

PEST CONTROL DEALER DESIGNATED AGENT LICENSE PACKET

Contains the following documents:

- Licensing Requirements
- Application & Instructions
- Study Material Source List
- Visa/Mastercard Transaction Form
- Customer Service Survey Form

PEST CONTROL DEALER DESIGNATED AGENT LICENSING REQUIREMENTS

Do you need this license?	You must possess a Pest Control Dealer Designated Agent (DA) license if you are responsible for supervising the operations of a licensed pest control dealer at a principle or branch location. A licensed DA is required at each pest control dealer location, and each DA may serve only one location.
Basic licensing requirements	You can obtain a DA license by submitting the application, appropriate fees, and passing the required examination.
Examination	You must pass the Laws and Regulations for Designated Agents examination with a score of 70 percent or higher (Title 3 of California Code of Regulations [3 CCR], Code section 6504). This examination demonstrates the applicant's knowledge of the laws and regulations governing the use and sale of pesticides, and the responsibilities of a Pest Control Dealer Business.
Examination exemption	<p>Individuals that hold the following DPR licenses and Certificates may qualify to be a DA without taking the Laws and Regulations for Designated Agents examination:</p> <ul style="list-style-type: none">• Agricultural Pest Control Adviser License• Qualified Applicator License• Journeyman Pest Control Aircraft Pilot Certificate <p>However, Qualified Applicator Certificate holders, structural pest control operators, and out-of-state licensees do not qualify.</p>
Exam schedules	Annual DPR Exam Schedules are revised in December and posted on the website at www.cdpr.ca.gov/docs/license/liccert.htm . 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.
Preparing for examination	To prepare for the examination, it is suggested that you 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 posted Knowledge Expectations on their website that outline the type of information you will be expected to know when you take the examination.
Application fee	The application fee is \$25 for this license (3 CCR section 6502). This fee is only required once, provided you become licensed within one year.

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Examination fees The examination fee is \$50 (3 CCR section 6505) for each examination taken (including reexaminations due to rescheduling or failure to pass). However, if you do not show for your examination(s) and do not reschedule you must again submit the exam fees.

Second-year fee notice If you pass the required examinations, you may receive a Second-year Fee Notice. This notice will inform you that you have paid for the first year of a 2-year cycle, and that in order to issue your license an additional \$25 is required for the second-year fee. The 2-year cycles are illustrated in the table below.

If your last name begins with...	Then your license will...
A through L	Expire on December 31 of even-numbered years (e.g. 2010, 2012, 2014, etc.)
M through Z	Expire on December 31 of odd numbered years (e.g. 2011, 2013, 2015, etc.)

Valid Licenses A list of valid licenses may be viewed at www.cdpr.ca.gov/docs/license/currlic/htm.

License duration A new license may be valid for up to two years, depending on when you first became licensed.

General requirements Once you obtain your license, you must prepare and maintain a two-year record of all pesticides sold or delivered by the dealer location you supervise as described in the California Code of Regulations section 6560 – 6570.

Please review:
<http://www.cdpr.ca.gov/docs/legbills/calcode/030106.htm#a6560>

Continuing Education You are not required to obtain continuing education (CE) to renew the DA license.

Renewal fee The renewal fee is \$50 for the 2-year cycle (3 CCR section 6502). We do not prorate your fee if you renew your license late. Instead, a late fee is applied.

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

Continued on next page

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

Name and/or address change fees are waived if the request is made during renewal.

Timeline for processing applications

DPR may take up to 100 days to complete the processing of your application, in compliance with Government Code sections 15374-15378. Failure to comply with this time period may be appealed to the Agency Secretary, California Environmental Protection Agency, P.O. Box 2815, Sacramento, California, 95814, pursuant to regulations set forth in 3 CCR section 301. Under certain circumstances, the Agency Secretary may order that the applicant receive a reimbursement of filing fees.

Common mistakes

The most common application errors are

- Incorrect fees
- Missing the final filing date
- Not specifying your preferred month, location, and type of examination(s)

You can avoid these errors by reading the application instructions carefully and by mailing your application **before** the final filing date.

