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## Retain for your information.

### *Purpose*

This guide provides **general information** for the agricultural pest control pilot (AP/JP) certificate issued by the Department of Pesticide Regulation (DPR).

### *General Information*

#### **Where to Find Information About the AP/JP Certificate**

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For detailed information about the AP/JP certificate:

- Refer to the California Food and Agricultural Code (FAC) and Title 3, California Code of Regulations (3CCR) at <[www.cdpr.ca.gov](http://www.cdpr.ca.gov)>
- Check the DPR website address at [www.cdpr.ca.gov/docs/license/liccert.htm](http://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-pilot@cdpr.ca.gov](mailto:licensing-pilot@cdpr.ca.gov)

*Reference: FAC Divisions 6, sections 11901-11940 and Division 7; 3CCR sections 6500-6514, 6540-6544*

#### **Changes and Errors in Your License**

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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 Certificate**

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You can work under the AP/JP certificate 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 11904, 3CCR section 6500*

## **Work Allowed Under Your AP/JP Certificate**

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- **AFTER** you register annually with the agricultural commissioner in each county you work, your AP/JP certificate allows you operate any aircraft for the purpose of pest control.

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

*Reference: FAC sections 11901-11924, 12101.5; & 3CCR sections 6500-6514, 6540-6544*

## **Renewal Requirements**

### **General Requirements**

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To renew your certificate, 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 certificate is renewed. **The AP/JP certificate cannot be renewed if you fail to obtain the CE hours during the certificate valid period.**

*Reference: FAC section 11904; 3CCR section 6511*

### **Continuing Education**

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- 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 certificate. **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 AP/JP certificate 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 certificate.**
- DPR approved courses for CE hours are listed on our Web site address at [www.cdpr.ca.gov/docs/license/liccert.htm](http://www.cdpr.ca.gov/docs/license/liccert.htm).
- You may earn more than the minimum hours during the valid period of your certificate, **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" or "Aerial" CE hours during the valid period of your certificate. They may 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 certificate.

*Reference: 3CCR sections 6510, 6511, 6513*

### **CE Hours – 1<sup>st</sup> Time Renewal**

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

<b>License Valid Period</b>	<b>Laws and Regulations</b>	<b>Aerial</b>	<b>Other</b>	<b>Total hours</b>
Less than 12 months	0	0	0	0
12 - 20 months	2	2	6	10
21 – 24 months	4	4	12	20

### **CE Hours – 2<sup>nd</sup> and Subsequent Renewals**

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The following are the minimum number and type of CE hours required during a certificate 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 AP/JP certificate holders renewing for the second time and afterward.

<b>Laws and Regulations</b>	<b>Aerial</b>	<b>Other</b>	<b>Total hours</b>
4	4	12	20

### **Renewal Fees**

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The renewal fee is \$45 per calendar year, to be paid to DPR every two (2) years for a total of \$90.

*Reference: 3CCR section 6502*

### **Renewing Your Certificate**

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You are responsible for renewing your certificate **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](http://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 AP/JP certificate 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 11904, 3CCR sections 6510, 6511, 6513*

## **Late Renewals**

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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**

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Call: (916) 445-4026

Email: [licensing-pilot@cdpr.ca.gov](mailto:licensing-pilot@cdpr.ca.gov)