



Renewal Process (All Licenses, Permits and Certificates)

Business License / Permit and Applicator Renewal – Business license/permit holders are responsible for the renewal of their business license and the certificates of all employed applicators. For private applicators, this is simply a renewal of a single applicator certificate. The renewal application includes current employee information and an area to check/input individual applicator recertification credits obtained. Renewal information will be sent out to businesses / public agencies annually with the following deadline for application submission:

- Business Licenses / Public Agency Permits / Not-for-Hire Licenses / Inactive Certificates – June 30th
- Private Applicator Licenses / Dealer Permits / Consultant Licenses – December 31st

We are now utilizing an **online system for renewals** found at <https://egov.maryland.gov/mda/pesticides>. In order to log onto the site, **you need your business license/permit number and a code found on the renewal information card**. If you do not have access to an internet connection, you may call our office at (410) 841-5710 and request a paper application.

NOTE: A business license or certificate is not considered valid until all the requirements are satisfied and MDA receives the appropriate fees and renewal forms.

A detailed walkthrough of our online renewal process can be found below:

1. This is the post card we send to our license/permit holders.



Renew Your Pesticides License Online Today!

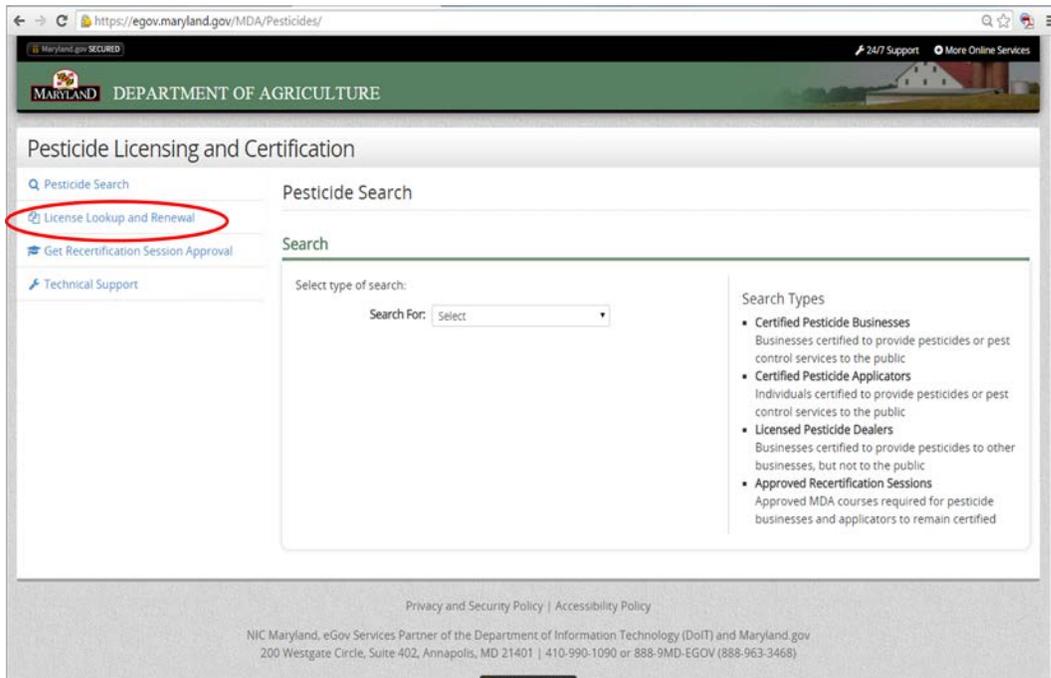
- > Renew business and employee licenses
- > Search for certified pesticide businesses, applicators, licensed dealers
- > Print certificates from your computer
- > Search and get approval for recertification sessions
- > Available 24/7 on any device

