

REQUIREMENTS & INSTRUCTIONS - PEST CONTROL OPERATOR

PCO

Access this form via website at: cca.hawaii.gov/pvl

Briefly, the steps to obtain a pest control operator's license:

- 1) Complete all required forms;
- 2) Submit all required forms to the Board by the application deadline (see application deadline & examination dates on-line);
- 3) Upon approval, register directly with the testing agency by registration deadline date (sole owners and responsible managing employees only), and pass the exam if applicable;
- 4) Submit license documents and pay license fees; and
- 5) Maintain the license.

NOTE: If requesting to **add an additional branch**, complete a separate "Additional Branch - Pest Control" application (PC-34). Application may be downloaded from: cca.hawaii.gov/pvl.

If you are presently a RME and requesting **to change to a Sole Owner** or if you are presently "inactive" and **will be reactivating**, complete a separate "Reactivation/status change/Employment/Conversion - Pest Control" application (PC-22).

- 1) **Complete all required forms - Required documents vary for different license types and business entities.**
Refer to the sections that apply to you:

ALL APPLICANTS:

APPLICATION FORM

Complete the on-line fillable application form or print legibly in dark ink.

Failure to provide all the requested information will delay the processing of your application.

An entity, corporation, partnership, joint venture, LLC or LLP cannot be issued a license without having in its employ a principal responsible managing employee (RME). The corporation, partnership, joint venture, LLC or LLP must file a separate application from a RME and both must pay separate fees in order to be licensed.

FEES

Attach the application fee of \$30 (not refundable). Additional fees will be assessed after Board approval and passage of examination (if applicable). Make check payable to: COMMERCE & CONSUMER AFFAIRS. (check must be in U.S. dollars and be from a U.S. financial institution.)

NOTE: *One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service fee will be charged for checks which are returned by the bank.*

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

IF APPLYING AS A BUSINESS ENTITY - SOLE OWNER, CORPORATION, PARTNERSHIP, JOINT VENTURE, LIMITED LIABILITY COMPANY & LIMITED LIABILITY PARTNERSHIP:

CREDIT REPORT

Submit a current credit report for each officer, partner, manager, member, RME and individual sole owner (from a credit reporting agency **issued not more than 6 months ago**) covering at least the previous 5 years. Out-of-State applicants may apply for a credit report from a retail credit bureau in their area. If a partner or member is a business entity, submit business entity's credit report (i.e. Dun & Bradstreet report) **or** credit reports on the entity's officers.

(CONTINUED ON PAGE 2)

TAX CLEARANCE

Submit a **current** Hawaii State Tax Clearance (**not more than 6 months old**) with an **original** State Department of Taxation stamp. (Not applicable to people residing in Hawaii less than 1 year and not applicable to corporations, partnerships, LLC's or LLP's registered in Hawaii less than 1 year.)

ENTITY REGISTRATION: CORPORATION/PARTNERSHIP LLC or LLP

If the application is for a corporation, partnership, LLC or LLP we will require the following proof to show that the entity is properly registered with the Business Registration Division (BREG), Department of Commerce and Consumer Affairs, State of Hawaii, P.O. Box 40, Honolulu, HI 96810. Please contact them for the proper forms at: (808)586-2727 or visit their website at: cca.hawaii.gov/breg to order "Certificates of Good Standing" forms, etc.

If the entity has been registered in this state for LESS THAN ONE (1) YEAR, **ATTACH** a "filed-stamped" copy of the document filed with BREG; or the same certificate mentioned below.

If the entity has been registered in this state for MORE THAN ONE (1) YEAR, **ATTACH** a current "Certificate of Good Standing" issued not more than one (1) year ago.

TRADE NAME

If applicant will be using a trade name, **attach a current** "filed-stamped" copy of the "Application for Registration of Trade Name" approved by the Business Registration Division. You may contact them at: (808) 586-2727.

RME DESIGNATION (ENTITY RESOLUTION)

Attach an "Entity Resolution" form (PC-29) signed by an officer of the corporation, a partner of the partnership, LLP, or joint venture, or a manager or member of the limited liability company designating the Responsible Managing Employee (RME). The resolution shall specify duties and responsibilities of the RME. The RME shall co-sign the resolution.

