INSTRUCTIONS FOR ADDITIONAL BRANCH - PEST CONTROL FIELD REPRESENTATIVE

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

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.

EXPERIENCE REQUIRED (SUPPORTING **CERTIFICATES**)

Attach a "Certificate of Training & Field Experience for a Pest Control Field Representative" form for each branch, in support of your experience. Applicant must have had at least sixty (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. The form must be completed by an individual pest control license holder or by a Responsible Managing Employee (RME).

EXPERIENCE (JOB REPORT)

Participation as an applicator in at least **25 Jobs** in the specific branch(es) for which applicant is applying during the sixty (60) hour training & field experience period.

List on the attached "Job Report" form (PC-02) **25 Jobs** as an applicator in which you participated and list the chemicals, treatments used, and area treated.

FEE

ATTACH fee of \$30.00. 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.

FILING DEADLINE

Applications must be in our Honolulu office by the application deadline (see application deadline & examination dates on-line at: cca.hawaii.gov/pvl).

OR

BOARD'S ADDRESS

Mail to:

Deliver to office location at:

Pest Control Board DCCA, PVL Licensing Branch P.O. Box 3469

Honolulu, HI 96801

335 Merchant St., Room 301 Honolulu, HI 96813

Phone No.: (808) 586-3000

(CONTINUED ON PAGE 2)

EXAMINATION

The Pest Control licensing examinations are given by a professional testing service, Prometric.

Applicants, upon approval by the board, will be provided with examination registration forms. Applicants must mail the registration forms, together with the appropriate examination fees, directly to Prometric.

Questions regarding the examination and study material should be directed to the testing service at (808) 261-8182 or visit their website at: https://www.prometric.com/en-us/clients/hawaii/pages/ HIPESTCONT.aspx.

RELEASE OF INFORMATION

If any agency or individual is assisting you with the registration 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 for licensure and comply with the licensing requirements in effect at the time of the reapplication.

APPLICATION FOR ADDITIONAL BRANCH - PEST CONTROL FIELD REPRESENTATIVE

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

Name of Applicant: (First-Middle-Last) Other Names Used: PCFR - BRANCH(ES): 1 2] 3		
Other Names Used:] 3		
] 3		
1 - 1				
Residence Address: (include apt. no., city, state & zip code)				
Residence Address: (include apt. no., city, state & zip code) Mailing Address (ONLY if different from above)				
Mailing Address (ONLY if different from above)				
Social Security No. Phone No. (days)				
Branch requesting (check):				
License No.: PCFR - Branch-1 Fumigation				
Branch(es) Held:				
1 - Fumigation 2 - General Pest 3 - Termite Branch-3 Termite	Branch-3 Termite			
Present Employer & Address of Employer:				
	Lic. No.: PCO -			
Mailing Address: Phone No.:				
Branch(es) Held:] 3			
	-	lonth/Yr)		
Employer Description of Work in Detail	From	To		
Name:				
Address:				
Name:				
Address:				
(Attach Additional Sheets as Needed)				

(CONTINUED ON PAGE 4)

-3-

Print Name of Applicant:	Date:		
I hereby certify that the statements, answers and representations made in this appli true and correct. I understand that any misrepresentation is grounds for refusal or s misdemeanor (Section 710-1017, Sections 436B-19 and 460J, Hawaii Revised Statut	ubsequent revocation of license and is a		
I further certify that I have read and will abide by the provisions of Hawaii Revised S Administrative Rules, Chapter 94.	tatutes, Chapter 460J and Hawaii		
Signature of Applicant	Date		
Print Name of Applicant			
Title			
Release of Information to Third Party:			
To assist me in the licensing process, I authorize DCCA's staff to release any and all informatic limited to, application status) to the following third party:	on regarding my application (including but not		
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.

JOB REPORT - PEST CONTROL FIELD REPRESENTATIVE

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

Instructions:

Field Representative applicant - List chronologically <u>25</u> jobs within the last four (4) years for each specific branch for which application is being made verifying chemical and non-chemical applications in which you were an applicator.

Required jobs for:

BR-1 25 jobs of chemical application consisting of structural fumigation.