www.egov.maryland.gov/mda/pesticides

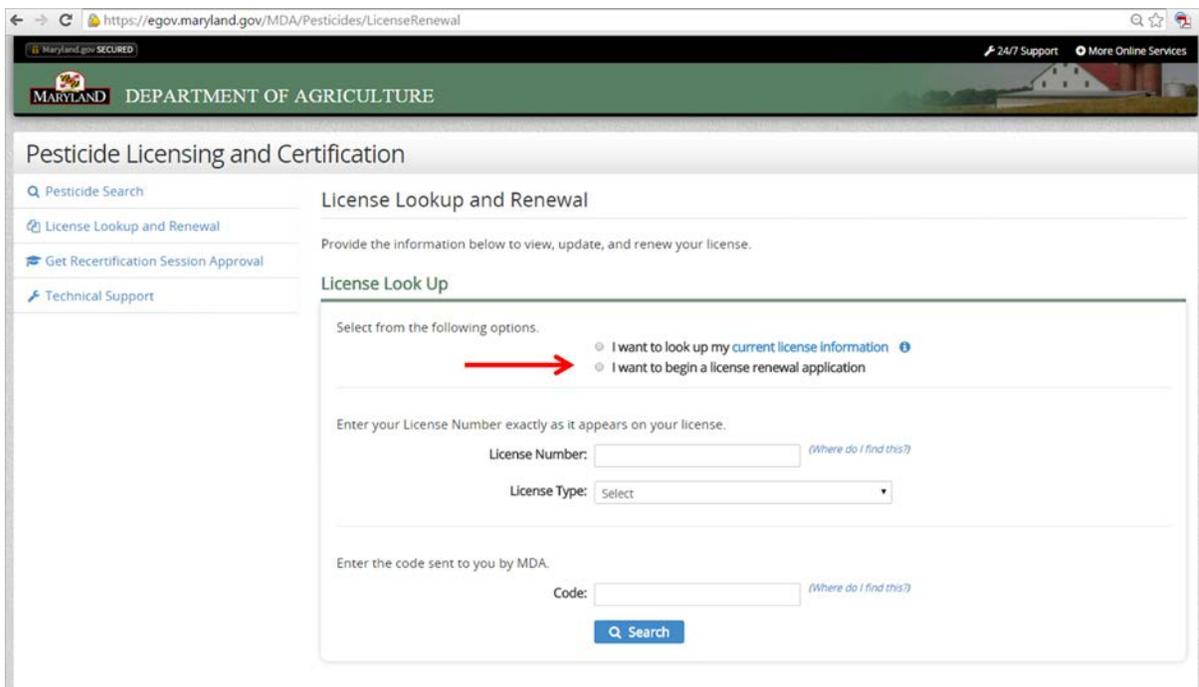
  **MARYLAND.GOV**
NIC Maryland
eGov Services Partner of Maryland.gov



- This is the main website page. In order to begin the renewal process, the link called “License Lookup and Renewal” to the left must be clicked.



- The option “I want to begin a license renewal application” should then be chosen. Note that a “Code” is needed toward the bottom of the page. This is found on their postcard mailing label (see next step).



- This is where the “code” is found.

License Number and Code ✕

Postcard

If you received a postcard from the MDA notifying you of this online system, your License Number and Code can be found above your mailing address, as shown below.

LICENSE NUMBER
LICENSE RENEWAL YEAR
CODE

39487 2016 20398

ABC PESTICIDES
P.O. BOX 288
GAITHERSBURG, MD 20886

Renewal Notice

If you received a renewal notice from the MDA, your Code can be found as shown below.

The CODE is the part of the TRANSACTION NUMBER that appears before the dash.

TRANSACTION NUMBER: 21-163270

- Once logged in and on the “Business Details” page, make sure all of the information is accurate. The button on the bottom right called “Proceed to Employees Information” will not become clickable until you have entered all **required** information on this business details page. Make sure you update the “current phone number and email address” (see next step).
- The red text “**(required)**” shows the user where information is missing. When you click “Update” you see a place to input this information. Both fields for the email address must match AND you should click “Save Changes.” You can then click the “Proceed to Employees Information” button.

Provide your current phone number and email address **(required)** ✕ UPDATE

Phone: 4108415710
Email: dennis.howard@maryland.gov

Upload your latest Certificate of Insurance *(optional)*. 📎 UPLOAD CERTIFICATE

File Name: -
Policy Expiration Date: -

Workers' Compensation information: please update if applicable. ✕ UPDATE

Workers' Comp Binder Number: -
Policy Number: -
Policy Expiration Date: -

Proceed to Employees Information >

Click “Update”



Provide your current phone number and email address *(required)*.

