How to Track Your Hours on DPR's Website

1. Go to **www.tinyurl.com/cdprhours** or scan this QR code:

2. On that page, scroll down until you see this section:

Valid License List - Reports

Licenses and certificates, complete list indexed by name of the person licensed, or business license

3. Choose the first letter of your last name from this drop-down menu:

Individual

[Click arrow to make a selection ⌄]

The same list, but limited to individuals issued licenses in past 15 days

4. On the page it takes you to, scroll down until you find your row on the list.
5. Check the laws, aerial, other, and total columns for your row.
6. If DPR's website shows the <u>full number</u> of hours required to renew your certificate/license, then you do <u>not</u> need to list any hours on the Continuing Education Record Renewal Summary form in your renewal packet <u>or</u> mail DPR <u>any</u> proof of your hours. Just write "Hours requirement met and verified on DPR website" anywhere on the Continuing Education Record Renewal Summary form in the DPR renewal packet and submit it with the rest of your renewal application.
7. If DPR's website shows <u>less</u> than the full number of hours required to renew your certificate/license, please send an email to **licensemail@cdpr.ca.gov** to request a detailed report of the CE courses DPR does have on file for you. Any approved courses you attended that are missing from your report must be added to the Continuing Education Record Renewal Summary form to self-report that you meet the CE hours requirement to renew. Submit it with the rest of your renewal application.

Other Important Information

<u>All</u> CE course sponsors who receive CE course accreditation/approval from DPR are <u>required</u> to report attendance details to DPR within 14 days of course completion, meaning new hours that you earn should automatically show up on DPR's website within 14 days after you earn them.

To read the DPR announcement on these changes to renewals, visit **www.tinyurl.com/DPRupdate**.

Remember – excess law hours still count toward your total! Visit **www.tinyurl.com/hoursrequired** for details on hours requirements for advisers and applicators.

DPR automatically mails you a renewal packet in the summer of your renewal year. Renewal packets are also available on DPR's website, **here**.

If you have questions for DPR, please email **licensemail@cdpr.ca.gov** or call 916-445-4038.

If you have questions for PAPA, please email **info@papaseminars.com** or call 831-442-3536.