

Frequently Asked Renewal Questions for Individual License Holders

General Renewal Questions

What are some of the common problems associated with renewal applications received?

No payment included, wrong amount paid, no signature, insufficient continuing education (CE) hours, and payment received with no application.

Can I pay and submit my application online, by fax, or by email?

No. We do not accept any payments or application submissions by fax or email. Please send the payment with the application to “Cashier-DPR, PO Box 4015, Sacramento, CA 95812-4015”.

Why do I have to sign my renewal application form?

California law requires the application be signed as a declaration that the information provided in the renewal application is true and correct.

What is the procedure for notifying DPR of a name change or address change?

Fill out and send in form (PR-PML-002). The form is available on our Web site at :
<<http://www.cdpr.ca.gov/docs/license/forms/pr-pml-002.pdf>>.

For a name change, other documents are required. Please contact us at <LicenseMail@cdpr.ca.gov>. During the renewal period, name and address changes can be made on the renewal application.

If I have submitted my renewal application, fee(s), and required information to DPR, but have not received my license/certificate, can I continue to work?

No. You cannot use or supervise the use of pesticides 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. Renewal processing can take up to 60 days from the date your payment clears your financial institution. You can check if your renewal has been processed at:
<<http://www.cdpr.ca.gov/docs/license/currlic.htm>>.

Continuing Education Questions

How long after expiration will I be able to renew?

As long as you meet all requirements, you have 12 months after your license/certificate expires to renew and pay the late fee. CE hours must be completed by December 31 of your expiration year. If you have been expired for more than 12 months you will need to reexam as a new applicant in “Laws and Regulations” and all categories.

Does DPR track continuing education hours?

No. DPR does not track CE hours for license/certificate holders. It is their responsibility to get certificates of completion from each CE course sponsor and track their own CE hours. (Title 3, CCR Section 6513)

Continuing Education Questions (cont'd)

Is the CE course sponsor required to provide a certificate or other proof of completion for a course attended?

Yes. In accordance with Title 3, CCR Section 6513, the sponsor is required to provide you with a certificate or other proof of CE course completion.

If I am a first-time renewal applicant, how many CE hours do I need?

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

See the full CE Requirement Summary at <http://www.cdpr.ca.gov/docs/license/cerequir.pdf> >

Can I renew if I do not meet the minimum required “Laws and Regulations” CE course hours?

No. You cannot renew your license/certificate if you do not meet the minimum requirements for CE hours. This is true even if you have more hours than required in the “Other” CE category.

Can my excess CE hours for “Laws and Regulations” be used to meet the “Other” CE requirements?

Yes. Excess CE hours for “Laws and Regulations” can be used to meet the “Other” CE requirements.

If I renew late, when can I start earning CE hours for my next two year period?

You can start earning CE hours beginning the ‘date of issue’ listed on your license or certificate.

If I renew late, do I still have to meet the CE requirements for the following two-year period?

Yes. There is no pro-rating of the CE requirement.

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

No. See DPR’s Web site for DPR-approved CE courses at:

http://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm

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

Yes. DPR’s Web site shows the list of approved, pending, and past CE courses at:

www.cdpr.ca.gov/docs/license/conted.htm

If I possess only category “Q” – Maintenance Gardener, how many CE hours are required for renewal?

Eight (8) hours of DPR-approved CE courses, with two (2) of these hours being in “Laws and Regulations”.

Does DPR make the names of valid licensees available to the public?

Yes. DPR posts the names of the individuals and businesses holding valid licenses on our Web site at

<http://www.cdpr.ca.gov/docs/license/currlic.htm>