

# **PEST CONTROL DEALER DESIGNATED AGENT LICENSE PACKET**

Contains the following documents:

- Licensing Requirements
- Fact Sheet
- Application & Instructions
- Study Materials
- Exam Schedule
- Visa/Mastercard Transaction Form
- Customer Service Survey Form

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**Do you need this license?** You must possess a pest control dealer designated agent (DA) license if you actively supervise all pest control dealer operations at the principle or branch locations. A licensed DA is required at each pest control dealer location.

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**Basic licensing requirements** You can obtain a DA license by submitting the application and appropriate fees, and by passing the required examination.

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**Examination** You must pass the Laws and Regulations for Designated Agents examination with a score of 70 percent or higher (Title 3 of California Code of Regulations [3 CCR], Code section 6504). This examination demonstrates the applicant's knowledge of the laws and regulations governing the use and sale of pesticides, and the responsibilities of a pest control dealer business.

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**Examination exemption** The following license and certificate holders may qualify to be a DA without taking the Laws and Regulations for Designated Agents examination:

- Agricultural pest control adviser
- Qualified applicator licensee
- Apprentice pilot
- Journeyman pilot

However, qualified applicator certificate holders, structural pest control operators, and out-of-state licensees do not qualify.

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**Study material** The following table illustrates some Department of Pesticide Regulation (DPR) Web sites to help you prepare for the examinations.

For the ...	Go to ...
Suggested Study Material List	< <a href="http://www.cdpr.ca.gov/docs/license/designated_agent.htm">http://www.cdpr.ca.gov/docs/license/designated_agent.htm</a> >
<i>Laws and Regulations Study Guide</i>	< <a href="http://www.cdpr.ca.gov/docs/license/lcpubs.htm">http://www.cdpr.ca.gov/docs/license/lcpubs.htm</a> >
California Food and Agricultural Code (Divisions 6, 7, and 13)	< <a href="http://www.cdpr.ca.gov/docs/legbills/opramenu.htm">http://www.cdpr.ca.gov/docs/legbills/opramenu.htm</a> >
California Code of Regulations (Title 3)	< <a href="http://www.cdpr.ca.gov/docs/inhouse/calcode/chapter_.htm">http://www.cdpr.ca.gov/docs/inhouse/calcode/chapter_.htm</a> >

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**Valid licenses** A list of valid licenses may be viewed at <[www.cdpr.ca.gov/docs/license/currlic.htm](http://www.cdpr.ca.gov/docs/license/currlic.htm)>.

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**Continuing education** You are not required to obtain continuing education (CE) to renew the DA license.

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**Application fee** The application fee is \$25 for this license (3 CCR section 6502). This fee is only required once, provided you become licensed within a year.

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**Examination fee** The examination fee is \$50 (3 CCR section 6505) for each examination taken (including reexaminations due to rescheduling or failure to pass).

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**Second-year fee notice** If you pass the required examination, you may receive a Second-year Fee Notice. This notice will inform you that you are in the first year of a 2-year cycle; an additional second-year fee of \$25 will be required in order to issue your license. The 2-year cycles are illustrated in the table below.

If your last name begins with ...	Then your license will ...
A through L	Expire on December 31 of even-numbered years (e.g., 2008, 2010, 2012, etc.)
M through Z	Expire on December 31 of odd-numbered years (e.g., 2007, 2009, 2011, etc.)

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**Renewal fee** The renewal fee is \$50 for the 2-year cycle (3 CCR section 6502). We do not prorate your fee if you renew your license late.

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**Late renewal fee** A late fee of 50 percent of the total renewal fee will be assessed for each license postmarked after December 31 of the expiration year.

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**Miscellaneous fee** The following chart lists the miscellaneous fees for this license. We charge a maximum fee of \$20 for **all** changes/requests that are submitted on a single application form.

