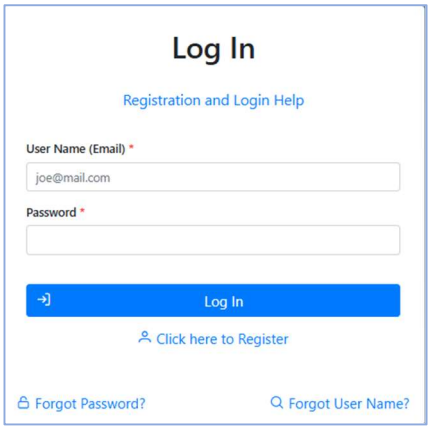
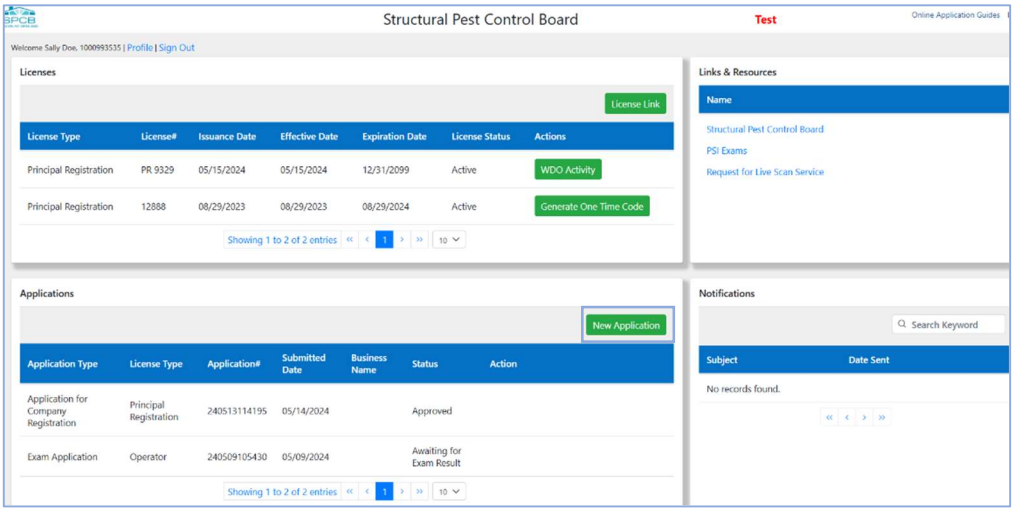
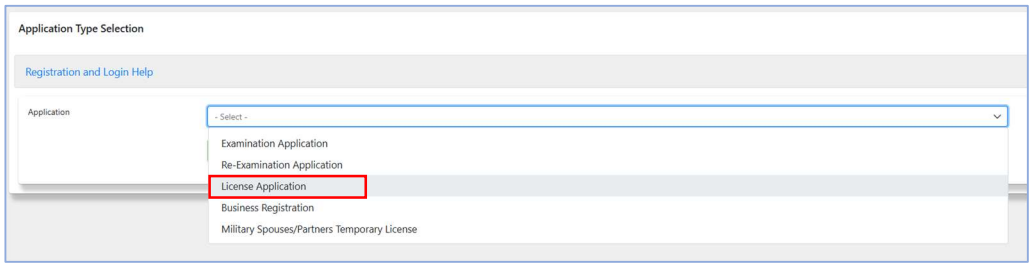
CONNECT JOB AID
Structural Pest Control Board
Initial License Application Submission FR-AP-OP

SCREEN	ACTION
	1. Log in to your registered CONNECT account.
	2. In the Applications section select **"New Application"**.
	3. Under the **Application Type Selection** drop down menu select **"License Application"**.

