



August 5, 2011

TO: LICENSE AND CERTIFICATE HOLDERS

SUBJECT: Continuing Education General Information

The following general information is provided to answer your questions regarding continuing education (CE) and the license renewal process:

- Continuing education received by you must be pre-approved by the Department of Pesticide Regulation (DPR) and assigned an identification code number by the Director in order for it to be valid.
- It is your responsibility to obtain verification of attendance from the CE provider and submit that verification with your renewal forms when required by DPR. CE summary reports from professional organizations are considered acceptable.
- Verification of attendance must include the license or certificate holder's name, license or certificate number, title and location of the instruction, name of the instructor or sponsoring organization, hours credited, and the identification code assigned by the director.
- DPR approved continuing education must be obtained within each two-year license or certificate period. (CCR Section 6510 and 6511).
- DPR approved continuing education obtained within the two year cycle is only valid up to one year after the expiration of your license or certificate. You must renew your license or certificate within one year after its expiration date. If you fail to renew your license or certificate within one year after its expiration date, you must re-apply as a new applicant.
- Any continuing education hours obtained in excess of the hours required by DPR to renew your license or certificate cannot be carried over to the next renewal period.

If you have any questions, please contact the Pest Management and Licensing Branch, Licensing and Certification Program at (916) 445-4038.

