

**INDIVIDUAL LICENSE/CERTIFICATE  
RENEWAL APPLICATION 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/P: \_\_\_\_\_  
 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: \_\_\_\_\_

Name Change                       Address Change

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Enter changes above*

**FOR COMPLETE INSTRUCTIONS, SEE PAGE 2 For Complete Instructions, See Page 3.  
 CE HOURS MUST BE COMPLETED BY THE EXPIRATION DATE ON YOUR  
 LICENSE/CERTIFICATE CE hours must be completed by the expiration date on your license/certificate.**

**Continuing Education.**  
 - Excess "Laws" and "Aerial" hours can be used towards your "Other" hours. Only pest control aircraft pilots may use excess "Aerial" hours towards "Other."  
 - DPR does not keep record of individuals' hours

Current License/Certificate Number(s), Type, and Category(ies)	Renewal License/Certificate? (Circle Y or N) <i>(Circle Y or N)</i>	Required CE hours to renew all licenses and certificates				Total CE Hours	Renewal Fees	Late Fees
		Laws	Aerial	Other				
	Y / N					Post-marked on or before 12/31	Post-marked after 12/31 <i>(see page 2) (see page 3)</i>	
	Y / N					\$		
	Y / N					\$		
	Y / N					\$		

	Laws	Aerial	Other	Total CE Hours	Total Due <small>(Include late fees if applicable) (Include late fees if applicable)</small>
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. Fees. All fees are non-transferable and non-refundable.**

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

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

**Email Contact.** If email is your preferred method of contact, please provide your email address below.

\_\_\_\_\_  
EMAIL ADDRESS

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

\_\_\_\_\_  
SIGNATURE Signature

\_\_\_\_\_  
DATE SIGNED Date Signed



**INDIVIDUAL LICENSE/CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS**Individual License/Certificate Renewal Application Instructions

Failure to complete or provide the requested information **will**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).

**INSTRUCTIONS:** Review the following to ensure that your renewal application is complete before mailing:

**Change of Name/Address.Changes in Information:** License/certificate holders shall notify DPR immediately of any changes in information including, but not limited to: ~~business name or name changes,~~ address changes, phone number changes, and employer/business information changes. ~~Submit required documentation for a name change.~~ 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.License(s)/Certificate(s) to be renewed:** Verify or list all license(s) and/or certificate(s) to be renewed.

**Submit a record of the total continuing education (CE) hours.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" and/or "Aerial" may be applied towards "Other." Only pest control aircraft pilots may use excess "Aerial" hours towards "Other."

**If renewing multiple licenses/certificates:**

- 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").
- ~~Complete and submit the Continuing Education Record Renewal Summary or a similar form.~~

**Medical Certificate Card (Manned Apprentice and Journeyman Pilots Only).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).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.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	\$70.00	Qualified Applicator Certificate	\$60.00	\$30.00
Qualified Applicator License	\$120.00	\$60.00	Dealer/Designated Agent License	\$50.00	\$25.00
Pest Control Aircraft Pilot Certificate, Manned	\$90.00	\$45.00	Pest Control Aircraft Pilot Certificate, Unmanned	\$90.00	\$45.00

**Declaration/Signature.Declaration/Signature:** ~~Sign and date the renewal application.~~ Sign here to indicate that all of the information submitted is true and correct.

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

**Mail-Mail:**

- Send payment;
- Completed renewal application form including the ~~record of CE hours (courses)~~Continuing Education Records Renewal Summary form;
- Pilot's Federal Aviation Administration medical certificate or Vector Control certification (if applicable); and
- ~~Address the enclosed envelope~~Mail to: ~~Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-~~  
Department of Pesticide Regulation  
Attn: Cashier MS-4A  
PO Box 4015  
Sacramento, CA 95812-4015

**Questions?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. ~~Our Web site address is~~  
~~<<http://www.cdpr.ca.gov/docs/license/currlic.htm>>~~ For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038 or by ~~e-mail~~E-Mail at LicenseMail@cdpr.ca.gov.