Type	Amount	Details
Name change	\$20	<ul style="list-style-type: none"><li>You must immediately notify the Licensing and Certification Office <b>in writing</b> (3 CCR section 6508).</li><li>You must submit legal documents certifying the name change.</li><li>A new license will be automatically issued for all name changes.</li><li>The <i>Address and/or Name Change Form</i> is available on our Web site at <a href="http://www.cdpr.ca.gov/docs/license/lcforms.htm">www.cdpr.ca.gov/docs/license/lcforms.htm</a>.</li></ul>
Address change	\$20	<ul style="list-style-type: none"><li>You must immediately notify the Licensing and Certification Office <b>in writing</b> (3 CCR section 6508).</li><li>This fee is only required if you request a new license.</li><li>The <i>Address and/or Name Change Form</i> is available on our Web site at <a href="http://www.cdpr.ca.gov/docs/license/lcforms.htm">www.cdpr.ca.gov/docs/license/lcforms.htm</a>.</li></ul>
Duplicate	\$20	<ul style="list-style-type: none"><li>This fee applies to requests for a duplicate or replacement license.</li></ul>

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*Continued on next page*

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<b>Timelines for processing applications</b>	DPR has established time periods for processing permit applications, in compliance with Government Code sections 15374-15378. <b>DPR may take up to 100 days to complete the processing of this application.</b> Failure to comply with these time periods may be appealed to the Agency Secretary, California Environmental Protection Agency, P.O. Box 2815, 1001 I Street, Sacramento, California 95814, pursuant to regulations set forth in 3 CCR section 301. Under certain circumstances, the Agency Secretary may order that the applicant receive a reimbursement of filing fees.
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<b>Timelines for applications/ examinations</b>	Every February, DPR schedules examinations in various locations throughout the state. The examination schedule is posted on our Web site at <a href="http://www.cdpr.ca.gov/docs/license/liccert.htm">www.cdpr.ca.gov/docs/license/liccert.htm</a> . Your application must be postmarked by the final filing date listed in the examination schedule in order for your requested month, location, type of and examination(s) to be processed.
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<b>License duration</b>	A new license may be issued for up to two years, depending on when you apply and your license cycle. Each renewed license is valid for two years unless you renew late.
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<b>Most common mistakes and how to avoid them</b>	<p>The most common application errors made are</p> <ul style="list-style-type: none"><li>• Incorrect fees</li><li>• Missing the final filing date</li><li>• Not specifying your preferred month, location, and type of examination(s)</li></ul> <p>You can avoid these errors by reading the application instructions carefully and by mailing your application <b>before</b> the final filing date.</p>
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<b>Our physical address</b>	Department of Pesticide Regulation Pest Management and Licensing Branch Licensing and Certification Program 1001 I Street Sacramento, CA 95814-2828
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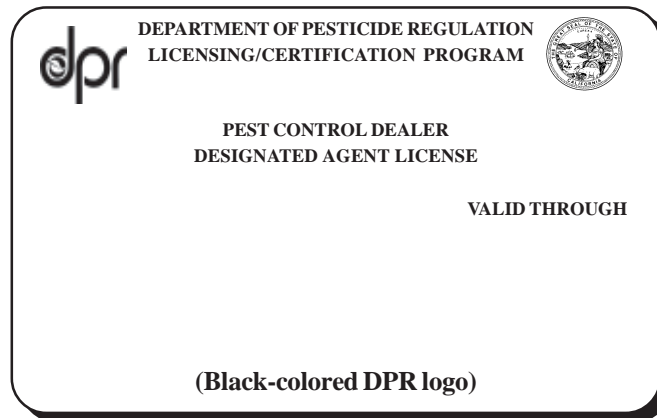
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<b>Our mailing address</b>	Department of Pesticide Regulation Pest Management and Licensing Branch Licensing and Certification Program 1001 I Street P.O. Box 4015 Sacramento, CA 95812-4015
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<b>For more information</b>	You can contact us between the hours of 8 a.m. to 5 p.m. at (916) 445-4038, or e-mail us at <a href="mailto:licenseemail@cdpr.ca.gov">licenseemail@cdpr.ca.gov</a> .
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### ***Who Needs It?***

Any person who is responsible for supervising the operations of a licensed pest control dealer. Each licensed pest control dealer must maintain a designated agent at the principal office and an agent at each branch location (FAC section 12101.5, 3 CCR section 6560).

