

# 2018 RENEWAL INFORMATION FOR DPR LICENSE AND CERTIFICATE HOLDERS

## Dates for Renewal

DPR encourages submitting completed renewal applications to DPR by November 1, 2018, to receive your license/certificate by December 31, 2018. If submitted after November 1, you may not receive your license/certificate by January 1. You cannot work legally without a valid license/certificate. Processing time is 60 days.

Note that submitting your renewal before October, will ensure you have your license by early December and allow you to renew with the County by the New Year.

To check if you're renewed, go to DPR's website:  
<[www.cdpr.ca.gov/docs/license/currlic.htm](http://www.cdpr.ca.gov/docs/license/currlic.htm)>

## Address Changes

Always notify DPR immediately of any address or name changes.

## Mailing of Renewal Packets

DPR is mailing renewal packets in August to provide sufficient time for license and certificate holders to submit their applications by November 1. Renewal applications must be postmarked on or before December 31, or a late fee applies.

If you did not receive your renewal application or lost it, download a renewal packet from DPR's website:  
<[www.cdpr.ca.gov/docs/license/liccert.htm](http://www.cdpr.ca.gov/docs/license/liccert.htm)> or email us and request a copy.

## Business License Renewal Application

The following forms will be included in the renewal packet:

- Business Renewal Application
- Renewal Information Request
- Visa/MasterCard Transaction DPR-105

Renewal applications must be filled out completely, signed, and submitted with the correct fee.

**Note: Your qualified applicator must be renewed before your business license can be renewed.**

## Individual License and Certificate Renewal

The following forms will be included in the renewal packet:

- Renewal Application DPR-PML-141
- License/Certificate Renewal Information
- CE Records Renewal Summary DPR-PML-123
- Visa/MasterCard Transaction DPR-105

Renewal applications need to be signed and must include the required CE records summary and correct fee.

## Continuing Education

License and certificate holders must keep copies of their CE records for three years. DPR may request copies of your CE records at any time.

Submit the CE Records Renewal Summary, DPR-PML-123 or a summary record of CE attendance from a third party professional association.

Your CE records must include:

- License/Certificate Holder's Name
- License/Certificate Number and Type
- Course Location
- Course Title
- Course Date
- DPR Course I.D. Number
- Course hours attended for each CE category
- Name of instructor or sponsoring organization
- Your Signature

## General Information about CE Courses

DPR does not track CE hours for individuals, but has the ability to audit CE records.

DPR approved CE hours must be obtained during the valid period of the license or certificate. The valid period is listed on the license or certificate (from the 'date of issue' until the 'valid through' date). NO grace period is given to obtain CE hours. NO CE hours can be carried over to the next renewal period.

If renewing multiple licenses or certificates, you only need sufficient CE hours to meet the license with the most CE hours required.

## Questions about your CE hours?

For questions about your CE hours, you must contact the course sponsor or your professional association.

See DPR's website for current or previous years' courses and sponsors' contact info:

<[http://www.cdpr.ca.gov/docs/license/cont\\_ed\\_cfm/classes.htm](http://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm)>

## DPR List Serve

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)>

License or Certificate Type	DPR Staff Name and Contact Information
General Questions	<p style="text-align: center;"><a href="mailto:LicenseMail@cdpr.ca.gov">LicenseMail@cdpr.ca.gov</a></p>
Pest Control Advisers	<p style="text-align: center;">Rebecca Olson  <a href="mailto:Rebecca.Olson@cdpr.ca.gov">Rebecca.Olson@cdpr.ca.gov</a></p>
Qualified Applicator License/ Certificate	<p style="text-align: center;">Heather Allen  <a href="mailto:Heather.Allen@cdpr.ca.gov">Heather.Allen@cdpr.ca.gov</a></p>
	<p style="text-align: center;">Elizabeth Dummert  <a href="mailto:Elizabeth.Dummert@cdpr.ca.gov">Elizabeth.Dummert@cdpr.ca.gov</a></p>
Pest Control Businesses	<p style="text-align: center;">Alpha: A-D, S,T, U-Z  Regina Maglia  <a href="mailto:Regina.Maglia@cdpr.ca.gov">Regina.Maglia@cdpr.ca.gov</a></p>
	<p style="text-align: center;">Alpha: E-L, M-R, V  Shernee Tousant  <a href="mailto:Willie.Tousant@cdpr.ca.gov">Willie.Tousant@cdpr.ca.gov</a></p>
Pilots (APC/JPC)	<p style="text-align: center;">Regina Maglia  <a href="mailto:Regina.Maglia@cdpr.ca.gov">Regina.Maglia@cdpr.ca.gov</a></p>
Dealer Designated Agents	<p style="text-align: center;">Elizabeth Dummert  <a href="mailto:Elizabeth.Dummert@cdpr.ca.gov">Elizabeth.Dummert@cdpr.ca.gov</a></p>

