

# IMPORTANT COMMERCIAL APPLICATOR LICENSE INFORMATION

## Recertification Credit Report

Your Recertification Credit Report lists your credit total as of 9/30/11 and information on determining whether you need to earn additional credits before the end of the year. You can go on-line (see the instructions on your credit report) to access a complete credit report for each license you hold. This on-line report lists all courses you have attended and reflects the most up-to-date credit information available. For example, an on-line credit report viewed by a licensee on Dec. 1 will include all credits entered into the database and not just courses held through Sept. 30. Note: You can search for open recertification courses at <http://agr.wa.gov/PestFert/LicensingEd/Recert/> by location, topic and language.

## Insurance Notification and Suspension Process

You will receive a WSDA notice 30 days prior to expiration of your Commercial Applicator license financial coverage. Please take these notices seriously and work with your agent to submit the updated WSDA financial coverage verification form by the expiration date of your insurance or bond. Pesticide law instructs WSDA to suspend a Commercial Applicator license if you fail to renew **OR** if the updated financial coverage verification form is not forwarded to WSDA by the expiration of the previous policy or bond. Therefore, even if you have renewed your insurance or bond, WSDA is required to suspend your license if the required form is not submitted on time.

Accessing and submitting the required form is very easy. The insurance and bond forms are available at <http://agr.wa.gov/PestFert/LicensingEd/CaSpiInfo.aspx> or by calling (877) 301-4555. WSDA can accept copies, including faxes and emails, of all Commercial Applicator financial coverage forms as long as they are legible. Please - work with WSDA and your agent to submit updated forms **before** your financial coverage expires!

## Reminders

- The plastic license card you were previously issued identifies you as someone who may hold a current pesticide or SPI license. You will only be issued a replacement if the card is damaged or lost.
- You can determine your current license status by visiting the license search page at <http://agr.wa.gov/pestfert/LicensingEd/Search/>. To maintain your license, it must be renewed annually. WSDA mails renewal notices each November to the mailing address last supplied by you. Please notify WSDA of any address changes as soon as possible.
- **All Commercial Applicators that renew** will continue to receive a printout of their company record that includes their insurance expiration date, currently licensed equipment and Commercial Operators, and business locations. This information is also accessible through the business search function of the license search page by entering your license number or company name. You should review this information carefully upon receipt and then periodically throughout the year to ensure its accuracy. Pesticide law requires you to notify WSDA within 30 days of any changes to this information. Changes can be reported on the *Supplemental Commercial Applicator Pesticide License Application* available at <http://agr.wa.gov/PestFert/docs/Form4242.pdf> or by calling (877) 301-4555.

## Did you know you could...

- **Renew all of your employees' licenses at once through WSDA's new on-line renewal option?** See the enclosed *News to Share* for information.
- **Take prelicense and recertification courses on-line?** WSU's Pesticide Education program at <http://pep.wsu.edu/> offers both types of training.

## Contact Information for Licensing

- Toll free 1-877-301-4555 and follow menu options or [license@agr.wa.gov](mailto:license@agr.wa.gov)
- Assistance in Spanish: Toll free 1-877-301-4555 and then press 2 or (509) 249-6925.