

NJDEP PESTICIDE LICENSING & REGISTRATIONS

2023 PESTICIDE LICENSE RENEWAL INFORMATION

August 2022

PESTICIDE LICENSE RENEWALS

-Annual renewal invoices ran on Tuesday August 2, 2022

-Invoice numbers are available online NOW!

-Paper invoices will be mailed in late August

-The most efficient way to process your renewal invoice is to pay online

-Private Applicators must process their invoice online

PESTICIDE CERTIFICATION EXAMS

NJDEP no longer prepares or proctors any pesticide exams for, Dealer Commercial or Private Pesticide Applicators. The online Pesticide Applicator Certification Exam Registration (PACER) system is available for your use. Anyone interested in taking a Pesticide exam must register through the PACER system at pacer.rutgers.edu.

ATTENTION PRIVATE APPLICATORS

Zero-dollar invoices are no longer accepted through the mail; they must be processed online (see directions below).

PESTICIDE RENEWAL - GENERAL INFORMATION

There may be delays with the processing of paper checks and purchase orders. However, all pesticide license renewal invoice numbers are available online and the most efficient processing of licenses is through online payment (see details below). Also note that after paying online, please discard the paper invoice being mailed between the end of August and mid- September.

Q: How to find your invoice number:

1. Click on this link <https://www.nj.gov/dep/enforcement/pcp/bpo.htm>
2. Next, under the Online Reports and Payments heading, click on the link labeled “Invoice Numbers for Unpaid License Invoices-Individuals” or “Invoice Numbers for Unpaid License Invoices - Businesses”
3. Enter License number (capitalize any letters at the end of your license number, use birthdate format MM/DD/YYYY including slashes if prompted)
4. Click OK

Q: How to make a payment online:

1. Click on this link <https://www.nj.gov/dep/enforcement/pcp/bpo.htm>
2. Next, click on the link labeled “Pay for Your License Online”
3. Enter Invoice number (from paper invoice or our website)
4. Enter License number (capitalize any letters at the end of your license number, use birthdate format MM/DD/YYYY including slashes if prompted)
5. Click continue and follow subsequent prompts

Q: I cannot locate my invoice for the license that expires 10/31/2022 online?

It is likely that your license is not currently eligible for renewal due to insufficient recertification credits or failure to pay for a renewal for two or more licensing years.

- If you have not paid for the previous two years licenses that expire on 10/31/2021 and 10/31/2022, you can still be eligible to renew by paying both old invoices on or before 10/31/2022. Otherwise, your license becomes inactive and you can only recertify via examination.
- To determine if you have not earned the required amount of recertification credits, review your Course History information by following the directions in the section below.

PESTICIDE RECERTIFICATION CREDITS

Continuing Education Units (CEU's) that appear on the paper renewal invoices were recorded as of July 1, 2022 so there may be a discrepancy between paper invoice and your online credit history. Course rosters are uploaded daily and the online credit values are live linked to our webpage.

Q: How do I locate my credit history online?

1. Click on this link <https://www.nj.gov/dep/enforcement/pcp/bpo.htm>
2. Scroll down to "Credits and Courses"
3. Click on link labeled "Check Your Credit & Course History-Commercial Applicator" or "Check Your Credit and Course History-Private Applicator"
4. Enter Requested information (license number with letter capitalized, and if prompted your birthdate including slashes, and last four digits of Social Security number)
5. Click OK

Q: What if there are credits or courses missing from my credit history online?

If the course was completed within the past 30 days, the roster likely has not yet been uploaded. Course attendance rosters are uploaded within four weeks from the date of the course. If the course was completed more than four weeks prior, contact the course provider to ensure that the attendance roster was submitted in a timely manner. If the course was not completed in the current licensing year, please email pestcertcourses@dep.nj.gov and include your license number, the course number and course date for review.

ONLINE COURSES FOR PESTICIDE RECERTIFICATION CREDITS

The Department recognizes that COVID-related restrictions and limitations have made it difficult for licensed Commercial and Private applicators to obtain the required credits for those licensees whose five-year recertification cycle ends 10/31/2022. To address this concern, the Department has made an exception for those affected individuals and relaxed the 25% maximum total online credits allowed. Licensees with one or more certifications expiring on 10/31/2022 may earn up to 100% total required credits through online courses. Please note that this exception only applies to individuals whose five-year recertification cycle expires on 10/31/2022. Online courses can be identified on an applicator's transcript by the date 01-JAN.

Q: Am I eligible to take the remainder of my continuing education credits online?

Click the link below to see if your name appears on the eligibility list. Only eligible categories will be listed.

https://njems.nj.gov/DataMiner/RUN_REPORT.aspx?RN=Applicators+Eligible+for+100+Percent+Online+Credits+thru+2022

PRIVATE APPLICATORS and GOVERNMENT EXEMPT

There is **no fee** for Private applicators/Gov't exempt license renewals. However, **a license will not generate unless the "\$0.00" renewal invoice is processed.** We are not accepting \$0.00 invoices via post. To process these invoices, use the "paying online" directions that are provided above in the General Information section. ****Gov't exempt must send in a letter of employment verification from their supervisor to maintain/qualify for fee exemption status.**

PESTICIDE OPERATORS

Pesticide Operator renewal invoices are mailed directly to the employer. Please note that once a Licensed Operator leaves a business, it is the employer's responsibility to notify the Department in writing of the employee's departure within 30 calendar days from the last date of employment.

Q: How does an employer notify the Department when an Operator is no longer employed?

Requests to delete an Operator license from a business can be emailed to: PESTOPERATOR@DEP.NJ.GOV

PESTICIDE BUSINESSES

Pesticide businesses are required to update their insurance information when a change occurs. Please do so by using the Insurance Verification Form.

Q: Where can I find an insurance verification form?

To access the form, click this link

https://www.state.nj.us/dep/enforcement/pcp/bpo/certification/Insurance_Coverage_Verification_VPI-001.pdf

RECIPROCAL LICENSES

If a five-year reciprocal license recertification cycle expires on 10/31/2022, a license renewal invoice will not be generated until a copy of the valid pesticide license from your primary licensing state has been received or if the required recertification credits have been obtained: 16 credits per category and 8 credits for Core.

Q. Where should I send the copy of my primary state license? Copies of licenses should be emailed to pestcertcourses@dep.nj.gov.