

# HOW TO AVOID DELAYS in renewing your individual applicator license or certificate

Renewing your license or certificate normally can take 30 days to process and complete after it is received by the Department of Pesticide Regulation (DPR). This year, the Governor's Executive Order requires DPR staff to take three days of furlough each month. This may impact how quickly your renewal application can be processed. **That is why it is very important for you to:**

- ◆ Your application must be postmarked no later than November 23, 2009.
- ◆ Make sure you fill out the application completely.
- ◆ Make sure that you sign the application,
- ◆ Make sure that you pay the *correct* fee. (See the application form.)
- ◆ Use the enclosed envelope addressed to the DPR Cashier to send in your application and documentation.

**If you do not follow these steps, you may not receive your renewed license or certificate until February or March of 2010.**

*Questions? Please call (916) 445-4038 or e-mail [LicenseMail@cdpr.ca.gov](mailto:LicenseMail@cdpr.ca.gov).*



# Department of Pesticide Regulation



Mary-Ann Warmerdam  
Director

Arnold Schwarzenegger  
Governor

August 14, 2009

TO: Agricultural Pest Control Advisers, Pest Control Aircraft Pilot Certificate Holders, Pest Control Dealer Designated Agent Licensees, Qualified Applicator Certificate Holders, and Qualified Applicator Licensees

SUBJECT: LICENSE RENEWAL INFORMATION

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## Renewal packet

This packet contains all the information you will need to renew your license or certificate. It includes the following documents:

- Flyer- How to Avoid Delays in Renewing your Individual Applicator License or Certificate
- Individual License/Certificate Renewal Application and Instructions (PR-PML-141)
- Continuing Education Record Renewal Summary form (PR-PML-123)
- License/Certificate Renewal Information Request form
- Licensed Pest Control Individuals Renewal Reminders (bookmark)
- What You Need to Know to Renew Your Individual License or Certificate
- Visa/Mastercard Transaction form and Information on New License and Certificate Numbers for this Year's Renewals

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## What you need to do

In order to renew and receive your license or certificate by **January 1, 2010**, you will need to:

- Complete and sign the renewal application.
- Ensure you have fulfilled your continuing education requirement, and complete the *Continuing Education Record Renewal Summary* form.
- Pay your renewal fee(s) by check, money order, or credit card payable to Cashier, Department of Pesticide Regulation.
- Submit the application, required forms, and fee by **November 23** in the enclosed DPR addressed envelope. Keep a copy of this information for your records.

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Continued on next page



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**Frequently asked questions**

We also included a document entitled *What You Need to Know About Renewing Your Individual License or Certificate* that addresses the most frequently asked questions about the renewal process.

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**Fees**

The following table illustrates the renewal fees.

License or Certificate Type	Renewal Fee	Late Fee
Agricultural Pest Control Adviser License	\$140	\$70
Pest Control Aircraft Pilot Certificate	\$90	\$45
Pest Control Dealer Designated Agent License	\$50	\$25
Qualified Applicator License	\$120	\$60
Qualified Applicator Certificate	\$60	\$30

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**Deadline**

Submit the renewal application, required information and fee(s) postmarked by **December 31, 2009**, or the late fee(s) will apply for each license or certificate renewed.

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**Web site for renewed licensees**

We post the names of all renewed licensees and certificate holders on our Web site at <<http://www.cdpr.ca.gov/docs/license/currlic.htm>>. Please refer to this Web site (which is updated daily) to find out if you have been renewed.

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**Contact information**

If you have questions, please contact the Licensing and Certification Program at (916) 445-4038, or e-mail us at <[licenseemail@cdpr.ca.gov](mailto:licenseemail@cdpr.ca.gov)>.

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Enclosures

STATE OF CALIFORNIA  
**INDIVIDUAL LICENSE/CERTIFICATE  
 RENEWAL APPLICATION**

PR-PML-141 (REV. 9/04)  
 Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION  
 PEST MANAGEMENT AND LICENSING BRANCH  
 LICENSING AND CERTIFICATION PROGRAM  
 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.