The designated RME must hold a license with appropriate branches. Any change in employment status of designated RMEs must be reported to the Board within 10 working days.

IF APPLYING AS A SOLE OWNER OR RESPONSIBLE MANAGING EMPLOYEE (RME):

EXPERIENCE (Supporting Certificates)

Attach two (2) "Experience Certificate" forms (PC-14) which verify the following:

- 1) At least one year of specialized field experience as a Commercial applicator within the past four (4) years immediately preceding the filing of this application; and
- 2) At least one year of on-site field supervision actively directing pest control projects whether applying for more than one branch.

NOTE: At least one of the forms must be completed by an individual pest control license holder or by a Responsible Managing Employee (RME) license holder.

• NOT APPLICABLE IF CHANGING FROM RME TO SOLE OWNER.

Refer to the Board's rules, Sections 16-94-20 and 16-94-21, for substitutions.

EXPERIENCE (Job Report)

Participation in at least 100 jobs within the last four (4) years as an applicator **in the specific branch for which applicant is applying** during the one-year specialized field experience period provided that if restricted use chemicals are used, the applicant shall have been the certified applicator of record.

Required jobs for a Pest Control Operator (PCO):

BR - 1: 100 jobs of chemical application consisting of structural fumigation.

BR - 2 & BR - 3: 100 jobs of chemical and non-chemical applications consisting of one or more of the following formulations; liquids, foams, dusts, gels, aerosols, baits, and granules; provided that **not more than 50 jobs** shall consist of monitoring, baiting or non-chemical methods.

**PESTICIDE
CERTIFICATION**

Be currently certified under the Hawaii pesticides law by the State Department of Agriculture as a Commercial Applicator in the branch for which application is made for at least **ONE YEAR PRIOR** to the submission of the application for license. If an applicant has been certified for less than one (1) year, the applicant may demonstrate equivalent experience, indicating that the applicant is familiar with the pests and the use of pesticides under the same or similar conditions prevailing in this state.

Attach evidence of a current certification which you had for one (1) year. (FRONT AND BACK OF CARD). If an applicant has been certified for less than one (1) year, the applicant may demonstrate equivalent experience, by submitting a letter from previous employer(s), attesting that the applicant is familiar with the pests and the use of pesticides under the same or similar conditions prevailing in this state.

**RESPONSIBLE
MANAGING
EMPLOYEE (RME)
ONLY**

Attach an "Entity Resolution" form (PC-29) signed by an officer of the corporation, all partners of the partnership, LLP or joint venture, or managers or members of the limited liability company, designating the Responsible Managing Employee (RME). The resolution shall specify duties and responsibilities of the RME and the position the RME holds (officer, partner). The RME shall co-sign the resolution.

The officer or partner designated RME must hold a license in a branch(es) that the entity holds.

2) Submit forms to Board:

**SUBMITTING
APPLICATION**

Mail to:

PEST CONTROL BOARD
DCCA, PVL, Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

OR

Deliver to office location at:

335 Merchant St., Room 301
Honolulu, HI 96813
Phone: (808) 586-3000

LAWS & RULES

To obtain a copy of the Board's laws, Chapter 460J, Hawaii Revised Statutes, and rules, Chapter 94, Hawaii Administrative Rules, send a written request to: Pest Control Board, P.O. Box 3469, Honolulu, HI 96801. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act should be read in conjunction with Chapter 460J and Chapter 94.

The laws and rules are also posted on our website at: cca.hawaii.gov/pvl. Click on "Pest Control".

**RELEASE OF
INFORMATION**

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on **Release of Information to Third Party**, sign and date it.

**ABANDONMENT
OF APPLICATION**

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply to licensure and comply with the licensing requirements in effect at the time of the reapplication.

3) Register DIRECTLY with testing agency (SOLE OWNERS & RESPONSIBLE MANAGING EMPLOYEES ONLY):

Examinations are offered at least 6 times a year (FEB, APR, JUNE, AUG, OCT, DEC). Refer to the Board's webpage for examination dates and registration filing deadlines. Applications for examination are subject to approval by the Pest Control Board. Upon approval, all applicants are notified through the mail. Notices of approval are mailed with a "Registration Form" which the applicants complete and mail with the appropriate fees by the registration deadline directly to the testing agency, Prometric. Prometric is an independent testing contractor that administers the Board's examination to all pest control applicants.