BR-2 & BR-3 25 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 10 jobs shall consist of monitoring, baiting or non-chemical methods.

Name of Applicant: Branch: _ 1 _ 2 _ 3								
	Date	Client Name	Client Address	Target Pest	Certified Applicator of Record	Chemical/ Non- Chemical	Treatment used	Area Treated
Exam	ole: 02/01/12	Bill Smith	1234 S. King Street Honolulu, HI 96813	Ground Termite	☐ Yes ☐ No	Previal	Post Treat (trench)	Exterior
1.					Yes No			
2.					Yes No			
3.					Yes No			
4.					Yes No			
5.					Yes No			
6.					Yes No			
7.					Yes No			
8.					Yes No			
9.					Yes No			
10.					Yes No			

Print Name of Applicant:	Date:	

JOB REPORT - PEST CONTROL FIELD REPRESENTATIVE

	Date	Client Name	Client Address	Target Pest	Certified Applicator of Record	Chemical/ Non- Chemical	Treatment used	Area Treated
11.					Yes No			
12.					Yes No			
13.					Yes No			
14.					Yes No			
15.					Yes No			
16.					Yes No			
17.					Yes No			
18.					Yes No			
19.					Yes No			
20.					Yes No			
21.					Yes No			
22.					Yes No			
23.					Yes No			
24.					Yes No			
25.					Yes No			

BR-1 (Fumigation)

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

Certification of Training & Field Experience For a Pest Control Field Representative Application

The following must be completed, signed and notarized by the licensed pest control operator/RME responsible to insure and verify the training of the applicant.

Name of Applicant (First, Middle, Last):	Name of Supervising PCO/RME:	Lic. No. of Supervising PCO/RME:
		PCO -
Company Name:	Company Address:	
PERIOD OF TRAINING FROM	то	

The licensed PCO/RME supervising and responsible for the applicant's training shall insure that:

1. The purpose of fumigation training is met;

The purpose of fumigation training is to impart the pest control field representative with sufficient theoretical and practical knowledge to enable the person to recommend and perform fumigations, inspections, pest identifications, and estimations, to diagram sites for the purpose of calculating volume of the structure, and to properly communicate this to consumers.

2. The sixty **(60)** hours of training for **Branch 1 (Fumigation)** shall be comprised of any combination of listed training provided the applicant obtains no fewer than the minimum number of hours in each of the following categories.

	Minimum Hours
	<u>Required</u>
Inspecting sites and writing inspections reports	14 hours
Identifying pests	5 hours
Understanding labels	. 5 hours
Fumigating structures	12 hours
Taking readings using electronic and manual Fumigation reading equipment	. 3 hours
Calculating application rates of the fumigants and the warning agents	. 3 hours
Diagramming existing structure and calculating	. 10 hours
Preparing fumigation sites	. 5 hours
Clearing the structure to insure safe re-entry	. 3 hours

Print Name of Applicant:	Date:		
Certification of Licensed PCO/RME Completing this Form	ո։		
l,(Print name of certifier)	hereby certify that I ha	ve personally insured and verified the training of	
(Print name of certifier) the person named as applicant above; that I have direct on page 1; that I have imparted the applicant, through the knowledge to enable the person to recommend and per diagram sites for the purpose of calculating volume of the other statements and answers given here are true and con-	he training and experien form fumigations, inspe ne structure and to prop	ce, with sufficient theoretical and practical ctions, pest identifications, and estimations, to	
Date	Signatu	re of the Certifier (Licensed PCO/RME)	
		Print Name of Certifier	
	Address of Certifier:		
	Pest Control Lic. No.:		
	Licensed Branch(es):		
	Home Phone No.:	()	
	Business Phone No.:	()	
Subscribed and sworn to before me this			
day of A.D. 2	0		
Notary Signature:			
Notary Public, State of:			
My commission expires:			
Print Name:			
Doc. Date: No. of Pages:			
Notary Name: Circuit Court:			
Doc. Description			
Notary Signature:			

BR-1 (Fumigation)

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

Certification of Training & Field Experience For a Pest Control Field Representative Application

The following must be completed, signed and notarized by the licensed pest control operator/RME responsible to insure and verify the training of the applicant.

