PAPA is closed until January 2, 2020. Please see below for answers to questions you may have regarding your CE reports.

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The copy of your CE report that is accessible via our website can be printed and submitted to DPR along with your license renewal packet and payment. You must log in first in order to access the report.

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If any courses seem to be missing from your report, you can do one of the following:

- **Please ensure that you are a member for the year that the course is missing from.** We are only able to track hours for paid membership years. If the report says *Not a Member*, then you'll need to purchase a membership for that year in order for the course(s) to appear on your report. The report will **NOT** update immediately – it will take 24-48 hours for you to be able to view hours from the newly purchased membership year.
- **For courses taken recently that may not have been processed yet:** Please use your CE report *and* the Verification of Attendance/Certificate of Completion you received when completing the course. Send these both (or all) to DPR with your renewal packet and payment. If you do not have the Verification of Attendance/Certificate of Completion, please contact the course sponsor to request a Verification of Attendance/Certificate of Completion from them.
- **For older courses that are missing:** Please contact the course sponsor to ensure that they have reported your attendance to CECPM, and/or request a Verification of Attendance/Certificate of Completion from them.

Please do not send Verification of Attendance/Certificates of Completion for missing courses to PAPA. We are unable to add these to your report – the course sponsor *must* report your attendance to CECPM before we can see it on your report.

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If nothing is missing and you have not yet completed your hours, you'll need to complete your hours requirement by the end of December 31, 2019 in order to avoid losing your license. You can do so via online CE courses:

- UC IPM offers some free/cheaper online courses, which can be found here. *Please be sure to only take courses that state they have DPR hours available*: http://ipm.ucanr.edu/training/
- The full list of accredited online courses is available here: https://www.cdpr.ca.gov/docs/license/cont_ed_cfm/CE_Continuous_2019.pdf

Once completed, please send the Certificate of Completion from your online course(s), your CE report, and any documentation from other courses not listed on the report with your renewal packet and payment to DPR.