Phone: Extn:

Email: *(license information will be sent to this email address)*

Re-Type Email: Both fields must match

- Every employee under this license will show up on this screen. For private applicators, there will only be one entry (themselves). In the status column, many of the employees have something called “Information Required” with a yellow triangle. Each of these employees must be individually clicked on.

⚠ Employees: Information Required
 Certification requirements for each employee must be provided before the Pesticide Public Agency Permit 8940 can be submitted for renewal. Licenses for which such information has not been provided are indicated below. To update information for an employee, click on the name.

Employees

Employees include applicators, technicians and consultants associated with this business. These are listed below. Click on the name to view and update information. Once all employee information has been updated, click 'Proceed to Sign and Certify'.

Name	Type	Number	Expiration Date	Categories	Status	
DENNIS HOWARD	Public Agency Applicator Certificate	8940-2214	06/30/2015	1A, 10, 2, 3A, 3C, 7A, 7B, 7C, 7D, 9	⚠ Information Required	<input type="button" value="Remove"/>
PETEEY COUNCELL	Public Agency Applicator Certificate	8940-2651	06/30/2015	1A, 1B, 10, 11B, 11C, 2, 3A, 3B, 3C, 4, 5, 6, 7A, 7B, 7C, 7D, 8	⚠ Information Required	<input type="button" value="Remove"/>
ELLIS TINSLEY JR	Public Agency Applicator Certificate	8940-3011	06/30/2015	1A, 10, 11B, 3A, 3C, 5, 6, 7A, 7B, 7C, 7D, 7E, 8	⚠ Information Required	<input type="button" value="Remove"/>
MR PHILIP DAVIDSON	Public Agency Applicator Certificate	8940-5585	06/30/2015	3A, 3B, 3C, 6, 7B, 7D	⚠ Information Required	<input type="button" value="Remove"/>
RALF JOHNSON	Public Agency Applicator Certificate	8940-7752	06/30/2015	10, 2, 3A, 8	⚠ Information Required	<input type="button" value="Remove"/>
GLENN KROUT	Public Agency Applicator Certificate	8940-15068	06/30/2015	7A, 7B, 7C, 7D	⚠ Information Required	<input type="button" value="Remove"/>
ROBERT HOFSTETTER	Public Agency Applicator Certificate	8940-29883	06/30/2015	1A, 3A, 3C, 6, 7A, 7B	⚠ Information Required	<input type="button" value="Remove"/>
SAMARAKOON YAPA	Public Agency Applicator Certificate	8940-72522	06/30/2015	1A, 3A, 3C, 7A, 7B, 7C, 7D	⚠ Information Required	<input type="button" value="Remove"/>
BERHANU ARGAW	Public Agency Applicator Certificate	8940-72523	06/30/2015	1A, 3A, 3C, 7A, 7B, 7C, 7D	⚠ Information Required	<input type="button" value="Remove"/>
ASHLEY JONES	Public Agency Applicator Certificate	8940-81372	06/30/2016	1A, 1B, 1C, 10, 11A, 11B, 11C, 12, 13, 2, 3A, 3B, 3C, 4, 5, 6, 7C, 7D, 7E, 8, 9	🟢 Information Provided	<input type="button" value="Remove"/>

[← Back](#) →

- On each employee page, information should be checked for accuracy and something needs to be listed under “Certification Requirements.” It is this particular part of the renewal where applicator CEU’s/ recertification meetings will be listed. If a person has nothing listed under certification requirements, it is most likely because they were not granted credits from MDA. If they have a certificate from the meeting, you can upload a copy for proof of attendance. *If needed*, you can also use the button “Search and Select Courses” (see next step).

Public Agency Applicator: ASHLEY JONES (8940-81372)

Status: Information Provided

The permit 8940-81372 is due to expire on June 30, 2016.

Employee Details

Verify the following information. If any of this information is incorrect, contact the Maryland Department of Agriculture at 410-841-5710.

