

2015 RENEWAL INFORMATION FOR DPR LICENSE AND CERTIFICATE HOLDERS

License and Certificate Renewals

Licensee or certificate holders need to retain verification of attendance records from their continuing education (CE) course sponsors. These records are a requirement of CCR chapter 3, section 6513, which states that license and certificate holders must keep copies of their CE records for 3 years. DPR may request copies of your CE course verification at any time.

The following forms are included in the Individual renewal packet:

- ◆ Renewal Application PR-PML-141
- ◆ CE Records Renewal Summary
- ◆ License/Certificate Renewal Info Request

Submit completed forms, signed and with the appropriate fee.

The following forms are included in the Business License renewal packet:

- ◆ Business Renewal Application PR-PML-192
- ◆ Renewal Information Requirement PR-PML-140

Submit all completed forms, signed and with the appropriate fee.

Continuing Education (CE) Records

Submit the DPR CE Records Renewal Summary, a form similar to DPR's, or a third party form.

Required CE records form shall include:

- ◆ License/Certificate holder's name and signature
- ◆ License/Certificate Number
- ◆ Course Location and Title
- ◆ DPR Course I.D. Number
- ◆ Course hours attended for each CE category
 - Laws
 - Aerial
 - Other
- ◆ Name of course sponsor

General Information about CE Courses

DPR does not track CE hours but has the ability to audit CE records.

DPR approved CE hours must be obtained during the valid period of the license or certificate. The valid period is listed on the license or certificate (from the 'date of issue' until the 'valid through' date). NO grace period is given to obtain CE hours. NO CE hours can be carried over to the next renewal period.

If renewing multiple licenses or certificates, you only need to complete CE hours for the license or certificate with the most CE hours required.

Information regarding specific requirements for each license or certificate is available on the DPR web site at:

www.cdpr.ca.gov/docs/license/liccert.htm

Please note: In order to receive a license or certificate by December 31, you must submit the completed renewal packet no later than **November 19.**

Renewal process time is 45 calendar days if submitted after November 19th.

To check if your renewal has been processed, go to our website at:

<http://www.cdpr.ca.gov/docs/license/licert.htm>

Refer to the caption : License & Certification Verification.

DPR List Serve

Signup for the DPR list serve for information and updates from the Licensing Program:

<http://www.cdpr.ca.gov/doc/dept/listserv/sub1113.htm>

License or Certificate	DPR Staff Contact	Phone Number
Pest Control Advisers	Heather Allen Heather.Allen@cdpr.ca.gov	(916) 445-4046
Qualified Applicator Certificates	Alpha: F-L,M,N,P,Q,R Rebecca Olson Rebecca.Olson@cdpr.ca.gov	(916)445-6353
	Alpha: A-E,O,S-Z Shernee Tousant Willie.Tousant@cdpr.ca.gov	(916) 445-0429
Qualified Applicator Licenses	Alpha: A-E,N,S-Z Rayven Jenkins Rayven.Jenkins@cdpr.ca.gov	(916) 445-4013
	Alpha: F-M,O-R Kenneth King Kenneth.King@cdpr.ca.gov	(916) 322-0414
Pest Control Businesses	Alpha: A-D, S,T,U-Z Regina Maglia Regina.Maglia@cdpr.ca.gov	(916) 445-3871
	Alpha: E-L M-R,V Elizabeth Dummert Elizabeth.Dummert@cdpr.ca.gov	(916) 445-0780
Pilots	Regina Maglia Regina.Maglia@cdpr.ca.gov	(916) 445-3871
Designated Agents	Elizabeth Dummert Elizabeth.Dummert@cdpr.ca.gov	(916) 445-0780
Supervisor	Cynthia Ray Cynthia.Ray@cdpr.ca.gov	(916) 445-4026