

APPENDIX 1

LICENSE/CERTIFICATE CODES (DPR-ENF-046, Rev. 2/13)

SELECTION OF LICENSE/CERTIFICATE CODE:

Choose the code that best represents the respondent being cited. Choose only one, either an individual code or a business code. A check box is provided on the form to indicate whether an individual or business was “unregistered” at the time of the incident.

INDIVIDUAL CODES

State Issued:

The state issued licenses and certificates are self-explanatory. Information about DPR issued licenses/certificates can be found at <www.cdpr.ca.gov> under licensing. Information about structural licenses can be found at <www.dca.ca.gov/pestboard> under regulations. General information about vector control can be found at <www.mosquitoes.org>.

County Issued:

Three county-issued documents have been included: operator identification (**OID**), private applicator certificate (**PAC**), and restricted materials permit (**RMP**). While in most cases OIDs and RMPs are issued to business entities, they can be issued to individuals. For tracking purposes, when the respondent cited is an individual, include the OID or RMP code when applicable. Record the respondent’s PAC number in the appropriate field when applicable.

For all other cases involving a respondent who holds a private applicator certificate, but is not a restricted materials permittee, use the **PAC** code. Include respondent’s PAC number in the appropriate field.

Status Codes:

Three codes have been established to capture the licensing status of licensees/certificate holders.

There may be cases in which an individual is cited, though no license or certificate was required. Use the **NR** (not required) code in the license field in these instances. Individuals may be cited for being unlicensed (**UNL**) or uncertified (**UNC**); record the appropriate designation in the license field.

APPENDIX 1 (continued)

LICENSE/CERTIFICATE CODES

BUSINESS CODES

State Issued:

The state issued licenses and certificates are self-explanatory. Information about DPR issued licenses/certificates can be found at <www.cdpr.ca.gov> under licensing. Information about structural licenses can be found at <www.dca.ca.gov/pestboard> under regulations. Information about farm labor contractors can be found at <<http://www.dir.ca.gov/dlse/FLC.htm>>.

County Issued:

Three county issued documents have been included: operator identification (**OID**), private applicator certificate (**PAC**), and restricted materials permit (**RMP**). For tracking purposes, when the respondent cited is a business, include the OID or RMP code when applicable. Include the PAC number of the permittee if RMP was recorded in the license field.

For all other cases involving a respondent who holds a private applicator certificate, but is not a restricted materials permittee, use the **PAC** code. Include respondent's PAC number in the appropriate field.

Status Codes:

Two codes have been established to capture the licensing status of licensees/certificate holders.

There may be cases in which a business is cited, though no license or certificate was required, such as a grower using a non-restricted material. Use the **NR** code in the license field in these instances. Unlicensed is self-explanatory; use the **UNL** code when applicable. Uncertified (**UNC**) does not apply to business entities.