Exemptions: If the responsible person is a licensed agricultural pest control adviser, qualified applicator licensee, or pest control aircraft pilot certificate holder, then that person would not have to be licensed as a designated agent.

### ***What's Required to Obtain the License?***

- Submit a \$25.00 initial application fee (FAC section 12252)
- Submit examination fee of \$50.00 for each exam to be taken (FAC section 11502.5[b])
- Pass a written examination on the sale and use of pesticides and pest control dealer responsibilities (FAC section 12253)

### ***Additional Requirements the Agent Performs for His/Her Employer.***

- Responsible for the active supervision of employees who use and sell pesticides
- Exercise responsibility in carrying out the business of a pest control dealer
- Prepare and maintain for two years records of all pesticides sold or delivered
- Maintain a copy of each Operator Identification Number
- When a pesticide is sold for agricultural use without a recommendation, the invoice or delivery slip must state that nonrecommendation has been made. The invoice or delivery slip must be provided to the customer or his agent at the time of delivery
- Before the sale or delivery of a restricted material, the dealer must obtain a copy of the purchaser's restricted materials permit
- Send a list of Operator Identification Numbers with corresponding names of person purchasing pesticides during the quarter to each commissioner who issued the numbers
- The dealer is not required to send the Operator Identification Numbers list to the commissioner of the county in which the dealer is located

**PEST CONTROL DEALER DESIGNATED AGENT  
LICENSE APPLICATION**

PR-PML-043 (REV. 9/04)

Page 1 of 2

1001 I STREET

SACRAMENTO, CALIFORNIA 95814-2828

(916) 445-4038

FAX - (916) 445-4033

Web site: <http://www.cdpr.ca.gov/>

The mailing address you indicate on this application is your address of record for your license/certificate. Therefore it is public information. You may wish to use a post office box in lieu of the physical address as an address of record.

**A. Application Type.** Check the appropriate box(es).

<input type="checkbox"/> NEW APPLICATION - FIRST TIME APPLICATION	<input type="checkbox"/> REEXAMINATION - FAIL OR NO SHOW ON PREVIOUS EXAMS	<input type="checkbox"/> DUPLICATE/REPLACEMENT LICENSE
<input type="checkbox"/> PEST CONTROL DEALER DESIGNATED AGENT EXAMINATION	<input type="checkbox"/> NAME/ADDRESS CHANGE	<input type="checkbox"/> OTHER - Specify _____

**B. Applicant Information.** Please print or type.

NAME (Last)	(First)	(Middle Initial)	DESIGNATED AGENT #/EXAM ID #	HOME TELEPHONE NUMBER ( )
MAILING ADDRESS (Number and Street)			SOCIAL SECURITY NUMBER (Optional)	WORK TELEPHONE NUMBER ( )
(City)	(County)	(State)	(ZIP Code)	CELL TELEPHONE NUMBER ( )
PEST CONTROL DEALER BUSINESS EMPLOYED BY OR OWN AND MAILING ADDRESS. (If Applicable) (Name, Number and Street, City, State, Zip Code)				EMAIL ADDRESS

**C. Pest Control Dealer Designated Agent (DA) License Examination and Licensing.** Exemption. See instructions on reverse.**D. Examination.** See instructions on reverse.
☐ Check if you wish to be scheduled for the written examination.
**E. Examination Schedule.** To complete this section, see attached Examination Schedule for the month, date, and location.

