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](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.
2. 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.

3. 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).
4. 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.

![Renewal Notice]

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

5. 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).

6. 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.
7. 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.

8. 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).
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 it more in this situation. Maybe just type in one key word from the meeting title.
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.

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.
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.

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

15. This is the payment summary page; you will be taken to a different looking site for actual payment (next step).
16. This is the actual payment submission page. Once submitted, the application is sent directly to MDA for approval.

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.