

QUALIFIED APPLICATOR CERTIFICATION REQUIREMENTS

Do you need this certificate?

You must possess a valid Qualified Applicator Certificate (QAC) if you do any of the following:

- Apply or supervise the application of federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of private applicator¹ (Title 3 of California Code of Regulations [3 CCR], Code section 6000).
- If you own a business of maintenance gardening, and perform pest control that is incidental to such a business. If this is the case, you must possess the Maintenance Gardener Category (Q) or the Landscape Maintenance Pest Control Category (B) on your certificate and, in addition, obtain a Maintenance Gardener Pest Control Business License.

Basic licensing requirements

You may obtain a QAC by submitting the application, appropriate fees, and passing the required examinations.

Examinations

You must pass the Laws, Regulations, and Basic Principles examination and at least one pest control category examination with a score of 70 percent or higher (3 CCR section 6504). The pest control categories for this certificate are as follows:

- | | |
|--|---------------------------|
| A Residential, Industrial, and Institutional | K Health Related |
| B Landscape Maintenance | L Wood Preservative |
| C Right-of-Way | M Antifouling Tributyltin |
| D Plant Agriculture | N Sewer Line Root Control |
| E Forest | O Field Fumigation |
| F Aquatic | P Microbial Pest Control |
| G Regulatory | Q Maintenance Gardener * |
| H Seed Treatment | |
| I Animal Agriculture | |
| J Demonstration and Research | |

* Candidates for subcategory Q need only take the pest control category examination Q. Laws and Regulations are included in the examination.

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.

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¹ A person that applies or supervises the application of restricted use pesticides to produce an agricultural commodity or to control plant and turf pests on property owned, leased, or rented by the person or the employer of the person.

Preparing for examinations 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 \$40 for this certificate (3 CCR section 6502). This fee is only required once, provided you become certified within one year.

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 certificate an additional \$30 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 certificate 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 and Certificates A list of valid licenses and certificates may be viewed at www.cdpr.ca.gov/docs/license/currlic.htm.

Certificate duration A new certificate may be valid for up to two years, depending on when you first became certified. Each renewed certificate is valid for two years unless you renew late.

Continuing Education Once you pass the examination(s) and receive your certificate, you must accumulate a determined amount of approved continuing education (CE) hours. DPR will inform you of the number of approved CE hours you are required to complete. After your first renewal, you are required to accumulate at least 20 hours of approved continuing education (CE) every two years before certificate renewal. Four of the 20 hours must cover the topic of pesticide laws and regulations (3 CCR sections 6511).

QAC holders who have only the Maintenance Gardener Pest Control Category (Category Q) are required to complete eight hours of approved CE after their first renewal. Two of the eight hours must cover the topic of pesticides and pest control laws and regulations (3 CCR section 6511). It is your obligation to ensure that you take the required number and topic areas of CE hours prior to renewal of your QAC.

For information on these requirements and the list of DPR-approved CE courses visit our website at:

- CE requirements www.cdpr.ca.gov/docs/license/conted.htm
 - DPR-approved CE courses www.cdpr.ca.gov/docs/license/classes.htm
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Renewal fee The renewal fee is \$60 for the 2-year cycle (3 CCR section 6502). We do not prorate your fee if you renew your certificate 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.

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 certificate 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 certificate.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 certificate.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 when a certificate is reprinted to add a pest control category or to renew.

Timelines 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.
