

2020 RENEWAL INFORMATION FOR DPR LICENSE AND CERTIFICATE HOLDERS

Dates for Renewal

DPR encourages submitting completed renewal applications to DPR by November 1, 2020 to receive your license/certificate by December 31, 2020. If submitted after November 1, you may not receive your license/certificate by January 1. You cannot work legally without a valid license/certificate. Processing time is 60 days.

Note that submitting your renewal before October, will ensure you have your license by early December and allow you to renew with the County by the New Year.

To check if you're renewed, go to DPR's website:
<www.cdpr.ca.gov/docs/license/currlic.htm>

Address Changes

Always notify DPR immediately of any address or name changes.

Mailing of Renewal Packets

DPR is mailing renewal packets in August to provide sufficient time for license and certificate holders to submit their applications by November 1. Renewal applications must be postmarked on or before December 31, or a late fee applies.

If you did not receive your renewal application or lost it, download a renewal packet from DPR's website:
<www.cdpr.ca.gov/docs/license/liccert.htm> or email us and request a copy.

Business License Renewal Application

The following forms will be included in the renewal packet:

- Business Renewal Application
- Renewal Information Request
- Visa/MasterCard Transaction DPR-105

Renewal applications must be filled out completely, signed, and submitted with the correct fee.

Note: Your qualified applicator must be renewed before your business license can be renewed.

Individual License and Certificate Renewal

The following forms will be included in the renewal packet:

- Renewal Application DPR-PML-141
- License/Certificate Renewal Information
- CE Records Renewal Summary DPR-PML-123
- Visa/MasterCard Transaction DPR-105

Renewal applications need to be signed and must include the required CE records summary and correct fee.

Continuing Education

License and certificate holders must keep copies of their CE records for three years. DPR may request copies of your CE records at any time.

Submit the CE Records Renewal Summary, DPR-PML-123 or a summary record of CE attendance from a third party professional association.

Your CE records must include:

- License/Certificate Holder's Name
- License/Certificate Number and Type
- Course Location
- Course Title
- Course Date
- DPR Course I.D. Number
- Course hours attended for each CE category
- Name of instructor or sponsoring organization
- Your Signature

General Information about CE Courses

DPR does not track CE hours for individuals, 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 sufficient CE hours to meet the license with the most CE hours required.

Questions about your CE hours?

For questions about your CE hours, you must contact the course sponsor or your professional association. See DPR's website for current or previous years' courses and sponsors' contact info:

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

DPR List Serve

Sign up for important information and updates from DPR about Licensing and CE:
<www.cdpr.ca.gov/docs/dept/listserv/sub1113.htm>

License or Certificate Type	DPR Staff Name and Contact Information
General Questions	LicenseMail@cdpr.ca.gov
Pest Control Advisers (PCA)	Rebecca Olson Rebecca.Olson@cdpr.ca.gov
Qualified Applicator License/Certificate (QAL/QAC)	Ashley Maderos Ashley.Maderos@cdpr.ca.gov
	Robin Caserta Robin.Caserta@cdpr.ca.gov
Pest Control Businesses	Alpha: A-D, S-U, W-Z Regina Maglia Regina.Maglia@cdpr.ca.gov
	Alpha: E-G, M-O Heather Allen Heather.Allen@cdpr.ca.gov
	Alpha: H-L, P-R, V Elizabeth Dummert Elizabeth.Dummert@cdpr.ca.gov
Pilots Manned and Unmanned (APC/JPC/Vector)	Shernee Tousant Willie.Tousant@cdpr.ca.gov
Dealer Designated Agents (DDA)	Elizabeth Dummert Elizabeth.Dummert@cdpr.ca.gov

STATE OF CALIFORNIA
INDIVIDUAL LICENSE/CERTIFICATE
RENEWAL APPLICATION
 DPR-PML-141 (Rev. 07/18)
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DEPARTMENT OF PESTICIDE REGULATION
 PEST MANAGEMENT AND LICENSING BRANCH
 LICENSING AND CERTIFICATION PROGRAM
 P.O. BOX 4015
 SACRAMENTO, CALIFORNIA 95812
 (916) 445-4038
 EMAIL: LicenseMail@cdpr.ca.gov
 Web site: http://www.cdpr.ca.gov/

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.

Name: _____
 Address: _____
 City, State, Zip: _____

<input type="checkbox"/> Name Change _____ _____ _____	<input type="checkbox"/> Address Change _____ _____ _____
<i>Enter changes above</i>	

FOR COMPLETE INSTRUCTIONS, SEE PAGE 2
 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 - DPR does not keep record of individuals' hours							
Current License/Certificate Number(s), Type and Category(ies)	Renewal License/ Certificate? <i>(Circle Y or N)</i>	Required CE hours to renew all licenses and certificates				Renewal Fees	Late Fees
		Laws	Aerial	Other	Total CE Hours	Post-marked on or before 12/31	Post-marked after 12/31 <i>(see page 2)</i>
	Y / N					\$	
	Y / N					\$	
	Y / N					\$	
	Y / N					\$	
		Laws	Aerial	Other	Total CE Hours	Total Due <i>(Include late fees if applicable)</i>	
Enter the number of CE hours you have completed							

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.
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 submitted information is true and correct. _____ SIGNATURE _____ DATE SIGNED

INDIVIDUAL LICENSE/CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS

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

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

- Change of Name/Address.** License/certificate holders shall notify DPR immediately of any business name or address change. Submit required documentation for a name change. Indicate any corrections 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 record of the total continuing education (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".
- 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.
 - Complete and submit the Continuing Education Record Renewal Summary or a similar form.
- 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	\$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.** Sign and date the renewal application.
- 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 record of CE hours (courses)
 - Pilot's Federal Aviation Administration medical certificate or Vector Control certification (if applicable)
 - Address the enclosed envelope to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812.

Questions? Your name and license/certificate number will be posted to 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 at LicenseMail@cdpr.ca.gov.

