



## Steps for Commercial Applicator\* License Applicants

Before a Commercial Applicator license can be issued, an applicant must complete the following steps:

- Do one of the following:
  - Pass the appropriate exams - The exams required include Laws & Safety and category exams **in all the areas in which the business operates**.
    - ◆ Exams – Go to <https://agr.wa.gov> for more information on Preparing for and Taking Exams
    - ◆ Study manuals and pre-license training - WSU's Pesticide Education Program <http://pep.wsu.edu/>
  - Provide a copy of a current reciprocal state license.
- Complete the Commercial Applicator License Application Form A and pay the \$250 license fee (plus an additional \$27 for each piece of motorized spray equipment after the first one). Complete and submit Form B if you have Commercial Operator\*\* employees to report. On Form A, you will be asked to declare your company's business structure. If you select Business Structure 3 (that you have no ownership in the business), you will need to take a blank Form A and get your signature and that of the owner or company officer notarized. Applicants that are testing with WSDA will be given these applications at the testing session; those applying for a reciprocal license can download them at the reciprocal license web address listed above.
- Submit proof of financial coverage in the form of a liability insurance policy or a surety bond that provides at least \$50,000 public liability and \$50,000 property damage with no more than a \$5,000 deductible. The insurance coverage is reported on the *Financial Responsibility Insurance Certificate (FRIC)* and the bond is reported on the *Surety Bond* form. Both are available at the Agency website. These forms are completed by the applicant's insurance or bonding agent, **NOT** the applicant!
- Obtain a business license through Department of Revenue's (DOR) Master License Service. You will be issued an UBI (Unified Business Identifier) by DOR. This number will need to be provided to WSDA. If you have already submitted your pesticide license application, you can call or email Pesticide Licensing to have the UBI added to your application.

### Once you are licensed:

- You will be placed in a 5-year recertification cycle. At the end of your cycle, you must meet the credit requirement or retest in order to maintain your license.
- You need to renew your license annually if you will be operating your commercial application business. Renewal forms are sent to current licensees in November. You can also renew online using electronic check or credit/debit card on WSDA's website at <https://agr.wa.gov/>.
- You are required to notify WSDA of any changes to your application information within 30 days. These changes, which can include name, address, CA designee, equipment, Commercial Operator employees and new branches, can be reported on the Supplemental Commercial Applicator Application Form.

*\*Commercial Applicator's are individuals who operate companies that engage in the business of applying pesticides to the property of others.*

*\*\*Commercial Operators are employees of a commercial application business who apply pesticides unsupervised by a properly licensed Commercial Applicator or Operator. Supervision for commercial applications requires constant voice and visual contact. Commercial Operators must be licensed in all the categories that they apply.*

Pesticide Licensing can be reached toll free at 877-301-4555 or [license@agr.wa.gov](mailto:license@agr.wa.gov).