

## **OBTAINING/RENEWING A NON-COMMERCIAL PESTICIDE APPLICATOR LICENSE**

### **Obtaining/Renewing a Non-Commercial Pesticide Applicator License by Testing**

Here's how you obtain or renew a Non-Commercial Pesticide Applicator License by testing in Utah:

**STEP #1:** Go to our [Pesticide Educational Materials](#) webpage to find PDF links to our study guides.

**STEP #2:** Once you have completed studying, pay the \$20 licensing fee to UDAF. Two options are available below.

#### OPTION #1 — INSTRUCTIONS FOR PAYING ONLINE VIA CHECK OR CREDIT CARD:

- Go to UDAF's [Online Payment](#) webpage (ag.utah.gov□Online Services□Online Payments).
- In the "Pay For" drop down menu select **Non-Commercial Pesticide Applicator**.
- Complete the payment process. Receipt will be emailed.

#### OPTION #2 — INSTRUCTIONS FOR PAYING OVER THE PHONE VIA CREDIT CARD:

- Call 801-538-7100 and let the receptionist know you want to pay for a Non-Commercial Pesticide Applicator license. If you're renewing be sure to have your license number handy. Receipt will be emailed.

**STEP #3:** Tests must be completed at a [Pesticide Licensing Testing Center](#). Contact the testing center of your choice to make an appointment. **You must bring receipt of license payment to the testing center or they will not let you test.**

**STEP #4: ATTENTION!** Be sure to fill out the Completion Form before logging out of the exam. If you don't complete the form, your license WILL NOT be processed.

You should receive your license within 30 days. If not, please contact one of our Pesticide Program team members at 801-538-7185 (option #2) or [UDAF-pesticide@utah.gov](mailto:UDAF-pesticide@utah.gov).

### **Obtaining/Renewing a Reciprocal Non-Commercial Pesticide Applicator License in Utah**

Here's what you need to do to obtain or renew a reciprocal non-commercial pesticide applicators license in Utah:

1. Complete the Application for Commercial / Non-Commercial Pesticide Applicators.
2. Supply a legible copy of current State, DOD, or BLM pesticide license (front and back on both).
3. Supply a legible copy of government-issued photo identification.
4. If applicable, supply a legible copy of FAA pilot's license (front and back on both).
5. Pay your \$20 non-commercial license fee [here](#). Select "Non-Commercial Pesticide Applicator" and follow the steps. Otherwise you can call [801-538-7100](tel:801-538-7100) to pay over the phone. Be sure to retain a copy of the receipt to send with your documents.
6. Scan and email your documents (including receipt) to our main email at [UDAF-pesticide@utah.gov](mailto:UDAF-pesticide@utah.gov).

7. Request a Letter of Good Standing from the state where the license is issued. The letter needs to be emailed to our main email at [UDAF-pesticide@utah.gov](mailto:UDAF-pesticide@utah.gov).

You should receive your license within 30 days. If not, please contact us at 801-538-7185 (option #2) or [UDAF-pesticide@utah.gov](mailto:UDAF-pesticide@utah.gov).

## **Renewing a Non-Commercial Pesticide Applicator License w/CEU's**

### **RENEWAL SEASON STARTS NOV 1ST!**

Here's how you renew a Non-Commercial Pesticide Applicator License with CEU's:

1. Pay the \$20 license fee. Call [801-538-7100](tel:801-538-7100) OR pay online at any time:

- Go to UDAF's [Online Payment](#) webpage.
- In the Pay For drop down menu select **Non-Commercial Pesticide Applicator**.
- Complete the payment process. Receipt will be emailed.
- Be sure to retain a copy of the receipt to send with your documents.

2. Complete the non-commercial application and email it (including receipt), along with your 24 CEU's, to [UDAF-pesticide@utah.gov](mailto:UDAF-pesticide@utah.gov).

**If you don't get all of the above done by December 31, 2020 you can still renew your pesticide applicator license through February 28, 2021 by paying a \$25 late fee.** 24 CEU's are still required and they must be earned during your valid license period (2018-2020). If that date passes, you must retest.

You should receive your license within 30 days. If not, please contact us at 801-538-7185 (option #2) or [UDAF-pesticide@utah.gov](mailto:UDAF-pesticide@utah.gov).