

FREQUENTLY ASKED QUESTIONS

PEST CONTROL

PEST CONTROL OPERATORS

Q: What are the basic requirements for licensure?

A: Entity (Sole Owner Corporation, Partnership, Joint Venture, LLC & LLP)

1. Have in its employ a responsible managing employee with the appropriate pest control operator's license (BR-1 – Fumigation, BR-2 – General Pest, BR-3 – Termite).
2. 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 there 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.
3. 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.)
4. 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:
<http://hbe.ehawaii.gov/documents/search.html> 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 above.
 - 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 1 year ago.
5. 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.
6. 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.

Pest Control Operator / RME

1. Attach 2 “Experience Certificate” (PC-14) forms which verify the following:
 - 1) At least 1 year of specialized field experience as a Commercial applicator within the past 4 years immediately preceding the filing of this application and
 - 2) At least 1 year of on-site field supervision actively directing pest control projects whether applying for more than 1 branch.

Note: At least 1 of the forms must be completed by an individual pest control license holder or by a Responsible Managing Employee (RME) license holder.
2. Submit a job report listing participation on at least 100 jobs in the specific branch of pest control during the one-year specialized field experience period provided that if restricted use chemicals are used, that applicant shall have been the applicator of record.
3. 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.
4. Submit a copy of the Department of Agriculture pocket card verifying current certification 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 licensure.
5. Submit an entity resolution (Form PC-29) signed by an officer of the corporation, partner of the partnership, LLP or joint venture, members or managers of the LLC specifying the duties and responsibilities of the RME and the position the RME holds. In addition, the RME shall have co-signed the resolution.
6. Pass the Board’s examination.

Q: How are applications obtained?

A: You may:

- 1) Download the application at hawaii.gov/dcca/pvl;
- 2) Call (808) 586-3000 to request an application; or
- 3) Submit a written request to: Department of Commerce & Consumer Affairs
Professional & Vocational Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Q: What are the fees involved in obtaining and maintaining licensure?

A: Application Fee: \$30.00 for Pest Control Operators. You may apply for more than one classification per application. A separate application is required for each pest control entity and RME.

Examination Fee: \$50.00 per part. Most classifications require the completion of two parts (Part I – Business & Law, and Part II – Specialty).

License Fee: \$305.00 if licensed between July 1st of the even-numbered year and June 30th of the odd-numbered year, and \$200.00 if licensed between July 1st of the odd-numbered year and June 30 of the even-numbered year.

Renewal Fee: \$210.00

Q: If a pest control operator is unable to get a state tax clearance, is verification of a payment arrangement with the State tax office acceptable in lieu of the tax clearance to meet licensure requirements?

A: Yes.

Q: Is verification of insurance requirements (certificates of liability & workers' compensation insurance) required at the time of application?

A: No. Insurance requirements shall be submitted prior to licensure, but need not be submitted at the time of application.

Q: Are there circumstances when a pest control operator would not need to obtain workers' compensation insurance?

A: Yes. A pest control operator would not need to obtain workers' compensation if the operator meets one of the following exemptions to claim an exclusion from the requirements of HRS Chapter 386:

1. Sole owner with no employees;
2. Partnership with no employees;
3. Responsible Managing Employee (RME) who owns at least 50% of the corporation and has no other employees; or
4. Responsible Managing Employee (RME) who owns at least 25% of the stocks of the corporation, collects no wages (stock dividends are considered wages), is an officer of the corporation and has no other employees.
5. I am the Responsible Managing Employee (RME) and am the sole member of the LLC with no employees.
6. An out-of-state pest control operator with no employees in Hawaii

* You may download the exclusion form (PC-15) at hawaii.gov/dcca/pv/

Q: Can an individual be the RME for more than one contracting entity?

A: Upon approval by the Board, an individual may be the RME for more than one contracting entity if there is a common ownership of at least 51% of the equity of each firm for which the individual acts as the RME, one entity is a subsidiary or joint venture of the other, or there is a direct family relationship between the RME and the officers firm for which an individual acts as the RME.

Q: Does Hawaii have reciprocal agreements with other states?

A: No. All applicants must meet the same licensing and examination requirements.

PEST CONTROL FIELD REPRESENTATIVE ("PCFR")

Q: What are the basic requirements for licensure?

- A:
1. Verify at least 60 hours of training and field experience under the supervision of a licensed pest control operator/RME in each branch for which license is sought.
 2. Submit a job report (PC-02) attesting to participation in at least twenty-five jobs in the specific branches of pest control for which the applicant is applying during the 60 hours training and field experience period.
 3. Submit a "Confirmation of Employment" form (PCO 07a) signed by the RME of the employing firm that the RME will be responsible for the acts, conduct, representations, etc. of the PCFR and that the RME will also be held responsible for any violation of the pest control law, safety regulations or the board's rules and will be subject to any disciplinary action along with the PCFR found in violation. This statement shall be endorsed by the PCFR.
 4. Pass the Board's examination.

Q: What are the fees involved in obtaining and maintaining licensure?

A: Application Fee: \$30.00

Examination Fee: \$50.00 per pert. Most classifications require the completion of two parts (Part I – Business & Law, and Part II – Specialty).

License Fee: \$160.00 if licensed between July 1st of the even-numbered year and June 30th of the odd-numbered year, and \$80.00 if licensed between July 1st of the odd-numbered year and June 30 of the even-numbered year.

Renewal Fee: \$160.00

Q: Does Hawaii have reciprocal agreements with other states?

A: No. All applicants must meet the same licensing and examination requirements.

Q: How are applications obtained?

A: You may download the application forms at hawaii.gov/dcca/pvl.

Q: What are the requirements to renew a Pest Control license?

A: All licenses expire on June 30th of the even-numbered year. Renewal applications are mailed to all current licensees approximately 45 days before the license expires. Licensees must submit their renewal application and all required documents and fees by June 30 of the even-numbered year. Business entities must submit a current tax clearance from the State Department of Taxation with their renewal application. The Board may accept a letter from the State Department of Taxation confirming a tax payment arrangement in lieu of the tax clearance. Verification of current liability and workers' compensation insurance may be required if the insurance expires prior to June 30. Responsible managing employees are not required to submit a tax clearance or insurance information.

Q: What happens if the Pest Control license is not renewed before it expires?

A: If the license is not renewed by June 30 of the even-numbered year, the license is forfeited. The licensee has one year from the expiration date to restore the forfeited license by submitting all required documents and fees, including a late renewal fee. If the license is not restored within the one year period, then the licensee will be treated as a new applicant when re-applying.

Q: How can I find out if a person is licensed as a Pest Control Operator or Pest Control Field Representative?

A: [Click here for the web site to verify a license](#), or call (808) 587-3000.

Q: How do I file a complaint against a Pest Control Operator or Pest Control Field Representative?

A: [Click here for the web site to the Regulated Industries Complaints Office](#) or call them at (808) 587-3222 and select menu option #3.

SCOPE OF WORK

Q: Who must sign the Termite Inspection Report (TIR PC-9)?

A: The Pest Control Operator or RME.

Q: Pest Control Operators or RMEs of which branch of pest control are required to perform termite inspections and TIR (PC-9) forms?

A: Pest Control Operators or RMEs in Branch 1 (Fumigation) and Branch 3 (Termite).