
Retain for your information.

Purpose

This guide provides **general information** for the qualified applicator (QAC) certificate issued by the Department of Pesticide Regulation (DPR).

General Information

Where to Find Information About the QAC Certificate

For detailed information about the QAC certificate:

- Refer to the California Food and Agricultural Code (FAC) and Title 3, California Code of Regulations (3CCR) at <www.cdpr.ca.gov>
- Check the DPR website address at www.cdpr.ca.gov/docs/license/liccert.htm or
- Contact us at the above address, by phone, fax or e-mail:
Phone: (916) 445-4054 Fax: (916) 445-4033
e-mail: licensing-qac@cdpr.ca.gov

Reference: FAC Divisions 6 and 7, 14151-14155; 3CCR sections 6500-6514 and 6530-6534

Changes and Errors in Your Certificate

You are required to immediately inform DPR in writing via letter, e-mail or fax if you:

- Find errors on your certificate or
- Change your name and/or address. Legal documents will be required in order to make a name change. A maximum fee of \$20 is required for all name and/or address changes and requests for duplicate or replacement certificate when submitted on a single application.
- DPR will not routinely issue a new certificate (card) when an address change is received. The \$20 fee for an address change is only required when the certificate holder requests a new certificate card.

Reference: 3CCR section 6508

Valid Period of Your Certificate

You can work under the QAC certificate issued to you only during its valid period from the “**Date of Issue**” until December 31 of the year indicated as the “**VALID THROUGH**” date on your card.

Reference: FAC section 141512; 3CCR section 6500

Work Allowed Under Your QAC Certificate

Your QAC certificate allows you to use or supervise the use of any general or restricted use pesticide **only** in the pest control categories for which you have been certified. The only exception is that you can

perform or supervise pest control applications incidental to the activities of a licensed maintenance gardener pest control business.

Reference: FAC sections 11704, 14151–14155

Work Not Allowed Under Your QAC Certificate

You cannot perform pest control for hire or supervise a pest control business with this certificate. The **only** exception is as the qualified person for a licensed Maintenance Gardener Pest Control Business.

Your QAC does not allow you to perform structural pest control for hire. For information contact the:
Department of Consumer Affairs' Structural Pest Control Board
1418 Howe Avenue, Suite 18
Sacramento, CA 95825
(916) 263-2540 Fax (916) 263-2469
Web site address: <www.dca.ca.gov/pestboard>

Renewal Requirements

General Requirements

To renew your certificate, you must obtain the required DPR-approved continuing education (CE) hours **DURING** the valid period. DPR must receive a summary of those CE hours along with your renewal notice and a renewal fee. If you submit the renewal form or fee after the expiration date, you must submit the required late fee before your license is renewed. **The QAC certificate cannot be renewed if you fail to obtain the CE hours during the certificate valid period.**

Reference: FAC section 14152; 3CCR section 6511

Continuing Education

- DPR's approved list of CE courses can be viewed on its website at <<http://www.cdpr.ca.gov/docs/license/classes.htm>>.
- You must obtain DPR approved CE hours during the valid period of your certificate. **There is no grace period.**
- If you do not obtain the CE hours during the valid period, you:
 - ✓ cannot renew
 - ✓ will be required to reapply as a new QAC certificate applicant, and
 - ✓ retest in all categories again
- You must maintain CE course information for a period of three (3) years including the number of hours obtained.
- **DPR does not track or maintain records of CE courses you take or hours you obtain during the valid period of your certificate.**
- DPR approved courses for CE hours are listed on our Web site address at <www.cdpr.ca.gov/docs/license/liccert.htm>.
- You may earn more than the minimum hours during the valid period of your certificate, **however**, you may not apply any excess CE hours to the next valid period.

- You may earn more than the minimum number of “Laws and Regulations” CE hours during the valid period of your certificate. It can be applied to the total CE hours required for renewal.

In the following blocks you will find the minimum number and type of CE hours required to renew your certificate.

Reference: 3CCR sections 6510, 6511, 6513

CE Hours – 1st Time Renewal

The following are the minimum number and type of CE hours required during a certificate valid period. This applies **only** to QAC certificate holders renewing for the first time

Category “H” only

License Valid Period	Laws and Regulations	Other	Total hours
Less than 12 months	0	0	0
12 - 20 months	1	1	2
21 – 24 months	2	2	4

Category “Q” Only*

License Valid Period	Laws and Regulations	Other	Total hours
Less than 12 months	0	0	0
12 - 20 months	1	3	4
21 – 24 months	2	6	8

***NOTE:** Only for the QAC listed as the qualified person for a maintenance gardening business with a valid DPR Maintenance Gardener Pest Control Business License.

All Other Categories

License Valid Period	Laws and Regulations	Other	Total hours
Less than 12 months	0	0	0
12 - 20 months	2	8	10
21 – 24 months	4	16	20

CE Hours – 2nd and Subsequent Renewals

The following are the minimum number and type of CE hours required during a certificate valid period of two (2) years. You may obtain the hours at any time during the valid period. The number of hours required apply **only** to QAC certificate holders renewing for the second time and afterward.

QAC with Category	Laws and Regulations	Other	Total hours
“H” Only	2	2	4
“Q” Only	2	6	8
Any Other	4	16	20

***NOTE:** Only for the QAC listed as the qualified person for a maintenance gardening business with a valid DPR Maintenance Gardener Pest Control Business License.

Renewal Fees

The renewal fee is \$30 per calendar year, to be paid to DPR every two (2) years for a total of \$60.

Reference: 3CCR 6502

Renewing Your Certificate

You are responsible for renewing your certificate **BEFORE** it expires **whether or not you receive a renewal form in the mail from DPR**. If you do not receive a renewal form by December 1 of the expiration year, contact us or you can obtain the renewal form and CE summary sheet from our website at www.cdpr.ca.gov/docs/license/liccert.htm.

REMINDER: To renew, you must obtain DPR approved CE hours during the valid period. **There is no grace period.**

If you do not obtain the CE hours during the valid period, you **cannot renew** (and will be required to reapply as a new QAC certificate application and retest in all categories again).

To avoid a late-renewal penalty, your renewal fee and any required documentation must be post marked by December 31, of the expiration year.

Reference: FAC section 14152, 3CCR sections 6510, 6511, 6513

Late Renewals

Late renewals require a penalty fee of 50 percent (50%) of the total renewal fee, in addition to the renewal fee and required documentation. If you do not renew within 12 months after the expiration date, you must again apply to take the examinations to obtain the license.

Reference: FAC section 12252; 3CCR section 6502(b)(1)

Questions

Call: (916) 445-4054

Email: licensing-qac@cdpr.ca.gov