



Washington State Department of Agriculture (WSDA)

# Pesticide/Pest Inspector License Recertification Requirements

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All licensees must fulfill recertification requirements with WSDA every five years in order to maintain their pesticide or pest inspector license. This fact sheet provides valuable information on meeting recertification requirements. Note: Although recertification periods run five years, most licenses must be annually renewed. The exception to annual renewal is the Limited and Rancher Private Applicator licenses. These licenses must be renewed every five years.

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## ***How Do I Fulfill Recertification Requirements?***

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There are two methods of meeting recertification requirements. One or the other must be accomplished every five years in order to maintain your pesticide or pest inspector license.

### **METHOD 1: ACCUMULATING THE APPROPRIATE NUMBER OF CREDITS**

#### **Limited and Rancher Private Applicators**

~ Limited Private Applicators must earn 8 credits. Rancher Private Applicators must earn 12 credits. Neither license has restrictions on the number of credits earned/year although all the credits for the Limited Private Applicator license must be directly or indirectly related to weed control.

#### **Private Applicators**

~ Must earn 20 WSDA-approved recertification credits every five years  
~ Maximum of 10 credits towards official record each calendar year.

#### **All Other License Types**

~ Must earn 40 WSDA-approved recertification credits every five years  
~ Maximum of 15 approved credits towards official record each calendar year

### **METHOD 2: RETESTING**

At the end of your 5-year recertification period, you must reexamine in each category that you wish to remain licensed in.

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## ***How Do I Know When My 5-Year Recertification Period Begins and Ends?***

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Recertification cycles for **Limited & Rancher Private Applicators** begin as soon as they qualify for a license and expire on the license expiration date. An individual who qualifies for one of these licenses on March 1, 2009 will have license and recertification periods that expire on December 31, 2013. After you successfully finish your first 5-year period, you will immediately begin a new 5-year period.

Recertification cycles for **all other license types**, including the regular Private Applicator license, begin the year after you get your first license. Any credits you earn during the year you get your license will be added to your credit total. After you successfully finish your first 5-year period, you will immediately begin a new 5-year period. For example, a **NEW** license obtained May 1, 2009 will have a recertification period running from January 1, 2010 to December 31, 2014. Any credits earned on or after May 1, 2009 will apply toward your credit total. If you successfully recertify, a new 5-year period will begin on January 1, 2015.

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## ***Who Offers Recertification Courses?***

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WSDA-approved recertification courses include a wide variety of pest management, pest inspection or pesticide-related educational activities ranging from Washington State University (WSU) sponsored recertification programs to those sponsored by pesticide dealers, user and other professional organizations and employers. In addition, relevant college courses (with evidence of a passing grade) are granted recertification credit. For a course to be accredited, the agenda must be approved by WSDA prior to the program. Only topics relevant to pest management, pest inspections or pesticides will receive credit.

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## ***How Do I Find Out About Current Recertification Courses?***

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Go to WSDA's website at <http://agr.wa.gov/PestFert/LicensingEd/Recert/> to search for approved recertification courses by date, location and language. You can find information on courses offered by WSU's pesticide education program, including one-hour, Internet courses, at <http://pep.wsu.edu/>. In addition, WSU mails current licensees an annual Recertification Shortcourses bulletin. You can also check with your local WSU county extension agent, pesticide dealer(s) and salesperson, with any professional organizations you belong to, with your employer and with other license holders. Once you begin attending courses, you probably will find more than enough courses to attend. If not, please contact the Recertification Program (see below).

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## ***How Do I Receive Credit When Attending a WSDA Accredited Course?***

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To obtain credit for a course you attend, you must sign the official **WSDA** attendance roster while at the course. When the certificate form is used, be sure to get it stamped by a course monitor following each session you attend. Because the sign-up procedures vary from course to course, it is your responsibility to have your attendance properly recorded. Print your name on the course roster **EXACTLY** as listed on your pesticide license. Complete all of the other required information. If you do not sign the **WSDA roster**, you will not receive credit for the course! Take special note of sessions designated as either equivalent or concurrent with another session. This designation, which is printed on the course roster, prevents you from getting credit for both sessions in the same year.

In the future, WSDA will use the barcode on your plastic license card to collect attendance records electronically at large recertification meetings.

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## ***How Do I Know How Many Recertification Credits I Have?***

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WSDA recommends that you keep a record of the courses you attend. All WSDA attendance rosters list the course title and ID number as well as the number of credits. You may view your credit status on-line. After locating your license record from the search page at <http://agr.wa.gov/pestfert/LicensingEd/Search/>, click on any of the listed license types to view its credit status. Courses held up to the credit guarantee date (posted in the left hand corner) will be included provided the sponsor has submitted the rosters.

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## ***How Do I Get More Information From WSDA?***

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Licensing and recertification questions, including reporting an address change, can be directed to Pesticide Licensing & Recertification at 1-877-301-4555. You may direct licensing related emails to [license@agr.wa.gov](mailto:license@agr.wa.gov) and recertification related emails to [recertification@agr.wa.gov](mailto:recertification@agr.wa.gov).

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*Persons of disability should notify WSDA in advance at (360) 902-2015 [TTY Relay at (800) 833-6388] if accommodation is necessary.*