2018 LICENSING RENEWAL INFORMATION

IT’S TIME TO RENEW for those with last names or business names starting with letters A-L!

DEPARTMENT OF PESTICIDE REGULATION
DATES FOR DEPARTMENT OF PESTICIDE REGULATION LICENSING RENEWAL

Renewal packets to be mailed out by August.

Submit application to DPR by November 1, 2018 to receive license/certificate by December 31, 2018.

If submitted after November 1, *you may not* receive your new license/certificate by January 1, 2019.

Processing time can take 60 days.

To check if you’re renewed, go to DPR’s website: www.cdpr.ca.gov/docs/license/currllic.htm
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 be renewed by January 1.

- 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.
Email: LicenseMail@cdpr.ca.gov

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

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

Fee for a replacement card is $20.00
MAILING OF RENEWAL PACKETS

- DPR will mail renewal packets in August to license and certificate holders renewing this year. (Those with last names or business names starting with A-L)

- You are encouraged to get your CE hours completed early and submit your renewal to DPR as soon as you get it.
CONTINUING EDUCATION

- It is required by regulation 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).
  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

Note: CE records must be kept for three years by both the licensee and CE course sponsor.
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!
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.

www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm
If you are short CE hours after December 31 of your renewal year you will have to retest!

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

CE hours must be taken during the valid period listed on the 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.
DPR Licensing and CE LISTSERVE

*Best way for DPR to get info 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/licccert.htm](http://www.cdpr.ca.gov/docs/license/licccert.htm)

- DPR’s Licensing Program email address: [LicenseMail@cdpr.ca.gov](mailto:LicenseMail@cdpr.ca.gov)