Name Change       Address Change

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

SSN (OPTIONAL): \_\_\_\_\_

**IMPORTANT- PLEASE READ  
 COMPLETE ALL INFORMATION  
 CONTINUING EDUCATION HOURS MUST BE OBTAINED BY 12/31 OF THE LICENSE/CERTIFICATE EXPIRATION YEAR**

**Continuing Education.** Enter the total CE hours submitted in the space provided below.

License/Certificate Number, Type and Category(ies)	Check to Renew	Continuing Education Hours				Renewal Fees	Add Late Fees If	Total Fees Paid
		Laws	Aerial	Other	Total CE Hours	Post-marked on or before 12/31	Post-marked after 12/31	Indicate total amount paid
<b>Enter Total CE and fees submitted</b>								

**Medical Certificate Card.** Apprentice and Journeyman Pilots only. See Page 2 for requirements.

**Fees.** See Page 2 (instructions) to determine fees based on your license or certificate type and payment methods. **ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.**

**I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.**

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE SIGNED

FOR OFFICIAL USE ONLY

IMPRINT                      PROBLEM                      RENEWED                      DATA ENTRY                      RC

**Instructions on reverse**

# License/Certificate Renewal Information Request

Providing this information is optional

(Please complete the appropriate information below for your licenses/certificates)

## A. LICENSE/CERTIFICATE HOLDER INFORMATION

Name: \_\_\_\_\_  
First Last

Home E-mail Address: \_\_\_\_\_ Home Telephone Number : \_\_\_\_\_

## B. EMPLOYER/BUSINESS INFORMATION

Employer/Business Name: \_\_\_\_\_ Business Telephone Number : \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

## C. TYPE OF EMPLOYER/BUSINESS (Please check the appropriate boxes)

- Currently inactive in pest control work.
- Work for governmental agency.
  - City  County  State  Federal
- Work for Special Government District.
  - Irrigation District  School District  Mosquito Abatement  Other: \_\_\_\_\_
- Work for a company that does its own pest control and does not offer its pest control services for hire to other persons.
- Work for or own a pest control Business (check applicable ones).
  - Maintenance Gardener Pest Control Business  Pest Control business (for hire) - Aerial
  - Pest Control Business (for hire) - ground  Manufacturing/distributing chemical company
  - Farm management company  Pesticide Dealer business
  - Other: \_\_\_\_\_
- Independent agricultural pest control adviser

## D. CLASSIFICATION OF PESTICIDES

Please indicate the classification of pesticide(s) you may recommend, use, sell or supervise the use of, by checking the appropriate box(es) below.

- Restricted Use Pesticides  General Use Pesticides
- Both Restricted Use and General Use Pesticides  Not involved with application or supervising the use of pesticides

## E. COUNTY REGISTRATION INFORMATION

(Please indicate the county(ies) you will be working in by checking the appropriate box(es) below:

- |  |  |   |  |   |
|--|--|---|--|---|
| <input type="checkbox"/> 1. Alameda      | <input type="checkbox"/> 13. Imperial    | <input type="checkbox"/> 25. Modoc          | <input type="checkbox"/> 37. San Diego       | <input type="checkbox"/> 49. Sonoma     |
| <input type="checkbox"/> 2. Alpine       | <input type="checkbox"/> 14. Inyo        | <input type="checkbox"/> 26. Mono           | <input type="checkbox"/> 38. San Francisco   | <input type="checkbox"/> 50. Stanislaus |
| <input type="checkbox"/> 3. Amador       | <input type="checkbox"/> 15. Kern        | <input type="checkbox"/> 27. Monterey       | <input type="checkbox"/> 39. San Joaquin     | <input type="checkbox"/> 51. Sutter     |
| <input type="checkbox"/> 4. Butte        | <input type="checkbox"/> 16. Kings       | <input type="checkbox"/> 28. Napa           | <input type="checkbox"/> 40. San Luis Obispo | <input type="checkbox"/> 52. Tehama     |
| <input type="checkbox"/> 5. Calaveras    | <input type="checkbox"/> 17. Lake        | <input type="checkbox"/> 29. Nevada         | <input type="checkbox"/> 41. San Mateo       | <input type="checkbox"/> 53. Trinity    |
| <input type="checkbox"/> 6. Colusa       | <input type="checkbox"/> 18. Lassen      | <input type="checkbox"/> 30. Orange         | <input type="checkbox"/> 42. Santa Barbara   | <input type="checkbox"/> 54. Tulare     |
| <input type="checkbox"/> 7. Contra Costa | <input type="checkbox"/> 19. Los Angeles | <input type="checkbox"/> 31. Placer         | <input type="checkbox"/> 43. Santa Clara     | <input type="checkbox"/> 55. Tuolumne   |
| <input type="checkbox"/> 8. Del Norte    | <input type="checkbox"/> 20. Madera      | <input type="checkbox"/> 32. Plumas         | <input type="checkbox"/> 44. Santa Cruz      | <input type="checkbox"/> 56. Ventura    |
| <input type="checkbox"/> 9. El Dorado    | <input type="checkbox"/> 21. Marin       | <input type="checkbox"/> 33. Riverside      | <input type="checkbox"/> 45. Shasta          | <input type="checkbox"/> 57. Yolo       |
| <input type="checkbox"/> 10. Fresno      | <input type="checkbox"/> 22. Mariposa    | <input type="checkbox"/> 34. Sacramento     | <input type="checkbox"/> 46. Sierra          | <input type="checkbox"/> 58. Yuba       |
| <input type="checkbox"/> 11. Glenn       | <input type="checkbox"/> 23. Mendocino   | <input type="checkbox"/> 35. San Benito     | <input type="checkbox"/> 47. Siskiyou        |   |
| <input type="checkbox"/> 12. Humboldt    | <input type="checkbox"/> 24. Merced      | <input type="checkbox"/> 36. San Bernardino | <input type="checkbox"/> 48. Solano          |   |

