

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.

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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.

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**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.