EXAMINATION MONTH	EXAMINATION SITE LOCATION
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**F. Reasonable Accommodation.**
☐ Check if you need reasonable accommodation to take a written exam.
**G. Fees. All fees are non-transferable and non-refundable.**

	Amount	# of Exams	Total Amount
New Applicant Fee	\$25	---	\$ _____
Examination Fee	\$50	X	\$ _____
Name/Address Change, Duplicate/Replacement Fee	\$20	---	\$ _____
<b>Total Fees Due/Enclosed</b>			\$ _____

**H. Read Before Signing.** During the last three years have you had any administrative, civil, or criminal action taken against you for violation of any State or federal laws or regulations relating to the application or use of pesticides that resulted in disciplinary or in which any disciplinary action is pending?
☐ YES (State explanation below.) ☐ NO
**I. I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.**

APPLICANT SIGNATURE	DATE SIGNED
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<b>FOR OFFICIAL USE ONLY</b>	LICENSE NUMBER	COMPUTER ENTRY DATE	RC RECEIVED AND DATE
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**Instructions on reverse**

**PEST CONTROL DEALER DESIGNATED AGENT LICENSE APPLICATION INSTRUCTIONS**

PR-PML-043 (REV. 9/04)

Page 2 of 2

**A. Application Type.** Check the appropriate box(es).☐ **New Application:** If you:

- ✓ Are applying for the Pest Control Dealer Designated Agent (DA) License for the first time.
- ✓ Failed to obtain your license within 12 months from the first date you scheduled your examination.
- ✓ Failed to meet the renewal requirements by the expiration of your certificate.

*You are exempt from the Pest Control Dealer Designated Agent License if you currently possess a valid Agricultural Pest Control Adviser License, Qualified Applicator License, Journeyman Pilot Certificate or Apprentice Pilot Certificate. You qualify as a DA in accordance with Title 3, California Code of Regulations, section 6560.*

*The Qualified Applicator Certificate, Structural Pest Control Operators and out-of-state licenses or certificates **do not** meet the exemption requirements.*

- ☐ **Reexamination:** Scheduling an examination on which you failed to obtain a passing score or failed to appear for a previously-scheduled examination.
- ☐ **Duplicate/Replacement License:** Requesting a duplicate or replacement license.
- ☐ **Name/Address Change:** Requesting a name and/or address change. Submit a copy of the legal document substantiating the name change. Address changes may be made directly on the application form.
- ☐ **Other:** Any other change, please specify the change.

**B. Applicant Information:** Enter your name, Designated Agent License or Exam Identification Number if applicable, address, email address, home, work, and cell telephone numbers, Social Security number (optional) and current employer (if applicable). **NOTE:** The Department of Pesticide Regulation (DPR) utilizes your Social Security number as an alternate source of applicant identification, as many names are similar. Providing your Social Security number is strictly voluntary in accordance with the Privacy Act of 1974 (PL-93-579). This is not public information and will not appear on any publication, etc. produced or distributed by DPR.

**C. Pest Control Dealer Designated Agent License Examination and Licensing.** Exemption. If you do not meet the exemption for the pest control dealer designated agent examination and licensing requirements noted above in Section A, you must complete this application and schedule to take this examination. This license is necessary in order to conduct the pest control activities of a licensed Pest Control Dealer business.

**D. Examination.** Check this box if you are required to take the Pest Control Dealer Designated Agent License examination.

**E. Examination Schedule.** Indicate the exam month and location in the appropriate boxes. This information may be obtained from the Exam Schedule provided with the General Information Packet or from DPR's web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). The exam schedule gives the location, schedule, and final filing dates. If you are requesting to take the examination(s) at a specific location and date, your application must be *postmarked* by the final filing date for that location.

**F. Reasonable Accommodation.** Reasonable Accommodation will be provided to applicants who need assistance to take a written exam. If you check "Yes", you will be contacted via telephone or mail to make specific testing arrangements.

**G. Fees. All fees are non-transferable and non-refundable.**

New Applicant Fee: \$25

Name/Address Change Fee: \$20 (see below)

Examination Fee: \$50

Duplicate/Replacement Fee: \$20 (see below)

A new applicant fee is only required if you meet the criteria for a "New Application" as stated above in Section A, Application Type.