Name: ASHLEY JONES
Number: 8940-81372
Type: Public Agency Applicator
Expiration Date: 06/30/2016
Applicator Categories: 1A, 1B, 1C, 10, 11A, 11B, 11C, 12, 13, 2, 3A, 3B, 3C, 4, 5, 6, 7C, 7D, 7E, 8, 9

Business Name: MARYLAND DEPT OF AGRICULTURE PESTICIDE REGULATION SECTION
Business Mailing Address:
Business Address: THE WAYNE A CAWLEY JR BLDG 50 HARRY S TRUMAN PARKWAY, ANNAPOLIS, 214017080

If contact information has changed, please update. [UPDATE](#)

Contact Phone:
Contact Email:

Photo: [NEW PHOTO](#)

Certification Requirements

Course Name	Category #	Course Date	Certificate Uploaded
PASSED CERTIFICATION EXAMINATION	EXAM	06/30/2015	Remove
MONTGOMERY COUNTY PROCRASTINATORS MEETING	2, 3A, 3C, 5, 6, 10	06/05/2015	Remove

[Search and Select Courses](#) or [Enter Course Information Manually](#)

[Return to Employees List](#) [Confirm Employee Details](#)

9. This is the information they can use to search courses with. It says "Provide as much course information as possible" but I like to think less is more in this situation. Maybe just type in one key word from the meeting title.

Search and Select Courses

Provide as much course information as possible, then click 'Search'

Course Name:

Category:

Course Date: [Calendar](#) (Results may show courses within a date range)

Location:

[Search](#)

10. A search for the word “Agronomy” brings up some courses. To choose a course, you must click the tiny circle under the column “Select” and click “Save Course.” If this all seems like too much and you get frustrated, there is the fail-proof “Enter Course Information Manually” button.

The screenshot shows a window titled "Search and Select Courses" with a search bar containing "agronomy" and a "Search Again" button. Below the search bar, it says "35 Courses Found". A table lists the following courses:

Course Name	Category	Course Date	Location	Select
U MD EXTENSION MONTGOMERY/FREDERICK/HOWARD AGRONOMY UPDATE	PVT	02/25/2015	URBANA, MD 20855	<input type="radio"/>
2012 DELAWARE AGRICULTURAL WEEK PROGRAM AGRONOMY/SOYBEAN AFTERNOON SESSION	PVT	01/19/2012	HARRINGTON, DE	<input type="radio"/>
2015 DELAWARE AGRICULTURAL WEEK PROGRAM AGRONOMY/SOYBEAN SESSION	PVT	01/15/2015	HARRINGTON, DE	<input type="radio"/>
GARRETT COUNTY EXTENSION'S 2012 WESTERN MARYLAND AGRONOMY CONFERENCE	PVT	03/09/2012	OAKLAND, MD	<input type="radio"/>
GARRETT COUNTY EXTENSION'S 2013 WESTERN MARYLAND AGRONOMY CONFERENCE	PVT	02/15/2013	OAKLAND, MD	<input type="radio"/>

Below the table is a pagination control with buttons for "First", "Previous", "1", "2", "3", "4", "5", "6", "7", "Next", and "Last". Below the pagination, there is a "search again" link and a note about uploading a course certificate. At the bottom, there is an "Upload Certificate" section with a "Choose File" button and "No file chosen" text. The window has "Close" and "Save Course" buttons at the bottom right.

11. The manual input brings up this screen where you can input any information you have available from the course. This is something that is double-checked with our database to prevent fraudulent attendance.

The screenshot shows a window titled "Enter Course Information" with the instruction "Provide the following information." Below this are several input fields:

- Course Name:
- Category Number:
- Course Date:
- Location:
- Instructor Name:

Below the input fields, there is a note about uploading a course certificate and an "Upload Certificate" section with a "Choose File" button and "No file chosen" text. The window has "Close" and "Save" buttons at the bottom right.

12. Once either the search or manual input options have been used, the course should then show up under “Certification Requirements” and the button called “Confirm Employee Details” should be clickable.

Public Agency Applicator: ASHLEY JONES (8940-81372)

Status: Information Provided
The permit 8940-81372 is due to expire on June 30, 2016.

Employee Details

Verify the following information. If any of this information is incorrect, contact the Maryland Department of Agriculture at 410-841-5710.