**INDIVIDUAL LICENSE/CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS****RENEWAL TIME LINE**

Renewal time lines have been established to help determine when you may expect to receive your license or certificate based on the date your renewal application is received by the Licensing and Certification Program. Renewal time lines are posted on the Department of Pesticide Regulation's (DPR's) web site.

**CHECK LIST:** This list will help ensure that your renewal application is completed in full prior to mailing.

- Change of Name/Address.** 3CCR Section 6508 requires all license/ certificate holders to notify DPR immediately of any business name or address change. Submit required documentation for a name change. Indicate any corrections that appear on the renewal form in the space provided.
- Social Security Number (Optional).** DPR requests your Social Security Number (SSN) as an alternate method of applicant identification. Your SSN is not public information and will not appear on any publication. Providing your SSN is strictly voluntary in accordance with the Federal Privacy Act of 1974 (PL93-79).
- License(s)/Certificate(s) to be renewed.** Check or list all license(s) and/or certificate(s) to be renewed.
- Submit a record of the total continuing education (CE) hours.** The CE hours must be DPR approved and obtained during the valid period of your license/certificate. The specific CE hour requirements are only minimums. They may be exceeded, however, they cannot be carried over to your next renewal period. You must meet the minimum CE requirements for "Laws" and "Aerial" if required; extra hours in "Laws" and/or "Aerial" may count as "other". If renewing multiple licenses/certificates, you must obtain sufficient CE hours to meet the license/certificate with the highest CE requirements; you do not have to obtain the "total" of CE hours for each license/certificate. Complete and submit the Continuing Education Record Renewal Summary or a similar form.
- Medical Certificate Card (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.
- Fees.** All fees are non-transferable and non-refundable. Fees must be paid for each license/certificate as totaled on the renewal form. A late penalty fee of fifty percent (50%) of the total 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
Apprentice Pilot Certificate	\$90.00	\$45.00	Journeyman Pilot Certificate	\$90.00	\$45.00

- Declaration/Signature.** Sign and date the renewal application.
- Payment.** Enclose a check, money order or credit card payment payable to "Cashier, Department of Pesticide Regulation".
- Mail.** Send payment, completed renewal application form, and all required documentation including the list of CE hours (classes) in the enclosed envelope to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

**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.

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

**INSTRUCTIONS**

- For each approved course you have taken, enter following: (a) title; (b) I.D. code number; (c) location, (d) date(s) attended; and (e) hours completed. In the boxes in the lower right hand corner at the bottom of the page, enter the total number of hours you have completed for the current renewal period. If you are using a document other than this form as proof of continuing education, you do not need to return this form; however, **you must provide the same information as is required on this form.** Your continuing education document must be returned with your renewal application. If the information on this form or the document you submit is incomplete, the processing of your renewal application will be delayed.
- If you want to receive credit for a course offered by an accredited college or university, on a separate sheet of paper, include the following information: the accredited institution, the course instructor's name, the total hours you attended, a brief summary of the course topic, and a copy of your grade report or transcript listing the course or a verification of attendance signed by the instructor.
- Please do not submit application and fee unless continuing education hours have been completed. If you fail to complete the required minimum by December 31 of the expiration year because of insufficient continuing education hours, you must re-examine, but are not required to repeat the minimum qualifications (e.g. education or experience).**

