hours required apply **only** to PCA license holders renewing for the second time and afterward.

Laws and Regulations	Other	Total hours
4	36	40

Renewal Fees

The renewal fee is \$70 per calendar year, to be paid to DPR every two (2) years for a total of \$140.

Reference: 3CCR 6502

Renewing Your License

You are responsible for renewing your license **BEFORE** it expires **whether or not you receive a renewal form in the mail from DPR**. If you do not receive a renewal form by December 1 of the expiration year, contact us or you can obtain the renewal form and CE summary sheet from our website at www.cdpr.ca.gov/docs/license/liccert.htm.

REMINDER: To renew, you must obtain DPR approved CE hours during the valid period. **There is no grace period.**

If you do not obtain the CE hours during the valid period, you **cannot renew** (and will be required to reapply as a new PCA license application and retest in all categories again).

To avoid a late-renewal penalty, your renewal fee and any required documentation must be post marked by December 31, of the expiration year.

Reference: FAC section 12021, 3CCR sections 6510, 6511, 6513

Late Renewals

Late renewals require a penalty fee of 50 percent (50%) of the total renewal fee, in addition to the renewal fee and required documentation. If you do not renew within 12 months after the expiration date, you must again apply to take the examinations to obtain the license.

Reference: FAC section 12252; 3CCR section 6502

Questions

Call: (916) 445-4026

Email: licensing-pca@cdpr.ca.gov

- DPR's approved list of CE courses can be viewed on its website at <http://www.cdpr.ca.gov/docs/license/classes.htm>.