An examination fee of \$50 is required for the Pest Control Dealer Designated Agent License examination you are requesting to schedule. A fee for an address change is only required when the licensee requests a new license be issued (printed and mailed). A maximum fee of \$20 is due for all name/address changes and requests for a duplicate/replacement licenses submitted on a single application.

**H. Read Before Signing.** Check appropriate box.

**I. Declaration/Signature Block.** Sign and date your application. Enclose a check, money order or credit card payable to "Cashier, DPR" and mail to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

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

State of California  
**PEST CONTROL DEALER DESIGNATED  
AGENT LICENSE  
SUGGESTED STUDY MATERIAL SOURCE LIST**

REV. 01/07

DEPARTMENT OF PESTICIDE REGULATION  
PEST MANAGEMENT AND LICENSING BRANCH  
1001 I Street  
P.O. Box 4015  
Sacramento, California 95812-4015  
Phone: (916) 445-4038 Fax: (916) 445-4033  
Web site at <<http://www.cdpr.ca.gov>>

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**Retain for your information**

This list provides reference materials to help prepare for the Pest Control Dealer Designated Agent License examination. The suggested study material is listed below. Instructions on how to order the publications can be found in the footnotes at the end of this source list.

**Disclaimer**

You are not required to purchase any of the suggested study materials. Some materials may be available to borrow from local libraries. Prices listed are subject to change and should be verified with the vendor. DPR does not endorse any product or company mentioned.

• **Laws, Regulations, and Basic Principles**

- 1 Laws and Regulations Study Guide (2001 Edition). Sales publication code #626. The cost is \$15.00 tax included. This publication is available from the Department of Pesticide Regulation (DPR)<sup>2</sup>. The publication is also available to view and/or download from DPR's Web site at <[http://www.cdpr.ca.gov/docs/license/L&R\\_Study\\_Guide\\_2001.pdf](http://www.cdpr.ca.gov/docs/license/L&R_Study_Guide_2001.pdf)>.
- 2 The Safe and Effective Use of Pesticides (Second Edition) Patrick J. O'Connor-Marer, 2000. University of California Agriculture and Natural Resources sale publication code #3324. The cost is \$35.00<sup>1</sup>.

**Footnotes - How to Obtain Study Materials**

- 1 This publication can be ordered by writing or calling one of the following locations: Communication Services - Publications, Agriculture and Natural Resources, University of California, 6701 San Pablo Avenue, 2<sup>nd</sup> Floor, Oakland, California 94608-1239, or by telephone at 1 (800) 994-8849 (within California) or by telephone at (510) 642-2431 or 1-800-994-8849 or online at <<http://www.anrcatalog.ucdavis.edu>>; or the local county farm advisor's office (University of California Cooperative Extension).
- 2 This publication can be ordered from the Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015. Please make check or money order payable to: Cashier, Department of Pesticide Regulation. State sales tax is already included.



This schedule is for Agricultural Pest Control Adviser, Pest Control Aircraft Pilot, Designated Agents, Qualified Applicator License, and Qualified Applicator Certificate.

INSTRUCTIONS - IMPORTANT - PLEASE READ

EXAMINATION SCHEDULING

1. You must submit your completed application with appropriate fees **POSTMARKED** by the **FINAL FILING DATE** for the examination(s) and date that you have requested. If the application is **POSTMARKED after the final filing date**, you will be contacted by mail to reschedule the examinations.
2. Please complete the section on the application asking for the **Location and Month** in which you have selected to take your examination(s). For example, to take an examination in Modesto on April 22 - 24, you would write "Modesto" for the Examination Site Location and "April" for the Examination Month.
3. Incomplete applications and fees will delay the processing of your application. It may result in you not being scheduled for the examination date and location that you requested.
4. **No examinations will be given in November and December due to the processing of license and certificate renewal applications.**
5. Examination seating is limited; scheduling is on a first-come, first-served basis. Therefore, even if you meet the final filing date for the examination, you may not be scheduled. Please submit the application and fees as soon as possible.