Continued on next page

**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.

**PEST CONTROL DEALER DESIGNATED AGENT
LICENSE APPLICATION**

DPR-PML-043 (REV. 08/11)
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DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
LICENSING AND CERTIFICATION PROGRAM
P.O. BOX 4015
SACRAMENTO, CALIFORNIA 95812-4015
(916) 445-4038
FAX - (916) 445-4033
Web site: <http://www.cdpr.ca.gov/>

The mailing address you indicate on this application is your address of record for your license/certificate. Therefore it is public information. You may wish to use a post office box in lieu of the physical address as an address of record.

PLEASE READ INSTRUCTIONS ON PAGE 2.

A. Application Type. Check the appropriate box(es).

<input type="checkbox"/> NEW APPLICATION - FIRST TIME APPLICATION	<input type="checkbox"/> REEXAMINATION - FAIL OR NO SHOW ON PREVIOUS EXAMS
<input type="checkbox"/> PEST CONTROL DEALER DESIGNATED AGENT EXAMINATION	<input type="checkbox"/> OTHER - Specify _____

B. Applicant Information. Please print or type.

NAME (Last)	(First)	(Middle Initial)	DESIGNATED AGENT #/EXAM ID #	HOME TELEPHONE NUMBER ()
MAILING ADDRESS (Number and Street)				WORK TELEPHONE NUMBER ()
(City)	(County)	(State)	(ZIP Code)	CELL TELEPHONE NUMBER ()
PEST CONTROL DEALER BUSINESS EMPLOYED BY OR OWN AND MAILING ADDRESS. (If Applicable) (Name, Number and Street, City, State, Zip Code)				EMAIL ADDRESS

C. Pest Control Dealer Designated Agent (DA) License Examination and Licensing. Exemption. See instructions on reverse.

D. Examination. See instructions on reverse.

Check if you wish to be scheduled for the written examination.

E. Examination Schedule. To complete this section, see Examination Schedule for the month and location. DPR will assign the exam date.

EXAMINATION MONTH	EXAMINATION SITE LOCATION
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F. Reasonable Accommodation.

Check if you need reasonable accommodation to take a written exam.

G. Fees. All fees are non-transferable and non-refundable.

	Amount	# of Exams	Total Amount
New Applicant Fee (First Time Applicant Only)	\$25	---	\$ _____
Examination Fee (New or Reexamination)	\$50	X _____	= \$ _____
Total Fees Due/Enclosed			\$ _____

H. Read Before Signing. During the last three years have you had any administrative, civil, or criminal action taken against you for violation of any State or federal laws or regulations relating to the application or use of pesticides that resulted in disciplinary or in which any disciplinary action is pending?

YES (State explanation below or attach separate page.) NO

I. I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.

APPLICANT SIGNATURE	DATE SIGNED
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FOR OFFICIAL USE ONLY	PROBLEM	COMPUTER ENTRY DATE
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PEST CONTROL DEALER DESIGNATED AGENT LICENSE APPLICATION INSTRUCTIONS

A. **Application Type.** Check the appropriate box(es).

New Application: If you:

- ✓ Are applying for the Pest Control Dealer Designated Agent (DA) License for the first time.
- ✓ Failed to obtain your license within 12 months from the first date you scheduled your examination.
- ✓ Failed to meet the renewal requirements by the expiration of your certificate.

You are exempt from the Pest Control Dealer Designated Agent License if you currently possess a valid Agricultural Pest Control Adviser License, Qualified Applicator License, Journeyman Pilot Certificate or Apprentice Pilot Certificate. You qualify as a DA in accordance with Title 3, California Code of Regulations, section 6560.

*The Qualified Applicator Certificate, Structural Pest Control Operators and out-of-state licenses or certificates **do not** meet the exemption requirements.*

- Reexamination:** Scheduling an examination on which you failed to obtain a passing score or failed to appear for a previously-scheduled examination.
- Other:** Any other change, please specify the change.

B. **Applicant Information:** Enter your name, Designated Agent License or Exam Identification Number if applicable, address, email address, home, work, and cell telephone numbers, and current employer (if applicable).

C. **Pest Control Dealer Designated Agent License Examination and Licensing.** Exemption. If you do not meet the exemption for the pest control dealer designated agent examination and licensing requirements noted above in Section A, you must complete this application and schedule to take this examination. This license is necessary in order to conduct the pest control activities of a licensed Pest Control Dealer business.

D. **Examination.** Check this box if you are required to take the Pest Control Dealer Designated Agent License examination.