Name of Applicant (First, Middle, Last):	Name of Supervising PCO/RME:	Lic. No. of Supervising PCO/RME:
		PCO -
Company Name:	Company Address:	
PERIOD OF TRAINING FROM	то	

The licensed PCO/RME supervising and responsible for the applicant's training shall insure that:

1. The purpose of fumigation training is met;

The purpose of fumigation training is to impart the pest control field representative with sufficient theoretical and practical knowledge to enable the person to recommend and perform fumigations, inspections, pest identifications, and estimations, to diagram sites for the purpose of calculating volume of the structure, and to properly communicate this to consumers.

2. The sixty **(60)** hours of training for **Branch 1 (Fumigation)** shall be comprised of any combination of listed training provided the applicant obtains no fewer than the minimum number of hours in each of the following categories.

	Minimum Hours
	<u>Required</u>
Inspecting sites and writing inspections reports	14 hours
Identifying pests	5 hours
Understanding labels	. 5 hours
Fumigating structures	12 hours
Taking readings using electronic and manual Fumigation reading equipment	. 3 hours
Calculating application rates of the fumigants and the warning agents	. 3 hours
Diagramming existing structure and calculating	. 10 hours
Preparing fumigation sites	. 5 hours
Clearing the structure to insure safe re-entry	. 3 hours

Print Name of Applicant:	Date:		
Certification of Licensed PCO/RME Completing this Form	ո։		
l,(Print name of certifier)	hereby certify that I ha	ve personally insured and verified the training of	
(Print name of certifier) the person named as applicant above; that I have direct on page 1; that I have imparted the applicant, through the knowledge to enable the person to recommend and per diagram sites for the purpose of calculating volume of the other statements and answers given here are true and con-	he training and experien form fumigations, inspe ne structure and to prop	ce, with sufficient theoretical and practical ctions, pest identifications, and estimations, to	
Date	Signatu	re of the Certifier (Licensed PCO/RME)	
		Print Name of Certifier	
	Address of Certifier:		
	Pest Control Lic. No.:		
	Licensed Branch(es):		
	Home Phone No.:	()	
	Business Phone No.:	()	
Subscribed and sworn to before me this			
day of A.D. 2	0		
Notary Signature:			
Notary Public, State of:			
My commission expires:			
Print Name:			
Doc. Date: No. of Pages:			
Notary Name: Circuit Court:			
Doc. Description			
Notary Signature:			

BR-2 (General Pest)

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

Certification of Training & Field Experience For a Pest Control Field Representative Application

The following must be completed, signed and notarized by the licensed pest control operator/RME responsible to insure and verify the training of the applicant.

Name of Applicant (First, Middle, Last):	Name of Supervising PCO/RME:	Lic. No. of Supervising PCO/RME:
		PCO -
Company Name:	Company Address:	
PERIOD OF TRAINING FROM	то	

The licensed PCO/RME supervising and responsible for the applicant's training shall insure that:

1. The purpose of general pest control training is met;

The purpose of general pest control training is to impart the pest control field representative with sufficient theoretical and practical knowledge to enable the person to recommend and perform pest control work, inspections, pest identifications, and estimations, to diagram sites as appropriate to make written recommendations for implementing a pest management program for household pests.

2. The sixty **(60)** hours of training for **Branch 2 (General Pest)** shall be comprised of any combination of listed training provided the applicant obtains no fewer than the minimum number of hours in each of the following categories.

	Minimum Hours <u>Required</u>
Inspecting sites and writing inspections reports Identifying pests. Understanding labels Diagramming sites and existing structure Applying pesticides including baits, and using non-chemical methods Calibrating equipment	24 hours 8 hours 5 hours 7 hours