EXAMINATION NOTICE

1. At least two weeks prior to the examination date, you will be notified by mail of the examination location, address, date, and time. If you do not receive an Examination Notice one week prior to the examination date, please call (916) 445-4038.
2. Once you receive your Examination Notice, please review it for any errors such as wrong license type, category, examination location and date, name etc. as **no changes will be made at the testing site**. Immediately notify our office by calling (916) 445-4038.
3. To change the Date, Examination(s) or Location you originally requested on your application: call (916) 445-4038 or fax your written request to (916) 445-4033 by the final filing date.

NOTE: The Department assigns examination locations and dates. The Department will not conduct examinations during all of the days reserved for the examination location, unless the number of persons scheduled for the location warrants it. Therefore, you will be scheduled for only one of the days reserved for the location. We are unable to accommodate exam and location changes after the **FINAL FILING DATE**.

Exam Schedule - 2008											
Exam Locations		January	February	March	April	May	June	July	August	September	October
	Arcadia (LA Area)		February 26,27,28  Final filing date: 1/26/08				June 3,4,5  Final filing date: 5/5/08				October 28,29,30  Final filing date: 9/30/08
	Bakersfield									September 24,25  Final filing date: 8/25/08	
	Dublin						June 10,11,12  Final filing date: 5/12/08			September 16,17,18  Final filing date: 8/18/08	
	Fresno		February 19,20,21  Final filing date: 1/21/08				June 17,18,19  Final filing date: 5/19/08				
	Modesto				April 22,23,24  Final filing date: 3/24/08						
	Red Bluff		February 19,20  Final filing date: 1/21/08				June 24,25  Final filing date: 5/26/08				
	Sacramento	January 28,29  Final filing date: 12/31/07		March 11,12,13  Final filing date: 2/13/08		May 20,21,22  Final filing date: 4/22/08		July 8,9,10  Final filing date: 6/9/08	August 19,20,21  Final filing date: 7/21/08		October 21,22,23  Final filing date: 9/23/08
	Salinas				April 9,10  Final filing date: 3/10/08					September 3,4  Final filing date: 8/5/08	
	San Diego				April 15,16,17  Final filing date: 3/17/08					September 9,10,11  Final filing date: 8/11/08	
	San Jose		February 19,20  Final filing date: 1/21/08								
	Santa Rosa				April 29,30  Final filing date: 3/30/08						

## VISA / MASTERCARD TRANSACTION



### INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier  
Department of Pesticide Regulation  
P.O. Box 4015  
Sacramento, CA 95812-4015

Continuing Education Sponsors:

Cashier  
ATTN: CE  
Department of Pesticide Regulation  
P.O. Box 4015  
Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)														CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE	
BANK CARD NUMBER (16 DIGITS)																BANK CARD EXPIRATION DATE	TOTAL AMOUNT OF PAYMENT \$ .
																	TELEPHONE NUMBER ( )

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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## **California Environmental Protection Agency**

### **Customer Service Survey**

Our goal is to provide you with the best possible customer service. Your feedback telling us what is going well and what needs improvement is essential to our success to better serve you. We ask that you take a moment to complete the electronic customer service survey form at [www.calepa.ca.gov/Customer/CSForm.asp](http://www.calepa.ca.gov/Customer/CSForm.asp). To assure that we receive your comments, please select “Department of Pesticide Regulation” and “Division of Pest Mgmt, Environmental Monitoring, Enforcement & Licensing” on the survey form. If you do not have access to the Internet and our electronic Customer Service Survey form, please feel free to write us at:

California Department of Pesticide Regulation  
Pest Management and Licensing Branch  
P.O. Box 4015  
Sacramento, CA 95812-4015

Thank you for your feedback.