

New York State Department of Environmental Conservation

Division of Solid and Hazardous Materials

Bureau of Pesticides Management

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PRIVATE PESTICIDE APPLICATOR ID CARD RENEWAL/RECERTIFICATION NOTICE

Your certified private applicator ID card is about to expire. If your ID card has expired, you may not apply restricted use pesticides until you receive your new ID card. In order to obtain a new ID card, you are required to renew or recertify in accordance with the enclosed notice.

NEW Your next Pesticide Certification ID card will be a photo ID produced in cooperation with the NYS Department of Motor Vehicles (DMV). **You must provide your 9-digit NY driver license ID number.** Enter your DMV ID number in the space provided on the enclosed notice. Read the notice, sign and date it and **return the notice along with your payment and recertification credits if needed.** Your renewal/recertification cannot be processed unless you provide all the required information. If you do not have a current NYS driver license or non-driver ID card, you must go to a NYS DMV office and have your photo taken (at no cost). DMV will issue a receipt to you that displays the 9-digit DMV ID number you will need to provide on the enclosed notice. The DMV form, **REQUEST FOR PHOTO IMAGE** is available at <http://www.dec.state.ny.us/website/dshm/pesticid/appman.htm> on our website.

If the expiration date and recertification date on the enclosed notice are different, you are renewing and only need to pay the total 3-year fee indicated on the bottom of the notice. No recertification credits are needed at this time.

If the expiration date and recertification date on the enclosed notice are the same, you are required to recertify (submit recertification credits) and pay the total 5-year fee indicated on the bottom of the notice.

Recertification may be accomplished by one of two options:

1. Accumulation of recertification credits through attendance at programs approved by the New York State Department of Environmental Conservation (NYSDEC). The enclosed notice indicates the amount of credits submitted and the total credits needed. Send your **original** NYSDEC recertification course certificates; **or**
2. Successful completion of a proctored category-specific recertification exam. You can contact your NYSDEC Regional office to schedule a recertification examination.

Information on recertification course dates, locations and topics is listed at <http://pmp.cce.cornell.edu/calendar/> on the Cornell website. You can also contact your county's Cornell Cooperative Extension Office or NYSDEC Regional Office for additional information on recertification courses.

Please note that recertification credits must be earned in more than one calendar year, and at least 25% of the credits must be category/subcategory specific versus core credits. You may only attend the same course up to two times during your recertification cycle, but the courses must be more than 12 months apart.

Please submit your certification fee (indicated on the bottom of the renewal/recertification notice) prior to your ID card expiration date. If you are the secondary applicator, enclose the name and certification ID number of the Primary Applicator, and fee of \$5.00. Checks must be made payable to: Commissioner, NYSDEC. Please write your applicator ID number on this check. Do not send cash.

Enclosure: Renewal/Recertification Notice

Private Applicator Notice (August 2005)