NOTE: A walk-in procedure to allow Board approved candidates to take exams at times other than the scheduled dates is available by appointment at Prometric's office for an additional fee. For arrangements contact:

Prometric
354 Uluniu Street, Ste. 308
Kailua, HI 96734
Phone: (808)261-8182

Questions regarding the examination and study material should be directed to the testing agency, Prometric. Phone: (808)261-8182 or visit their website at: www.prometric.com.hawaii.

Approximately 3 weeks after an examination is given, examination results are sent through the mail.

REQUESTS TO TAKE THE LICENSING EXAMINATION OUT-OF-STATE - Must be approved by the Board. Submit your written request along with your application in advance of the deadline date, to allow for sufficient processing time. Please be advised that you are responsible for any additional cost for this out-of-state testing accommodation and test locations are limited to sites at which the testing service has a secured office.

4) Obtaining the license:

Along with the results of the examination or notice of Board approval will be instructions for paying license fees and submitting other required documents. Businesses will be required to submit the following:

**WORKERS'
COMPENSATION
INSURANCE**

Submit a "*Certificate of Insurance*" from an insurance company authorized to do business in this State, and a statement from the insurance carrier that the Board will be notified of any withdrawal, termination, or cancellation of insurance.

Sole proprietor or partnership with NO employees may file a form prescribed by the Board, in lieu of workers' compensation insurance.

Corporations may file a form prescribed by the Board, in lieu of workers' compensation insurance when the RME owns at least 50% of the corporation and there are NO OTHER EMPLOYEES.

LLC's with no employees may file written verification of exclusion from the State Department of Labor and Industrial Relations in lieu of workers' compensation insurance. To obtain an exclusion letter, you must submit your written request, including a statement that you are an LLC and that you have no employees, to:

Disability Compensation Administrator
Department of Labor & Industrial Relations
Disability Compensation Division
830 Punchbowl Street, Rm. 211
Honolulu, HI 96813

**GENERAL LIABILITY
INSURANCE**

Submit a "*Certificate of Insurance*" from an insurance company authorized to do business in this State for general liability in the minimum amount of \$100,000 for any one claim and a minimum aggregate of not less than \$300,000 for all claims arising during a policy term of one year.

**BUSINESS ADDRESS/
COUNTY ZONING**

Business must be maintained in a location properly zoned to allow such a business which includes chemical storage by the respective counties. You must confirm with the appropriate county agency and certify that your place of business and chemical storage facility is located in an area zoned to allow such before your license will be issued. For zoning clearance confirmation or any questions regarding zoning, please direct your inquiries to the respective county. Refer to the "*Zoning Certification*" form (PC-12) for address and phone number information.

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5) **Maintaining the license:**

All licenses, regardless of issuance date, expire on June 30 of each even-numbered year and are subject to renewal. Renewal applications are mailed to current licensees at their last known address about a month prior to the license expiration date. To ensure receipt of the renewal application, keep the Board informed of your address.

Scope of Work: A pest control operator shall not contract for pest control work in a branch other than in what the operator is licensed.

Maintain Insurance: Business shall maintain current workers' compensation and liability insurance policies and provide the Board with evidence of current coverage. Failure to maintain the required workers' compensation or liability insurance shall cause the automatic forfeiture of the license effective as of the date of the expiration or cancellation of the workers' compensation or liability insurance.

A forfeited license may be restored upon proof of continuous or replacement insurance coverage submitted to the Board within sixty (60) days after the date of forfeiture.

Failure to submit proof of continuous or replacement workers' compensation or liability insurance coverage within sixty (60) days after the date of expiration or cancellation shall result in the forfeiture of license and all fees, and shall require the person to apply as a new applicant.

Employment: A responsible managing employee shall be employed by a pest control entity licensed by the Board.

Entity - RME Dependency: If for any reason the responsible managing employee leaves the entity or dies, the entity must notify the Board and file an application for a new RME within thirty (30) days of the RME's dissociation or death.

Change of Employment: Should a responsible managing employee terminate employment or obtain employment with another pest control operator, the pest control operator shall advise the Board within ten (10) days.

Change of Business/Chemical Storage Facility Address: A zoning certification form must be submitted to change a business and/or Chemical Storage Facility address.