Name: ASHLEY JONES
Number: 8940-81372
Type: Public Agency Applicator
Expiration Date: 06/30/2016
Applicator Categories: 1A, 1B, 1C, 10, 11A, 11B, 11C, 12, 13, 2, 3A, 3B, 3C, 4, 5, 6, 7C, 7D, 7E, 8, 9

Business Name: MARYLAND DEPT OF AGRICULTURE PESTICIDE REGULATION SECTION
Business Mailing Address:
Business Address: THE WAYNE A CAWLEY JR BLDG 50 HARRY S TRUMAN PARKWAY, ANNAPOLIS, 214017080

If contact information has changed, please update. [UPDATE](#)

Contact Phone:
Contact Email:

Photo: [NEW PHOTO](#)

Certification Requirements

Course Name	Category #	Course Date	Certificate Uploaded
PASSED CERTIFICATION EXAMINATION	EXAM	06/30/2015	Remove
MONTGOMERY COUNTY PROCRASTINATORS MEETING	2, 3A, 3C, 5, 6, 10	06/05/2015	Remove

[Search and Select Courses](#) or [Enter Course Information Manually](#)

[Return to Employees List](#) [Confirm Employee Details](#)

13. Every employee must have the blue circle with “Information Provided” in order to “Proceed to Sign and Certify.” Again for our private applicators, they will be the only one listed.

BERHANU ARGAW	Public Agency Applicator Certificate	8940-72523	06/30/2015	1A, 3A, 3C, 7A, 7B, 7C, 7D	Information Required	Remove
ASHLEY JONES	Public Agency Applicator Certificate	8940-81372	06/30/2016	1A, 1B, 1C, 10, 11A, 11B, 11C, 12, 13, 2, 3A, 3B, 3C, 4, 5, 6, 7C, 7D, 7E, 8, 9	Information Provided	Remove

14. The code used for login will be needed again here.

Signature

The following information has been provided. Please review to ensure that it is correct.

Name	Applicator Type	Number	Expiration Date	Categories	Certification Requirements
ASHLEY JONES	Public Agency Applicator Certificate	31415-81372	06/30/16	1A, 1B, 1C, 10, 11A, 11B, 11C, 13, 2, 3A, 3B, 3C, 4, 5, 6, 7C, 7D, 7E, 8	Information Provided

Read the following statements, then sign below.

Electronic Signature
By typing your name in the fields below, you are agreeing to conduct business electronically with the State of Maryland in accordance with the federal Electronic Signatures in Global and National Commerce Act (E-Sign), 15 U.S.C.A. §§ 7001-7031 (Supp. 2001). Understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

Certification Statement
I certify and affirm under penalty of law that contained herein is accurate and truthful to the best of my knowledge. I am aware that submitting false, inaccurate or incomplete information may result in the denial or revocation of the license, or be subject to any other sanctions allowed under Maryland Law.

Signature of Responsible Person

First Name:

Last Name:

By checking this box I certify that I am the person whose name appears above and that I agree to the terms above.

Enter the code you originally used to look up your license.

Code: 

[Return to Business Details](#) [Submit](#)

15. This is the payment summary page; you will be taken to a different looking site for actual payment (next step).

Ready for Payment

Your application for license renewal is ready for payment before final submission.

Name	Type	Number	Categories	Renewal Fee	Late Fee
Your name	Pesticide Private Applicator Certificate	.		\$7.00	
Your name	Pesticide Private Applicator	.		\$0.00	
Total Renewal Fee:				\$7.00	
Total Late Fee:				\$0.00	
TOTAL:				\$7.00	

All payments are final. If you have any questions, call MDA at (410) 841-5710.

[Make Payment](#)

16. This is the actual payment submission page. Once submitted, the application is sent directly to MDA for approval.

← → ↻ <https://securecheckout.cdc.nicusa.com/Checkout/>

NICUSA The people behind Government

Contact

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information Complete all required fields [1]

Country

First Name *

Last Name *

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone

Email *

Next >

Payment Info

Transaction Summary

Pesticide Private Applicator Certificate	\$7.00
Transaction Summary	\$7.00

Need Help?

Please complete the Customer Information Section

17. Once approved, you will receive a generated email letting you know you have been approved. At this point, you can then log back into the system and print the business license / permit and all associated employees' certificates.

If you have any questions about this process, please feel free to contact the MDA Pesticide Regulation office at (410) 841-5710.