

## QUALIFIED APPLICATOR LICENSING REQUIREMENTS

**Do you need this license?** You must possess a valid Qualified Applicator License (QAL) 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 applicator<sup>1</sup> (Title 3 of California Code of Regulations [3 CCR], Code section 6000)
- Supervise the pesticide applications made by a licensed pest control business and are responsible for its safe and legal operation (Food and Agricultural Code [FAC] sections 11701-11709)

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**Dealer designated agent privilege** Under this license, you may also act as a licensed pest control dealer designated agent, which allows you to actively supervise all operations at a pest control dealer location.

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**Basic licensing requirements** You may obtain a QAL by submitting the application, appropriate fees, and passing the required examinations.

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**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 license are as follows:

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

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**Exam Schedules** Annual DPR Exam Schedules are revised in December and posted on the website at [www.cdpr.ca.gov/docs/license/liccert.htm](http://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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<sup>1</sup> A person that applies or supervises the application of restricted use pesticides to produce an agricultural commodity or control plant and turf pests on property owned, leased, or rented by the person or the employer of the person.

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**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.

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**Application fee** The application fee is \$80 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.

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**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 \$60 is required for the second-year fee. The 2-year cycles are illustrated in the table below.

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

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**Valid licenses** A list of valid licenses may be viewed at [www.cdpr.ca.gov/docs/license/currlic.htm](http://www.cdpr.ca.gov/docs/license/currlic.htm).

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

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**Continued Education** Once you pass the examination(s) and receive your license, 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 license renewal. Four of the 20 hours must cover the topic of pesticide laws and regulations (3 CCR sections 6511).

Our office will send you a renewal notice, which will remind you of the required number and topic areas of CE hours. For more information, you can find the following on our website:

- CE requirements [www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)
  - DPR-approved CE courses [www.cdpr.ca.gov/docs/license/classes.htm](http://www.cdpr.ca.gov/docs/license/classes.htm)
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**Renewal fee** The renewal fee is \$120 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.

**Miscellaneous fees** The following chart lists possible miscellaneous fees.

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

Name and/or address change fees are waived when a license 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

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**Our mailing  
address**

Department of Pesticide Regulation  
Pest Management and Licensing Branch  
Licensing and Certification Program  
P.O. Box 4015  
Sacramento, CA 95812-4015

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**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](mailto:licenseemail@cdpr.ca.gov)

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