**COURSE HOURS**

APPLICANT NAME		CERTIFICATE/LICENSE TYPE	CERTIFICATE/LICENSE NUMBER	Laws and Regulations (L)	Aerial Application and Techniques (A)	Ground Application and Techniques (G)	Other (O)	Total Course Hours (T)
<b>CONTINUING EDUCATION COURSE INFORMATION</b>								
1. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
2. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
3. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
4. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
5. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
6. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
7. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
8. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
9. COURSE/SEMINAR/CONFERENCE TITLE		I.D. CODE NUMBER		(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)		DATE(S) ATTENDED						
<b>Total Renewal Hours</b>								

## VISA/MASTERCARD TRANSACTION

1. For 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. Please cut this form along the dashed line below and mail to:

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

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

NAME OF CARDHOLDER \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_

**CIRCLE WHICH ONE: VISA OR MASTERCARD**      **EXPIRATION DATE:** \_\_\_\_\_ (mm/yy)

CARD NUMBER (16 DIGITS)

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AMOUNT OF PAYMENT \$ \_\_\_\_\_ PHONE NUMBER (      ) \_\_\_\_\_

PAYMENT FOR (Name of Individual or business and License type): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_



**TO: DPR INDIVIDUAL AND BUSINESS LICENSEES EXPIRING 12/31/09**

**SUBJECT: NEW LICENSE NUMBERS FOR 2010 RENEWAL APPLICANTS**

The Department of Pesticide Regulation's (DPR) enhanced licensing database requires that we issue different license numbers. If your last name or business name begins with M through Z, you will receive a new license number when you renew your license this year. (If you received a *new* pest control business or individual license after August 2007, you already have the new five to six digit license number.)

These abbreviations for individual and business licenses will be on your new license along with the new license number.

Agricultural pest control adviser license	PCA
Apprentice pilot aircraft pilot certificate	APC
Journeyman pilot aircraft pilot certificate	JPC
Pest control dealer designated agent license	DDA
Qualified Applicator License	QAL
Qualified Applicator Certificate	QAC
Maintenance gardeners pest control business license	MGB
Pest control business license	PCM
Pest control business branch license	PCB
Pest control dealer license	PDM
Pest control dealer branch license	PDB
Pesticide broker license	PBM
Pesticide broker branch license	PBB

**If you have questions, please contact the Licensing and Certification Program at (916) 445-4038 or at <licenseemail@cdpr.ca.gov>.**

## Licensed Pest Control Individuals



## RENEWAL REMINDERS

### *If your last name starts with:*

**A thru L**, you renew in even-numbered years (2006, 2008, 2010, 2012 etc.)

### *If your last name starts with:*

**M thru Z**, you renew in odd-numbered years (2007, 2009, 2011, 2013 etc.)

DPR mails renewal forms in early September. If there are no problems with the forms and documentation you mail us, the turnaround is about a month and a half.

### RENEWAL DOCUMENTS RECEIVED BY DPR

### NEW LICENSE MAILED BACK TO YOU BY DPR

September 15

October 15

September 30

October 30

October 30

November 30

November 30

December 30

### AVOID LATE FEES

Renew early. You pay a penalty of 50% of the total renewal fee if you submit your renewal after December 31.



California Department of Pesticide Regulation  
Licensing and Certification  
[www.cdpr.ca.gov](http://www.cdpr.ca.gov) 916-445-4038

## Licensed Pest Control Individuals

### *Be ready to renew*

- For QAC, QAL, AA, JP and AP--get your required continuing education (CE) hours before December 31. Don't wait until the last minute. (DA are **not** required to get CE hours.)
- CE courses and seminars must be DPR-approved. See a list on our Website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov), click on "Licensing."

### *Get the renewal packet*

- DPR mails out renewal packets in early September. If you do not receive it, please contact us at 916-445-4038 or download the packet from our Website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov), click on "Licensing."
- Complete CE summary record form or submit CECPM (PAPA & CAPCA)/CAAAA original printout.
- Complete, sign and date all the renewal forms and include any required documentation. Mail with proper fees to Cashier, MS 4A Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

### *Late renewal*

- If you meet all the CE hours required for renewal but your package to us is postmarked after December 31, add late penalty fee of 50% of the total renewal fee.

