

What You Need to Know to Renew Your Individual License or Certificate

What are some of the common problems associated with individual license/ certificate renewal applications received by the Department of Pesticide Regulation (DPR)?

Some of the most common problems associated with individual license/certificate renewal applications include: no fees or the wrong amount is submitted; no signature; and insufficient CE hours.

How long after expiration of my license/certificate will I be able to renew as long as I meet the requirements?

You have 12 months after your license/certificate expires to renew as long as you meet all of the basic requirements and submit the late fee(s).

What is the procedure for notifying DPR of a name change or address change?

To notify DPR of a name or address change, fill out and send in form (PR-PML-002). The form is available on our website. During renewal, name and address changes can be made on the renewal application. In the case of a name change, other documents may be needed. Please consult with DPR.

Does DPR post the names of valid licensees and certificate holders on the website?

Yes. DPR posts the names of people holding valid DPR licenses/certificates on the website.

Does DPR track continuing education hours for licensees and certificate holders?

No. DPR does not track continuing education (CE) hours for DPR licensees or certificate holders. It is the applicant's responsibility to keep track of his/her CE hours. DPR has approved private entities such as the Continuing Education Center for Pest Management (CECPM) and the California Agricultural Aircraft Association (CAAA) that track CE hours for their members.

Does Continuing Education Center for Pest Management (CECPM) or California Agricultural Aircraft Association (CAAA) send my continuing education hours to DPR?

No. Neither CECPM nor CAAA sends your CE hours to DPR. You are responsible for sending DPR your CE hours.

Why do I have to sign my renewal application form?

By law, the application must be signed in order to validate the information submitted.

Can I renew my license or certificate if I don't meet the minimum CE hours for "Laws and Regulations", but have more hours than required for the "other"?

No. You cannot renew your license/certificate if you do not meet the minimum requirements for CE hours for "Laws and Regulations", even if you have more hours than required for the "other".

Can my excess CE hours for "Laws and Regulations" be used to meet the "other" CE requirements?

Yes. Excess CE hours for "Laws and Regulations" can be used to meet the "other" CE requirements.

If my license or certificate expires and I renew late, do I still have to meet the CE requirements for the two-year license or certificate?

Yes. If your license/certificate expires and you renew late, you still have to meet the CE requirements for the two-year license/certificate. There is no pro-rating of the CE requirement.

What You Need to Know to Renew Your Individual License or Certificate

Is the sponsor required to provide me with a certificate or other proof of completing a CE course?

Yes. The sponsor is required to provide you with a certificate or other proof of CE course completion.

If I renew late, when do I need to start earning CE for the next 2 years?

You can start earning CE hours from the date you obtain a valid license/certificate from DPR.

Does DPR audit CE hour summaries submitted for renewal of licenses/certificates?

Yes. DPR audits CE hour summaries submitted for renewal of licenses/certificates.

If I submit my renewal application, fee(s), and required information to DPR, but have not received my license/certificate, can I work without the license/certificate?

No. You cannot work without a current valid license/certificate issued by DPR. This applies even if you have submitted your renewal application, fees and any other required information to DPR.

Is there a place on DPR's website that lists approved CE courses?

DPR's website shows the list of approved CE courses at www.cdpr.ca.gov/docs/license/conted.htm

If I possess only category "Q" – Maintenance Gardener as a Qualified Applicator License/Certificate holder, how many CE hours are required for renewal?

Eight (8) hours of DPR approved CE (including 2 hours of "Laws and Regulations") are required for renewal.

If I am a first-time renewal applicant, do I have to meet the same CE requirements as those who have been licensed or certified for two years?

If you are a first-time renewal applicant and your license/certificate has been valid (issued) for:

- less than 12 months - no CE hours are required
- 12 to 20 months - one-half of the CE hours are required
- 21 to 24 months - the full CE hours are required

Can I earn CE hours if I attend a CE course that is not approved by DPR?

No. You cannot earn CE hours for attending a CE course that is not approved by DPR.

Can I carry over CE hours to my next renewal period?

No. You cannot carry over CE hours to your next renewal period.

Can I renew my license/certificate if it has been expired for more than 12 months?

No. You cannot renew your license/certificate if it has been expired for more than 12 months. You will have to re-exam unless you can document that you were serving in the military (active duty) or had a medical or catastrophic exception.

Is there an extension period to obtain the required CE hours after the expiration of the license/certificate?

No. There is no extension period to obtain the required CE hours after your license/certificate expires. The only exceptions are documentation that you were serving in the military (active duty) or had a medical or catastrophic situation.

For more information, go to www.cdpr.ca.gov and click on the Licensing quick link.