2020
A-L LICENSING RENEWAL INFORMATION
FOR THOSE WITH LAST NAMES OR BUSINESS NAMES STARTING WITH LETTERS A-L
IT’S TIME TO RENEW!
Renewal packets to be mailed out from DPR by August.

Submit application to DPR by November 1, 2020 to receive license/certificate by December 31, 2020.

If submitted after November 1, you may not receive your new license or certificate by January 1, 2021.

Processing time can take up to 60 days.
WHY IS IT IMPORTANT TO RENEW EARLY?

- Submitting by **November 1st** provides time to address potential issues, such as lacking continuing education (CE) hours, and still have time to take CE before your license expires.

- Submitting your renewal before October will ensure you have your license by early December and allows you to register with the County prior to the New Year.

- Avoid late fees.
ADDRESS OR NAME CHANGES

Always notify DPR **immediately** of any address or name changes.
(We encourage you to include your email address!)

Email: LicenseMail@cdpr.ca.gov

Name/address change must be done in writing by email, or by mailing in form PR-PML-002.

https://www.cdpr.ca.gov/docs/license/forms/pr-pml-002.pdf

Notify DPR by June 15 of any changes to ensure you get your personalized renewal packet.

Fee for a replacement card is $20.00
CONTINUING EDUCATION

- Regulations require that license and certificate holders keep CE records for three years.

- At any time DPR may request copies of your CE records.

Submit your CE hours via one of the following options:

1. DPR CE Records Renewal Summary form (PR- PML-123) which is in your renewal packet.
2. Copies of course completion certificates.
3. A summary record of CE attendance from a third party professional association.
CE RECORDS MUST INCLUDE THE FOLLOWING:

1. License/Certificate Holder’s Name
2. License/Certificate Number and Type
3. Course Location
4. Course Title
5. Course Date
6. DPR Course I.D. Number
7. Course hours attended for each CE category
8. Name of instructor or sponsoring organization
9. Your Signature

DPR encourages you to get your CE hours completed early and submit your renewal to DPR as soon as you get it.
GENERAL INFORMATION ABOUT CONTINUING EDUCATION

- DPR does not track CE hours for individuals, but does audit CE records.
- DPR encourages you to check that your CE course has been approved. All CE courses you attend must be approved by DPR.
- There is no extension for CE after December 31.
- Check out the many online courses available including webinars and interactive courses. New courses are added weekly.
WEBINARS AND ONLINE CE COURSES
Check DPR’s Web site for approved Webinars and online courses.

Approved and Pending Continuing Education Classes

The following files are in PDF format.

2020 June
2020 July
2020 August
2020 September
2020 October
2020 November

Continuous, Online and Correspondence Classes
Spanish Continuing Education Classes

2020 December
2021 January
2021 February
2021 March
2021 April
2021 May

Be sure to check the monthly lists for webinars scheduled for specific dates and times.

AND

Check the “Continuous, Online and Correspondence” link for on-demand courses.

https://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm
AVOID RETESTING!

If you are short CE hours after December 31 of your renewal year you will have to retest in Laws and Regulations and every category that you need!

If you submit early and DPR finds you are short hours, you may still have time to complete needed CE.

DPR encourages you to include your email address with your application so we can contact you quickly about any renewal issues!
CE CLASS INFORMATION

CE hours must be taken during the valid period listed on your license or certificate.

Check your dates: the valid period is from the date of issue until the expiration date listed on your card.

NO grace period to obtain needed CE hours after December 31.

NO excess hours can be transferred to the next renewal period.
GENERAL INFORMATION ABOUT BUSINESS LICENSE RENEWAL

- DPR can only renew a business license if the designated qualified person has renewed.
- The County can only renew your registration after DPR renews your license.
- You cannot operate without a current license and county registration.

Renew early to avoid late fees and stay in business!
How to Check on Your Renewal Status

- Want to know if DPR has received your packet? Check your bank account to see if your payment has posted. If it has, we have your packet! If it has been over 60 days since the posted date and your license/certificate has not been renewed, please email us: LicenseMail@cdpr.ca.gov

- To check if you’re renewed, go to DPR’s website: www.cdpr.ca.gov/docs/license/currlic.htm
  After you are renewed, your card will be on the way to your address on record.

- For a receipt, email LicenseMail@cdpr.ca.gov
  Include name of applicant, amount of payment, and date the payment posted to your bank account.
BEST WAYS FOR DPR TO GET INFORMATION TO YOU QUICKLY

- Sign up for important information and updates from DPR about Licensing and CE: [www.cdpr.ca.gov/docs/dept/listserv/sub1113.htm](http://www.cdpr.ca.gov/docs/dept/listserv/sub1113.htm)
- DPR’s Licensing web page: [www.cdpr.ca.gov/docs/license/liccert.htm](http://www.cdpr.ca.gov/docs/license/liccert.htm)
- DPR’s Licensing Program email address: LicenseMail@cdpr.ca.gov

DPR encourages you to include your email address with all correspondence – this will allow us to contact you quickly about any renewal issues.