



Florida Department of Agriculture and Consumer Services
 Division of Agricultural Environmental Services

Submit to:
 Pesticide Certification Section
 3125 Conner Blvd., Bldg. 8 (L-29)
 Tallahassee, FL 32399
 Telephone (850) 488-3314
 Fax (850) 922-6961

EARLY LICENSE RENEWAL PROCEDURES
Pesticide Certification Section, Bureau of Compliance Monitoring

Individuals who hold a restricted use pesticide (RUP) applicator license issued under Chapter 487, F.S. may renew their licenses early, if desired, by following the procedures outlined below. "Early" means more than 60 days before the license expiration date.

1. Complete the bottom of this form and return to our office. Upon receipt, we will mail you an early renewal notice specific for your license, preprinted with your personal information and a document tracking number.
2. Review and sign the early renewal notice that we send you and return to us with your license fee and CEU records or exam dates.

Note:

- ▶ You must meet the recertification requirements (either earn all the required CEUs between the date license was issued and the date requesting renewal, or pass the required exams within the 12 months prior to renewal request). If the license is renewed within 12 months of issuance, no CEUs or exams are needed to renew. If the license is renewed more than one year but less than two years after issuance, half the normal number of CEUs are required to renew.
- ▶ The full renewal fee must be submitted before the license will be renewed. There are no fee reductions and no refunds for licenses renewed early.
- ▶ When a license is renewed more than 60 days before the license expiration date, the reissue date will be the date the renewal is actually approved and issued (after all required documentation has been received, reviewed, and approved). The new expiration date will be at the end of the month 4 years from the month the license is reissued.

Example: Original license expires 3/31/2008. Applicator submits a request for early renewal, proof of CEUs, and license renewal fee on 12/6/2007. The early renewal request is approved on 12/14/2007.

Old expiration date:	03/31/2008
Reissue date:	12/14/2007
New expiration date:	12/31/2011

REQUEST FOR EARLY RENEWAL NOTICE

Applicator's Name and Address:	License No. _____
_____	License Type (check one):
_____	___ Private
_____	___ Commercial
_____	___ Public

I request an early renewal notice and understand and agree to the above procedures for early renewal.

Signature _____ Date: _____

Fax completed request to (850) 922-6961