Print Name of Applicant:	Date:		
Certification of Licensed PCO/RME Completing this Fo	orm:		
l,(Print name of certifier)	hereby certify that I have	ve personally insured and verified the training of	
(Print name of certifier) the person named as applicant above; that I have dire on page 1; that I have imparted the applicant, throug knowledge to enable the person to recommend and and to diagram sites as appropriate to make written r household pests; and, all other statements and answer	h the training and experien perform pest control work, ecommendations for imple	ce, with sufficient theoretical and practical inspections, pest identifications, and estimations menting a pest management program for	
Date	Signatu	re of the Certifier (Licensed PCO/RME)	
		Print Name of Certifier	
	Address of Certifier:		
	Pest Control Lic. No.:		
	Licensed Branch(es):		
	Home Phone No.:	()	
	Business Phone No.:	()	
Subscribed and sworn to before me this			
day of A.D	0. 20		
Notary Signature:			
Notary Public, State of:			
My commission expires:			
Print Name:			
Doc. Date: No. of Pages:			
Notary Name: Circuit Court:			
Doc. Description			
Notary Signature:			

BR-2 (General Pest)

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

Certification of Training & Field Experience For a Pest Control Field Representative Application

The following must be completed, signed and notarized by the licensed pest control operator/RME responsible to insure and verify the training of the applicant.

Name of Applicant (First, Middle, Last):	Name of Supervising PCO/RME:	Lic. No. of Supervising PCO/RME:
		PCO -
Company Name:	Company Address:	
PERIOD OF TRAINING FROM	то	

The licensed PCO/RME supervising and responsible for the applicant's training shall insure that:

1. The purpose of general pest control training is met;

The purpose of general pest control training is to impart the pest control field representative with sufficient theoretical and practical knowledge to enable the person to recommend and perform pest control work, inspections, pest identifications, and estimations, to diagram sites as appropriate to make written recommendations for implementing a pest management program for household pests.

2. The sixty **(60)** hours of training for **Branch 2 (General Pest)** shall be comprised of any combination of listed training provided the applicant obtains no fewer than the minimum number of hours in each of the following categories.

	Minimum Hours <u>Required</u>
Inspecting sites and writing inspections reports Identifying pests. Understanding labels Diagramming sites and existing structure Applying pesticides including baits, and using non-chemical methods Calibrating equipment	24 hours 8 hours 5 hours 7 hours

Print Name of Applicant:	Date:		
Certification of Licensed PCO/RME Completing this Fo	orm:		
l,(Print name of certifier)	hereby certify that I have	ve personally insured and verified the training of	
(Print name of certifier) the person named as applicant above; that I have dire on page 1; that I have imparted the applicant, throug knowledge to enable the person to recommend and and to diagram sites as appropriate to make written r household pests; and, all other statements and answer	h the training and experien perform pest control work, ecommendations for imple	ce, with sufficient theoretical and practical inspections, pest identifications, and estimations menting a pest management program for	
Date	Signatu	re of the Certifier (Licensed PCO/RME)	
		Print Name of Certifier	
	Address of Certifier:		
	Pest Control Lic. No.:		
	Licensed Branch(es):		
	Home Phone No.:	()	
	Business Phone No.:	()	
Subscribed and sworn to before me this			
day of A.D	0. 20		
Notary Signature:			
Notary Public, State of:			
My commission expires:			
Print Name:			
Doc. Date: No. of Pages:			
Notary Name: Circuit Court:			
Doc. Description			
Notary Signature:			

BR-3 (Termite)

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

Certification of Training & Field Experience For a Pest Control Field Representative Application

The following must be completed, signed and notarized by the licensed pest control operator/RME responsible to insure and verify the training of the applicant.

