

QUALIFIED APPLICATOR CERTIFICATION REQUIREMENTS

Do you need this certificate?

You must possess a valid Qualified Applicator Certificate (QAC) if you do any of the following:

- Apply or supervise the application of federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of a private applicator¹ (Title 3 of California Code of Regulations [3 CCR], section 6000).

Basic licensing requirements

You may obtain a QAC by submitting the application, appropriate fees, and passing the required examinations.

Examinations

You must pass the Laws, Regulations, and Basic Principles examination and at least one pest control category examination with a score of 70 percent or higher (3 CCR section 6504). The pest control categories for this certificate are as follows:

- | | |
|--|---------------------------|
| A Residential, Industrial, and Institutional | K Health Related |
| B Landscape Maintenance | L Wood Preservative |
| C Right-of-Way | M Antifouling Tributyltin |
| D Plant Agriculture | N Sewer Line Root Control |
| E Forest | O Field Fumigation |
| F Aquatic | P Microbial Pest Control |
| G Regulatory | Q Maintenance Gardener * |
| H Seed Treatment | |
| I Animal Agriculture | |
| J Demonstration and Research | |

* Applicants for subcategory Q only need to take the pest control category Q examination. Laws and Regulations are included in the examination.

Exam schedules/processing time

The DPR Exam Schedule is posted on the web site at http://www.cdpr.ca.gov/docs/license/exam_sched.pdf. 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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¹ An individual who uses or supervises the use of a pesticide to produce an agricultural commodity on property owned, leased, or rented by him/her or his/her employer; OR a householder who uses or supervises the use of a pesticide outside a residential dwelling to control ornamental, plant or turf pests on property owned, leased, or rented by that householder.

Preparing for the examination

To prepare for the examination, you should 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 Knowledge Expectations available on our web site that outline the type of information you will be expected to know when you take the examination.

Application fee

The application fee is \$40 for this certificate (3 CCR section 6502). This fee allows an applicant a 12 month period to become certified.

Examination fee

The examination fee is \$50 (3 CCR section 6505) for each examination requested including:

- adding categories; and
- rescheduling due to failure to appear or to obtain a passing score.

Second-year fee notice

If you pass the required examinations you may receive a Second-year Fee Notice. If you receive this notice, it means that in order to issue your 2 year certificate, an additional \$30 is required. The 2 year cycles are illustrated in the table below.

If your last name begins with...	Then your certificate will...
A through L	Expire on December 31 of even-numbered years (e.g. 2018, 2020, 2022, etc.)
M through Z	Expire on December 31 of odd numbered years (e.g. 2017, 2019, 2021, etc.)

Valid certificates

List of valid licenses and certificates may be viewed at www.cdpr.ca.gov/docs/license/currlic.htm.

Certificate duration

Refer to the table above for expiration date.

Continuing education

Once you pass the examination(s) and receive your certificate, 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.² After your first renewal, you are required to accumulate at least 20 hours of approved continuing education (CE) every two years before certificate renewal. Four of the 20 hours must cover the topic of pesticide laws and regulations (3 CCR section 6511).

QAC holders who have Category M, N, P, or Q are required to complete eight hours of approved CE after their first renewal. QAC holders who have Category H only are required to complete four hours of approved CE after their first renewal. Two of the hours must cover pesticide laws and regulations (3 CCR section 6511). It is your responsibility to ensure that you complete the number of hours required for your category(ies) prior to renewal of your QAC.

For information on CE requirements and the list of DPR-approved CE courses visit our web site at:

- CE requirements: www.cdpr.ca.gov/docs/license/conted.htm
- DPR-approved CE courses: www.cdpr.ca.gov/docs/license/classes.htm

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²Some new certificate holders may require fewer CE hours for their first renewal depending on when the certificate was issued. The number of required CE hours will be specified on your transmittal card when you receive your new certificate.

Renewal fee The renewal fee is \$60 for the 2-year cycle (3 CCR section 6502).

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

Miscellaneous fees The following chart lists possible miscellaneous fees.

Type	Amount	Details
Name change	\$20	<ul style="list-style-type: none">• You must immediately notify the Licensing and Certification Program in writing (3 CCR section 6508).• You must submit legal documents certifying the name change.• A new certificate will be automatically issued for all name changes.• The <i>Address Change/Name Change/Replacement Card Form</i> is available on our web site at: http://www.cdpr.ca.gov/docs/license/forms/pr-pml-002.pdf
Address change	\$20	<ul style="list-style-type: none">• You must immediately notify the Licensing and Certification Program in writing (3 CCR section 6508).• This fee is only required if you request a new certificate.• The <i>Address Change/Name Change/Replacement Card Form</i> is available on our web site at: http://www.cdpr.ca.gov/docs/license/forms/pr-pml-002.pdf
Duplicate	\$20	<ul style="list-style-type: none">• This fee applies to requests for a duplicate or replacement certificate.• The <i>Address Change/Name Change/Replacement Card Form</i> is available on our web site at: http://www.cdpr.ca.gov/docs/license/forms/pr-pml-002.pdf

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

Common mistakes

The most common application errors are:

- incorrect fees submitted;
- final filing date was missed; and
- the preferred month, location and type of examination(s) was not specified.

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

**Our mailing
address**

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

**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.
