DEPARTMENT OF PESTICIDE REGULATION
2016 LICENSING RENEWAL DATES

TIME TO RENEW
DATES FOR DEPARTMENT OF PESTICIDE REGULATION LICENSING RENEWAL

Renewal packets to be mailed out by DPR in August.

Submit application to DPR by November 1, 2016 to receive license/certificate by Dec. 31, 2016.

If submitted after November 1, you may not receive license/certificate by Jan. 1, 2017.

Processing time can take 60 days.

To check if you’re renewed, go to DPR’s website:
www.cdpr.ca.gov/docs/license/currlic.htm
WHY IS IT IMPORTANT TO RENEW EARLY?

• Submitting by November 1 provides time to address issues such as lacking CE hours and you will be renewed by January 1.
• Submitting your renewal before October will ensure you have your license by early December and allows you to register with the County prior to the New Year.
• Avoid late fees.
ADDRESS OR NAME CHANGE

Notify DPR by June 15 of any changes if you renew this year.

Always notify DPR immediately of any address or name changes.

Use Address/Name Change form PR-PML-002 located on DPR’s Licensing website.

Fee for a replacement card is $20.00

If no replacement card is needed, mail form to DPR or e-mail to: licenseemail@cdpr.ca.gov
MAILING OF RENEWAL PACKETS

• DPR will mail renewal packets in August to license and certificate holders renewing this year. (Those with last names or business names starting with A-L)

• You are encouraged to get your CE hours completed early and submit your renewal to DPR as soon as you get it.
CONTINUING EDUCATION

• You must keep CE records for three years.
• At any time DPR may request copies of the CE records.
• Submit your CE hours by one of the following options:
  1. DPR CE Records Renewal Summary form (PR- PML-123).
  2. Copies of course completion certificates.
  3. A summary record of CE attendance from a third party professional association.
LICENSEE AND COURSE SPONSOR CE RECORDS MUST INCLUDE THE FOLLOWING:

1. License/Certificate Holder’s Name
2. License/Certificate Number and Type
3. Course Location
4. Course Title
5. Course Date
6. DPR Course I.D. Number
7. Course hours attended for each CE category
8. Name of instructor or sponsoring organization
9. Your Signature

Note: CE records must be kept for three years.
GENERAL INFORMATION ABOUT LICENSE RENEWAL

• DPR can only renew a Business License if the designated qualified person has renewed.

• The County can only renew your business registration after DPR renews your Business License.

• You cannot operate without a current license and county registration.

Renew early to avoid late fees and stay in business!
GENERAL INFORMATION ABOUT CONTINUING EDUCATION

- DPR does not track CE hours for individuals, but can audit CE records.
- Courses must be listed on DPR’s website as being approved for DPR CE hours.

www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm
AVOID RETESTING

If you are short CE hours, after Dec. 31 of your renewal year, you will have to retest in laws/regulations and all categories!
CE CLASS INFORMATION

CE hours must occur during the valid period listed on the license or certificate.

*From the ‘date of issue’ until the ‘expiration date.’*

- **NO** grace period to obtain needed CE hours.
- **NO** excess hours can be transferred to the next renewal period.
DPR Licensing and CE LISTSERVE

Best way for DPR to get info to you quickly!

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

• DPR’s Licensing web page:
  www.cdpr.ca.gov/docs/license/liccert.htm

• DPR’s Licensing Program email address:
  LicenseMail@cdpr.ca.gov