E. **Examination Schedule.** Indicate the exam month and location in the appropriate boxes. This information may be obtained from the Exam Schedule provided with the General Information Packet or from DPR's web site at <www.cdpr.ca.gov>. The exam schedule gives the location, schedule, and final filing dates. Your application must be *postmarked* by the final filing date for that location. DPR will assign your exam date.

F. **Reasonable Accommodation.** Reasonable Accommodation will be provided to applicants who need assistance to take a written exam. If you check "Yes", you will be contacted via telephone or mail to make specific testing arrangements.

G. **Fees. All fees are non-transferable and non-refundable.**

New Applicant Fee: \$25

Examination Fee: \$50

A new applicant fee is only required if you meet the criteria for a "New Application" as stated above in Section A, Application Type.

An examination fee of \$50 is required for the Pest Control Dealer Designated Agent License examination you are requesting to schedule.

H. **Read Before Signing.** Check appropriate box.

I. **Declaration/Signature Block.** Sign and date your application. Enclose a check, money order or credit card payable to "Cashier, DPR" and mail to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

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

SUGGESTED STUDY MATERIAL SOURCE LIST

Pest Control Dealer Designated Agent (DA) License

Studying the suggested study material can make the difference between passing and failing Department of Pesticide Regulation (DPR) DA License examination. The examination is based on the study materials listed below. Options for obtaining the study material include purchasing, viewing or downloading from the web, and borrowing from public or college libraries. Some University of California (UC) Extension/Farm Advisor offices sell the material. Instructions for obtaining study material are found on page 2.

Examination Title:

Laws, Regulations, and Basic Principles of Safe and Effective Pesticide Use (Core)

Study Material	Source
<u>Laws and Regulations Study Guide, Second Edition.</u> A.R. Gallo, 2011.	<ul style="list-style-type: none">• DPR, online: http://www.cdpr.ca.gov/docs/license/pubs/laws_regs_study_guide.pdf• DPR, see page 2.
<u>The Safe and Effective Use of Pesticides, Second Edition.</u> P.J. O'Connor-Marer, 2000.	<ul style="list-style-type: none">• UC, see page 2.

**OBTAINING STUDY MATERIALS from the
University of California and the Department of Pesticide Regulation**

UNIVERSITY OF CALIFORNIA

1. Order UC publications:
 - a. Online: www.anrcatalog.ucanr.edu,
 - b. By phone: (800) 994-8849 or (510) 665-2195; or
 - c. Contact the local University of California Cooperative Extension/County Farm Advisor office.
2. Contact information for University of California, Agriculture & Natural Resources publications:
Communication Services
University of California, Agriculture & Natural Resources
1301 S. 46th Street
Building 478 – MC 3580
Richmond, CA 94804
(800) 994-8849 or (510) 665-2195.

DEPARTMENT OF PESTICIDE REGULATION

1. Order DPR publications by mail:
 - a. Complete the Video/Publication Order Form, available at <http://www.cdpr.ca.gov/docs/dept/dpr003.pdf>, or
 - b. Complete a hand-written request **including** the DPR publication number(s), found in the order form.
 - c. Mail request to:
Department of Pesticide Regulation
Attn: Cashier
P.O. Box 4015
Sacramento, CA 95812-4015
2. Contact the Cashier Office if you have any questions about ordering publications: (916) 323-3885.

VISA/MASTERCARD TRANSACTION



Mail completed application with this payment form to:

For Licensees:

ATTN: Cashier
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812

For Continuing Education Sponsors:

Cashier
ATTN: CE
Department of Pesticide Regulation
P.O. Box 1379
Sacramento, CA 95812

ALL SECTIONS MUST BE COMPLETED. **DO NOT E-MAIL OR FAX this form.**

FAILURE TO COMPLETE ALL SECTIONS WILL RESULT IN YOUR APPLICATION BEING DELAYED OR REJECTED.

NAME OF CARDHOLDER (NAME APPEARING ON THE CARD)

VISA or MASTERCARD ONLY. No other cards are accepted.

CHECK ONE: VISA MASTERCARD

CARD NUMBER
(16 DIGITS)

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Expiration Date

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Total Amount of Payment

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE CARD)

PAYMENT FOR:

MAILING ADDRESS (Street or P.O. Box Number)

City, State, and ZIP Code

TELEPHONE NUMBER (including area code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:

TODAY'S DATE

DATE MAILED

BY:

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