Name of Applicant (First, Middle, Last):	Name of Supervising PCO/RME:	c. No. of Supervising PCO/
		PCO -
Company Name:	Company Address:	
PERIOD OF TRAINING FROM	ТО	
	nsible for the applicant's training shall insure that:	
The purpose of termite training is met;	isible for the applicant's training shall histore that.	
knowledge to enable the person to recon	art the pest control field representative with sufficient the nmend and perform termite work, inspections, estimation dentify conducive conditions to provide written and visu	ons, to diagram foundat
inspection findings.		
inspection findings. 2. The sixty (60) hours of training for Branch	n 3 (Termite) shall be comprised of any combination of l mum number of hours in each of the following categorie	listed training provided
inspection findings. The sixty (60) hours of training for Brancle	a 3 (Termite) shall be comprised of any combination of l	listed training provided
Inspection findings. Inspecting sites and writing inspecting pests	a 3 (Termite) shall be comprised of any combination of I mum number of hours in each of the following categories ections reports	listed training provided es. Minimum Hours Required 16 hours 10 hours 6 hours 4 hours 10 hours
Inspection findings. Inspecting sites and writing inspecting pests	ections reports uctures and portions of the structure inspected. its, and using non-chemical methods post-construction treatment using chemical ods for the control of subterranean and drywood	disted training provided es. Minimum Hours Required 16 hours 10 hours 4 hours 10 hours 2 hours
Inspection findings. Inspecting sites and writing inspecting gests	a 3 (Termite) shall be comprised of any combination of I mum number of hours in each of the following categories ections reports	listed training provided es. Minimum Hours Required 16 hours 10 hours 6 hours 4 hours 2 hours 2 hours

Print Name of Applicant:	Date:		
Certification of Licensed PCO/RME Completing this Fo	rm:		
l,(Print name of certifier)	hereby certify that I have	ve personally insured and verified the training of	
(Print name of certifier) the person named as applicant above; that I have direct on page 1; that I have imparted the applicant, through knowledge to enable the person to recommend and p of structures and areas inspected and to identify conditionings, and that all other statements and answers given	the training and experien erform termite work, inspe ucive conditions to provide	ce, with sufficient theoretical and practical ections, estimations, and to diagram foundations e written and visual documentation of inspectior	
Date	Signatu	re of the Certifier (Licensed PCO/RME)	
		Print Name of Certifier	
	Address of Certifier:		
	Pest Control Lic. No.:		
	Licensed Branch(es):		
	Home Phone No.:	()	
	Business Phone No.:	()	
Subscribed and sworn to before me this			
day of A.D.	20		
Notary Signature:			
Notary Public, State of:			
My commission expires:			
Print Name:			
Doc. Date: No. of Pages:			
Notary Name: Circuit Court: _			
Doc. Description			
Notary Signature:			

BR-3 (Termite)

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

Certification of Training & Field Experience For a Pest Control Field Representative Application

The following must be completed, signed and notarized by the licensed pest control operator/RME responsible to insure and verify the training of the applicant.

Name of Applicant (First, Middle, Last):	Name of Supervising PCO/RME:	c. No. of Supervising PCO/
		PCO -
Company Name:	Company Address:	
PERIOD OF TRAINING FROM	ТО	
	nsible for the applicant's training shall insure that:	
The purpose of termite training is met;	isible for the applicant's training shall histore that.	
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inspection findings.		
inspection findings. 2. The sixty (60) hours of training for Branch	n 3 (Termite) shall be comprised of any combination of l mum number of hours in each of the following categorie	listed training provided
inspection findings. The sixty (60) hours of training for Brancle	a 3 (Termite) shall be comprised of any combination of l	listed training provided
Inspection findings. Inspecting sites and writing inspecting pests	a 3 (Termite) shall be comprised of any combination of I mum number of hours in each of the following categories ections reports	listed training provided es. Minimum Hours Required 16 hours 10 hours 6 hours 4 hours 10 hours
Inspection findings. Inspecting sites and writing inspecting pests	ections reports uctures and portions of the structure inspected. its, and using non-chemical methods post-construction treatment using chemical ods for the control of subterranean and drywood	disted training provided es. Minimum Hours Required 16 hours 10 hours 4 hours 10 hours 2 hours
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Print Name of Applicant:	Date:		
Certification of Licensed PCO/RME Completing this Fo	rm:		
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Date	Signatu	re of the Certifier (Licensed PCO/RME)	
		Print Name of Certifier	
	Address of Certifier:		
	Pest Control Lic. No.:		
	Licensed Branch(es):		
	Home Phone No.:	()	
	Business Phone No.:	()	
Subscribed and sworn to before me this			
day of A.D.	20		
Notary Signature:			
Notary Public, State of:			
My commission expires:			
Print Name:			
Doc. Date: No. of Pages:			
Notary Name: Circuit Court: _			
Doc. Description			
Notary Signature:			