Pesticide Certification: Certification by the State Department of Agriculture as a Commercial Applicator in the appropriate branches must be maintained.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR LICENSE - PEST CONTROL OPERATOR

Access this form via website at: cca.hawaii.gov/pvl

Please read "Requirements & Instructions" before completing this form.

Name of Applicant (If sole owner or RME - First, Middle, Last; if corporation, partnership, joint venture, LLC or LLP, give firm name as registered with BREG):

Trade Name (If one will be used):

Hawaii Business Address (Include suite no., city, state & zip code):

Mailing Address (**ONLY** if different from business address):

Residence Address of Sole Owner or RME:

Social Security No.:

Phone No. (days):

FOR OFFICE USE	License No. PCO -	Effective Date:
	Branch(es): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
	PCO -	

Indicate the branch you are applying for:

Branch 1 - Fumigation Branch 3 - Termite

Branch 2 - General Pest

Indicate the type of application being made:

Sole Owner Corporation LLC

Partnership Joint Venture LLP

RME

NAMES & TITLES and attach a credit report for each name (If applicant is corporation, partnership, joint venture, LLC or LLP)
(Attach additional sheets if needed)

Full Name (First, Middle, Last)	Title or Position	Residence Address (Give location, P.O. Box not acceptable)

If applicant is a partnership or entity - provide: Name of Responsible Managing Employee (RME)	License No. of RME: PCO -	Branches Held:
	License No. of FIRM: PCO -	Branches Held:
If applicant is Responsible Managing Employee (RME) - provide:		Phone No. (days):
Name of Employing Firm: _____		
Mailing Address: _____		

(CONTINUED ON PAGE 2)

Appl..... 475..... \$30

Lic..... 480..... \$52
 CRF..... 477..... \$74/\$148
 1/2 Ren..... 470..... \$65
 Service Fee..... BCF..... \$25

Print Name of Applicant: _____

Date: _____

EMPLOYMENT HISTORY (If applicant is a sole owner or RME) (Attach additional sheet if needed)				
Dates (mo/yr)		Name of Employer	Position Held	Duties
From	To			

Check answers. Give details when required. (NOTE: Questions 1 and 2 apply to Sole Owner and RME applicants only).

1. Are you at least 18 years of age? YES NO
2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
3. Do you presently hold or have you ever held a pest control license in Hawaii or in any other state? YES NO
 If so, Type of License: _____ License No.: _____ State: _____
4. Give names, dates of attendance and copy of any technical training, college degree or business administration training:

5. Have you, any of the corporate officers, partners, managers or members of the entity, ever been adjudicated bankrupt in this or any other state? YES NO
6. Are there now any unpaid past due bills for either materials, services rendered, labor or any liens, suits or judgments now pending or recorded against you, the entity, any of the corporate officers, partners, managers or members of the entity in this or any other state? YES NO
(If "YES", attach a detailed statement signed by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason; a resume of employment and business activities; and copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.)
7. Has any license ever been suspended, revoked or otherwise subject to disciplinary action?..... YES NO
8. Are there any disciplinary actions pending against you, any of the corporate officers, partners, managers or members of the entity? YES NO
9. Have you or any of the corporate officers, partners, managers or members of the entity ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? YES NO
(If "YES", explain on a separate sheet the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, and training attended. Also, submit court documentation on the date, place, violation of each conviction and fulfillment of conditions of each sentence.)

(CONTINUED ON PAGE 3)

Print Name of Applicant: _____

Date: _____

AFFIDAVIT OF APPLICANT:

I hereby certify that the statements, answers, and representations made in this application and in the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal to grant or subsequent revocation of license and is a misdemeanor (Section 710-1017, Sections 436B-19, and 460J, Hawaii Revised Statutes). I further certify that I have read and will abide by the provisions of Hawaii Revised Statutes, Chapter 460J and Hawaii Administrative Rules, Chapter 94.

Signature of Owner, Partner, Officer of Corporation, Manager or
Member of LLC or LLP responsible managing employee

Date

Title

Signature

Date

Title

Release of Information to Third Party:

To assist me in the licensing process, I hereby authorize DCCA's staff to release any and all information regarding my application (including, but not limited to application status) to the following third party:

Print name of individual who is assisting you: _____

Name of Organization: _____

Signature of Applicant

Date

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.