

**Individual License/Certificate
Renewal Application**

Return application and continuing education (CE) hours by mail.

The mailing address indicated on this application is your address of record for your license/certificate, therefore, it is public information.
To use a post office box in lieu of the physical address or to submit any other address change, indicate in box below.

License/Certificate Holder Information

Name: _____
 Address: _____
 City, State, ZIP: _____
 Cell or Home Phone Number: _____
 E-Mail Address: _____
 Information is Correct Information has Changed (see below)

Employer/Business Information

Employer/Business Name: _____

 Business Phone Number: _____
 Information is Correct Information has Changed (see below)

Information Corrections

License/Certificate Holder Information: _____
 Employer/Business Information: _____

For Complete Instructions, See Page 3.
 CE hours must be completed by the expiration date on your license/certificate.

Continuing Education.

- Excess "Laws" hours can be used towards "Other." Only pest control aircraft pilots may use excess "Aerial" hours towards "Other."

Current License/Certificate Number(s), Type, and Category(ies)	Renewal License/ Certificate? (Circle Y or N)	Required CE hours to renew all licenses and certificates				Total CE Hours	Renewal Fees		Late Fees	
		Laws	Aerial	Other			Postmarked on or before 12/31	Postmarked after 12/31 (see page 3)		
	Y / N					\$				
	Y / N					\$				
	Y / N					\$				
	Y / N					\$				
		Laws	Aerial	Other	Total CE Hours	Total Due (Include late fees if applicable)				
Enter the number of CE hours you have completed.										

Continuing Education Record Renewal Summary. Submit a Continuing Education Record Renewal Summary located on page 2 of this application.

Fees. All fees are non-transferable and non-refundable.

Medical Certificate Card. Manned Apprentice and Journeyman Pilots must submit a copy.

Vector Control Technician certification (Category B). Unmanned Vector Control Technician Pilots must submit a copy.

I declare under penalty of perjury, under laws of the State of California, that the submitted information is true and correct.

Signature

Date Signed

Continuing Education Record Renewal Summary

Instructions [\(Electronic fillable copies of this form are available on DPR's website.\)](#)

1. Before the "Continuing Education Course Information" section, enter the following: applicant name, certificate/license type, and certificate/license number. For each approved continuing education (CE) course completed, enter the following: title of course, name of CE sponsor, DPR course I.D. code, location of course, course completion date, and hours attended in each CE category. CE hours must be DPR-approved courses and obtained during the valid period of your license/certificate. Excess CE hours cannot be carried over to your next renewal period. You must meet the minimum required CE hours for "Laws," and "Aerial," if required; extra hours in "Laws" may be applied towards "Other." Only pest control aircraft pilots may use excess "Aerial" hours towards "Other." In the boxes located in the bottom right-hand corner, enter the total number of CE hours you have completed for the current renewal period. The Continuing Education Record Renewal Summary form must be returned with your renewal application. If the information on this form is incomplete, the processing of your renewal will be delayed. Use an additional sheet of this form if necessary.

2. **Do not** submit application and fee unless all required CE hours have been completed. If you fail to complete the required minimum CE hours by December 31 of your expiration year, you will be required to re-examine in laws and regulations, as well as categories you want to hold. A person who violates California's pesticide laws and regulations including making a false or fraudulent statement, record, report, or use any fraud or misrepresentation with meeting any license requirement is subject to penalties up to \$5,000 per violation; this includes falsifying a CE record.

CE Hours Completed							
Laws and Regulations (L)	Aerial Application and Techniques (A)	Other (O)	Total Hours (T)				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">Applicant Name</td> <td style="width:20%;">Certificate/License Type</td> <td colspan="2" style="width:40%;">Certificate/License Number</td> </tr> </table>				Applicant Name	Certificate/License Type	Certificate/License Number	
Applicant Name	Certificate/License Type	Certificate/License Number					
Continuing Course Education Information							
Course Title	DPR Course I.D. Code	(L)	(A)	(O)	(T)		
Name of CE Sponsor	Course Completion Date						
Location (City and State)							
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Name of CE Sponsor	Course Completion Date						
Location (City and State)							
Total CE Hours							

Individual License/Certificate Renewal Application Instructions

Failure to complete or provide the requested information may delay the processing of your application.

DPR will only disclose personally identifiable information, such as home phone number and personal email address, to third parties as required by state or federal law or regulation and consistent with the Information Practices Act (Civ. Code, sections 1798-1798.78).

Changes in Information: License/certificate holders shall notify DPR immediately of any changes in information including, but not limited to: name changes, address changes, phone number changes, and employer/business information changes. Name changes shall include a copy of government-issued identification as proof of identity and name change. This proof of identity shall include the individual's previous name and their new name. Indicate any corrections to the information included on the front of the renewal form in the space provided.

License(s)/Certificate(s) to be renewed: Verify or list all license(s) and/or certificate(s) to be renewed.

Submit a Continuing Education Records Renewal Summary form located on page 2 of this application. Electronic fillable copies of this form are also available on DPR's website. Please note the following when submitting CE hours:

- CE hours must be DPR-approved courses and obtained during the valid period of your license/certificate.
- Excess CE hours cannot be carried over to your next renewal period.
- You must meet the minimum required CE hours for "Laws," and "Aerial," if required; extra hours in "Laws" may be applied towards "Other." Only pest control aircraft pilots may use excess "Aerial" hours towards "Other."
- If renewing multiple licenses or certificates, you only need to complete CE hours for the license or certificate with the most CE hours required, including specific category hours required (e.g. "Aerial").

Medical Certificate Card (Manned Apprentice and Journeyman Pilots Only): Submit a copy of your valid medical certificate card issued by the Federal Aviation Administration. DPR requires this information to determine compliance with Food and Agricultural Code Section 11901(a).

Department of Public Health Vector Control Technician certification (Category B-mosquito): Unmanned Vector Control Technician pilots are required to submit a copy of their certification.

Fees: All fees are non-transferable and non-refundable. Fees must be paid for each renewed license and/or certificate. A late penalty fee of fifty percent (50%) of the renewal fee will be assessed for each license and/or certificate **postmarked after December 31.**

License Renewal (2 Year) and Late Penalty Fees

License Type	Fee	Late Fee	License Type	Fee	Late Fee
Agricultural Pest Control Adviser	\$140.00 <u>320</u>	\$70.00 <u>160</u>	Qualified Applicator Certificate	\$60.00- <u>140</u>	\$30.00 <u>70</u>
Qualified Applicator License	\$120.00 <u>270</u>	\$60.00 <u>135</u>	Dealer/ Designated Agent License	\$50.00- <u>110</u>	\$25.00 <u>55</u>
Pest Control Aircraft Pilot Certificate, Manned	\$90.00- <u>200</u>	\$45.00 <u>100</u>	Pest Control Aircraft Pilot Certificate, Unmanned	\$90.00- <u>200</u>	\$45.00 <u>100</u>

Declaration/Signature: Sign here to indicate that all of the information submitted is true and correct.

Payment: Enclose a check or money order payable to "Cashier, Department of Pesticide Regulation" or credit card payment.

Mail:

- Send payment;
- Completed renewal application form including the Continuing Education Records Renewal Summary form;
- Pilot's Federal Aviation Administration medical certificate or Vector Control certification (if applicable); and
- Mail to:

Department of Pesticide Regulation
Attn: Cashier MS-4A

PO Box 4015
Sacramento, CA 95812-4015

Questions? Your name and license/certificate number will be posted to [the valid license list on DPR's Web site](#) as soon as your application is approved and logged into the database. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038 or by E-Mail at LicenseMail@cdpr.ca.gov.