STATE OF CALIFORNIA  
**PEST CONTROL BROKER LICENSE  
RENEWAL APPLICATION**

DPR-PML-190 (REV. 04/18)  
Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION  
PEST MANAGEMENT AND LICENSING BRANCH  
LICENSING AND CERTIFICATION PROGRAM  
P.O. BOX 4015  
SACRAMENTO, CALIFORNIA 95812-4015  
(916) 445-4038  
E-Mail: LicenseMail@cdpr.ca.gov  
Web site: <http://www.cdpr.ca.gov>

**Business License Number:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_

<input type="checkbox"/> Name Change	<input type="checkbox"/> Mailing Address Change
_____	
_____	
_____	
<i>Enter Changes Above</i>	

**IMPORTANT - PLEASE READ**  
COMPLETE ALL FIELDS BELOW - SEE PAGE 2 FOR COMPLETE INSTRUCTIONS

<b><u>License Information.</u></b>			
<b>Main/Branch Number</b>	<b>Main/Branch Location Address</b>	<b>License</b>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b><i>E-mail Contact</i></b> (optional). Please provide your e-mail address below:  _____			
E-MAIL ADDRESS			
I declare under penalty of perjury, under laws of the State of California, that the above information provided by me is true and correct.			
_____	_____	_____	_____
SIGNATURE	PRINT NAME	TITLE	DATE SIGNED

*Instructions on page 2.*

## PESTICIDE BROKER LICENSE RENEWAL APPLICATION INSTRUCTIONS

**Failure to complete or provide the requested information will delay the processing of your application.**

**INSTRUCTIONS:** To help ensure that your renewal application is completed in full prior to mailing, review the following:

**Change of Name/Address.** 3CCR Section 6508 requires all license/certificate holders to notify DPR immediately, in writing, of any change in information required on the application. Indicate any corrections that appear on the renewal form in the space provided.

***Licenses are not transferable.*** A new application is required if you had a change of business organization (Corporation, Partnership, Individual, Non-Profit, Limited Liability, and Limited Liability Partnership), or ownership.

**Declaration/Signature.** Sign, title, and date the renewal application form.

**Mail.** Send the completed renewal application form and any required documents to:

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

Your business name and license number will be posted to DPR's web site <<http://www.cdpr.ca.gov/docs/license/currlic.htm>> as soon as your license is renewed.

STATE OF CALIFORNIA  
**PEST CONTROL BROKER BUSINESS**  
**LICENSE RENEWAL INFORMATION**  
PR-PML-134B (REV 4/18)

DEPARTMENT OF PESTICIDE REGULATION  
PEST MANAGEMENT AND LICENSING BRANCH  
LICENSING AND CERTIFICATION PROGRAM  
P.O. BOX 4015, MS-4A  
SACRAMENTO, CA 95812-4015  
(916) 445-4038  
E-mail: LicenseMail@cdpr.ca.gov  
Web site: <http://www.cdpr.ca.gov>

<b>A. Officer/Owner Information</b>	Fax #	E-mail Address	Business Phone Number
Officer/Owner Name 1.		Title	
2.			
3.			
4.			

**B. Pest Control Sales Information**

Please indicate what type of product your pest control broker business sells.

Check the appropriate box(es).

Sell Agricultural Use Pesticides.

Sell California Restricted Materials or Federal Restricted Use Pesticides.

Sell Non-Agricultural Use Pesticides.

Sell Methods or Devices (such as Biological Control Agents, Lures or Insect Trapping Devices) for the Control of Agricultural Pests.