Private Applicator License Renewal

NEED TO RENEW YOUR LICENSE?

I have earned all the required Continuing Ed Credits BEFORE my license expired

- License is still current
  - Renew by Mail
    - Follow Step A
  - Renew Online
    - Follow Step B

I have NOT earned all the required Continuing Ed Credits

- License has expired
  - Renew by Mail ONLY
    - Follow Step C or D

- Take Paper Test
  - Follow Step E

- Take Test Online
  - Follow Step F

Instructions for Steps A through F are found on the next page
Step A
- Complete renewal form.
- Enclose a copy of your driver’s license.
- Include a check for $75 license fee payable to the Colorado Department of Agriculture.

Step B
- Log on to https://www.colorado.gov/apps/cda/pesticide/applicator/licensing/welcome.jsf
- Enter your Applicator ID number.
- Complete the online licensing application & pay the $75 license fee.
- Fax (303) 466-2860 or email a copy of your driver’s license to the Colorado Department of Agriculture.

Step C IF you are renewing WITHIN 30 DAYS after expiration:
- Complete renewal form.
- Enclose a copy of your driver’s license.
- Include a check for $82.50 ($75 license fee plus $7.50 late fee) payable to the Colorado Department of Agriculture.

OR

Step D IF you are renewing BETWEEN 30 and 180 DAYS after expiration:
- Complete renewal form.
- Enclose a copy of your driver’s license.
- Include a check for $95 ($75 license fee plus $20 reinstatement fee) payable to the Colorado Department of Agriculture.

Step E
- Order the exam and study guide here:  https://www.colorado.gov/apps/cda/pesticide/applicator/exam/welcome.jsf
   or call (303) 869-9064 to request an order form.
- Click on ‘Private Pesticide Applicator Training Manual and Exam Order Form’.
- Complete the order form and pay $20 for each exam ordered.
- Complete the exam and return to Colorado Department of Agriculture.
- Submit a payment of $75 license fee when returning the exam.

Step F
- Log on to Metro Institutes website:  http://www.cppatesting.com/Login.asp
- Sign up and pay the $20 testing fee. The study guide is available online. You have 30 days to complete the exam.
- After the exam is completed, pay the $75 license fee online or call (303) 869-9064 to order a paper application.

If you have further questions, contact the Colorado Department of Agriculture Private Applicator Pesticide Program at (303) 869-9064