### *Examination*

- Examinations must be retaken if you do not meet CE hours requirements by the expiration date printed on your card and you wish to continue.
- Submit an application for a NEW license/certificate with required fees.

### *Address change*

- Notify DPR immediately in writing of address change.

### *Go to DPR's Website ...*

- ...for application forms and lists of pest control business licenses and individual licenses. Go to [www.cdpr.ca.gov](http://www.cdpr.ca.gov), click on "Licensing."

California Department of Pesticide Regulation  
Licensing and Certification  
[www.cdpr.ca.gov](http://www.cdpr.ca.gov) 916-445-4038

## Frequently Asked Questions: Renewing Your Individual Pest Control License/Certificate

### ***What can I do to ensure that my renewal packet gets approved the first time I submit it?***

Complete and sign your renewal application. Send us the correct fee amount. Submit the required CE hours obtained from our approved list of courses.

### ***If I am a first-time renewal applicant, then do I have to meet the same continuing education (CE) requirements as those who have been licensed/certified for two years or more?***

It depends. If you are a first-time renewal applicant and your license/certificate has been issued for

- Less than 12 months, then no CE hours are required.
- 12 to 20 months, then one-half of the CE hours are required.
- 21 to 24 months, then all of the CE hours are required.

For more information, please visit our CE Web site at <[www.cdpr.ca.gov/docs/license/conted.htm](http://www.cdpr.ca.gov/docs/license/conted.htm)>.

### ***Who keeps track of my CE hours?***

It is your responsibility to keep track of your own CE hours, and send us a copy of your CE printout if you are a member of an official CE association (e.g., CAPCA, PAPA, CAAA). Otherwise, you must maintain your own CE records and submit them.

### ***Can my excess CE hours for the “Laws and Regulations” category be used to meet the “Other” CE requirement?***

Yes. Excess CE hours for “Laws and Regulations” can be used for “Other.” However, excess CE hours for “Other” cannot be used for “Laws and Regulations.”

### ***Is there a place on your Web site that lists approved CE courses?***

Yes. You can find the list of approved CE courses at <[www.cdpr.ca.gov/docs/license/classes.htm](http://www.cdpr.ca.gov/docs/license/classes.htm)>.

### ***If I only possess category Q (maintenance gardener) for the qualified applicator license/certificate, then how many CE hours are required for renewal?***

Eight hours of DPR-approved CE, including two hours of “Laws and Regulations,” are required for renewal. *Qualified applicators with category Q are only limited to pest control activities conducted by maintenance gardener pest control businesses.*

### ***How can I find out if I have been renewed?***

You can go to our Web site at <[www.cdpr.ca.gov/docs/license/currlic.htm](http://www.cdpr.ca.gov/docs/license/currlic.htm)>. We update this site daily.

### ***Can I “carry” CE hours over to my next renewal period?***

No. You can only obtain CE hours in the timeframe your license/certificate is valid.

### ***Is there an extension period to obtain the required CE hours after the license/certificate expires?***

No. The only exceptions are if you served in the military (i.e., active duty) or had a medical or catastrophic situation during the valid period of your license/certificate. Please consult us about these special circumstances.

### ***If I submitted my renewal packet but have not received my license/certificate, then can I work without the license/certificate?***

No. Normal processing time for renewals is 30 days upon receipt. It is your responsibility to factor in this extra processing time when sending in your renewal packet.

### ***Is the class sponsor required to provide me with proof of completing a CE course?***

Yes. All class sponsors approved by the department must give you written proof upon completion.

### ***If I renew late, do I still have to meet the full CE requirements for the next 2-year cycle?***

Yes. We do not prorate the CE requirements under any circumstances.

### ***When can I start earning CE for the next 2-year cycle?***

You can start earning CE hours from the valid date listed on your license/certificate card. Any hours obtained before this date cannot count towards your next renewal period.

### ***What is the procedure for a name or address change?***

During renewal, name and address changes may be made directly on the renewal application. For name changes, you must submit legal documentation.

### ***Can I still renew my license/certificate even if it has expired?***

Yes. You have 12 months to renew your license/certificate after it expires. After 12 months, you must submit a new application and re-exam, unless you can document that you served in the military (i.e., active duty) or had a medical or catastrophic situation during the valid period of your license/certificate. Please consult us about these special circumstances.