

NJDEP PESTICIDE LICENSING & REGISTRATIONS

2025 PESTICIDE LICENSE RENEWAL INFORMATION

August 2024

PESTICIDE LICENSE RENEWALS

-Annual renewal invoices ran on Tuesday August 13, 2024

-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 10/31/2024 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 10/31/2023 and 10/31/2024, you can still be eligible to renew by paying both old invoices on or before 10/31/2024. 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, 2024 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. If your 5-year recertification cycle ends 10/31/2024, courses that count towards your current cycle were taken on or after 11/1/2019.

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 "Recertification 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. Online courses will have the date 01-JAN of their licensing year rather than the date they were completed. Course attendance rosters are uploaded within four weeks from the date the course was taken. 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

Commercial and Private applicators can obtain a maximum of 25% of their CEUs for each category from online courses during their five-year recertification cycle. Online courses can be identified on an applicator's transcript by the date 01-JAN. Review your credit history before signing up for online classes to make sure you are eligible. Courses listed by any other date are not subject to the 25% restriction. Classes that are not dated January 1st and have their county listed as "various" are remote courses that require the student to be kept on camera for the duration of the class.

Q: How do I find the recertification courses I need?

1. Click this link <https://www.nj.gov/dep/enforcement/pcp/bpo.htm>
2. Under the heading "Online Payments and Reports" click "Online Reports"
3. Scroll to the bottom of the page and click the last link "Recertification Courses Available"
4. Enter a start and end date of 01/01/2024 to search for online courses. **OR** Use today's date as the start date and 10/31/2024 as the end date to search for remote and in-person classes.
5. Select the category you are interested in. Hold the Ctrl key to select multiple categories.
6. Click Submit

PRIVATE APPLICATORS and GOVERNMENT EXEMPT

There is **no fee** for Private applicator 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.

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. If a Responsible Certified Applicator (RCA) does not renew their license for 2025, the Operator licenses under them are no longer valid and will be deleted. Update an Operator's RCA using the operator RCA change form.

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

Q: How do I register new Operators during the renewal period?

New Operator applications are still accepted during the renewal. However, only Responsible Certified Applicators (RCAs) that are already eligible for renewal in the 2024 licensing year can apply to license a new Operator. If you are earning credits to become eligible you won’t be able to apply until we have received your credits and a renewal invoice is generated. Applications should be sent to: pestoperator@dep.nj.gov

Q: Where can I find the operator RCA change formVPC-003?

To access the form, please visit www.pcpnj.org and click the Pesticide Licensing Forms link under General Information.

PESTICIDE BUSINESSES

Pesticide businesses are required to update their insurance information when a change occurs. Please do so by using the Insurance Verification Form. If the Responsible Certified Applicator (RCA) or Responsible Certified Dealer (RCD) does not renew their license for 2025, the business license under them is no longer valid. The RCA/RCD for a business can be updated using the business change 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/forms/insurance_coverage_verification_vpi-001-fillable.pdf

Q: Where can I find the business change formVPC-001?

To access the form, please visit www.pcpnj.org and click the Pesticide Licensing Forms link under General Information.

RECIPROCAL LICENSES

If a five-year reciprocal license recertification cycle expires on 10/31/2024, 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.