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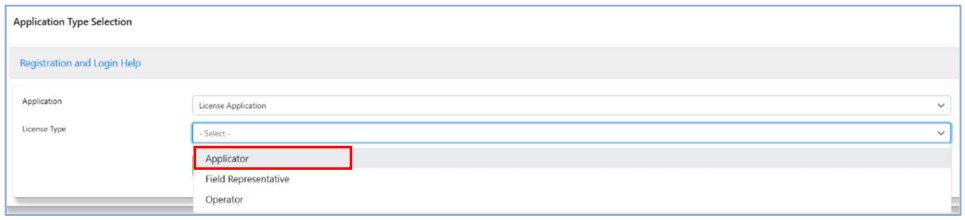
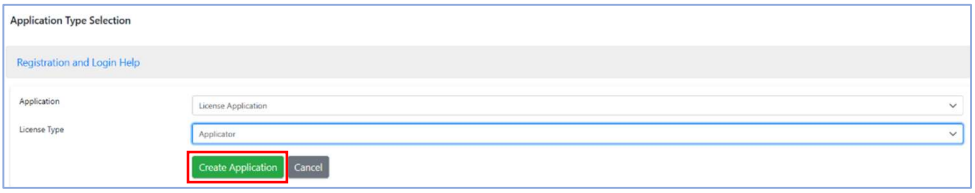
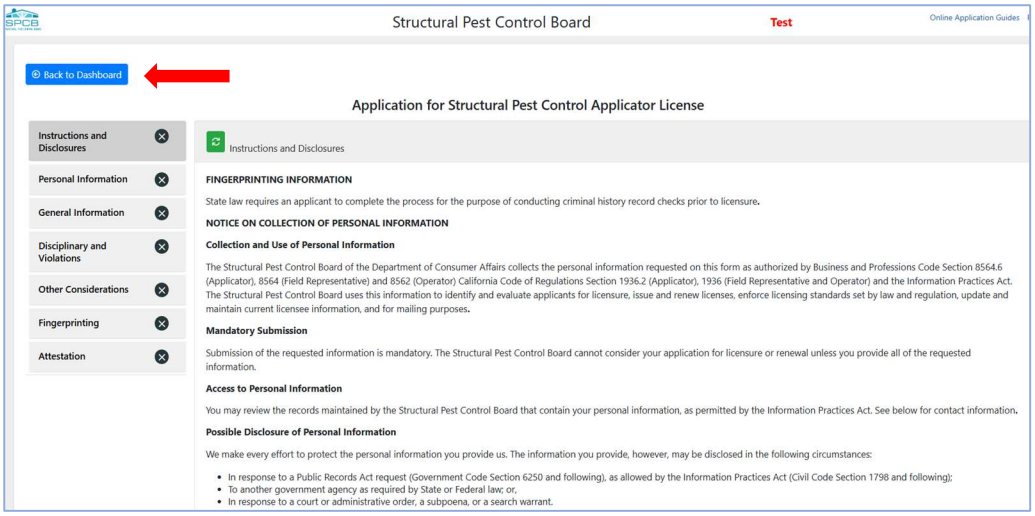
	4. Under the **License Type** drop down menu select **"Applicator".**
	5. Select **"Create Application"**.
	6. The Applicator license application will open. Please read all instructions and disclosures clearly to ensure your application can be processed. 7. Selecting the **"Back to Dashboard"** button will close the application while saving the information that was entered.

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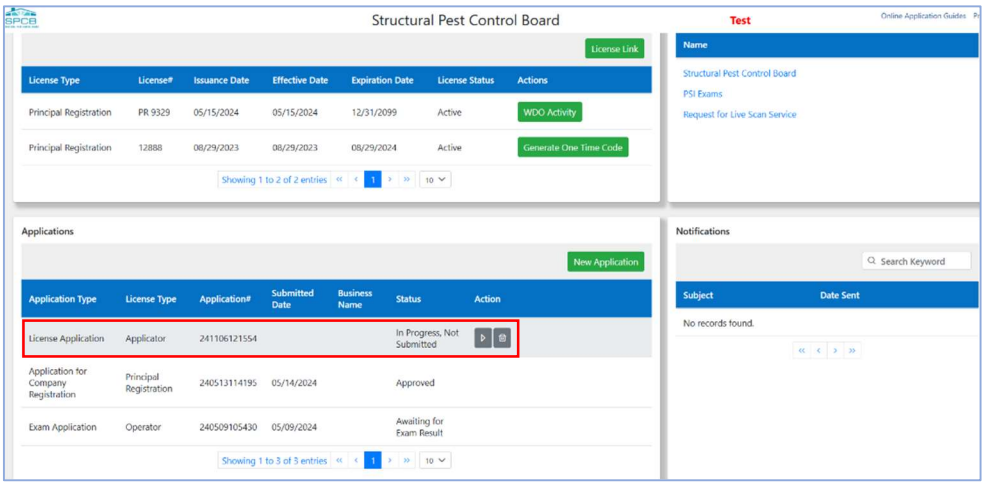
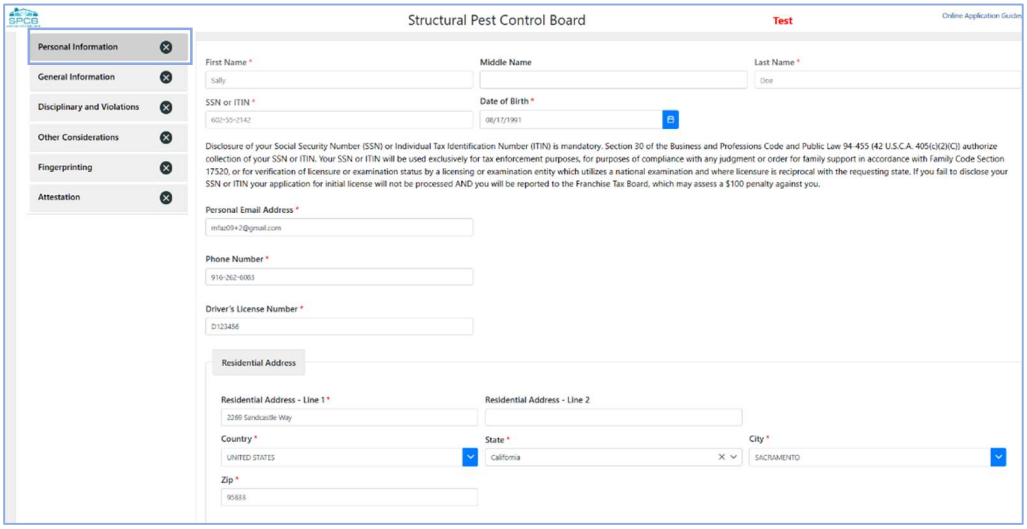
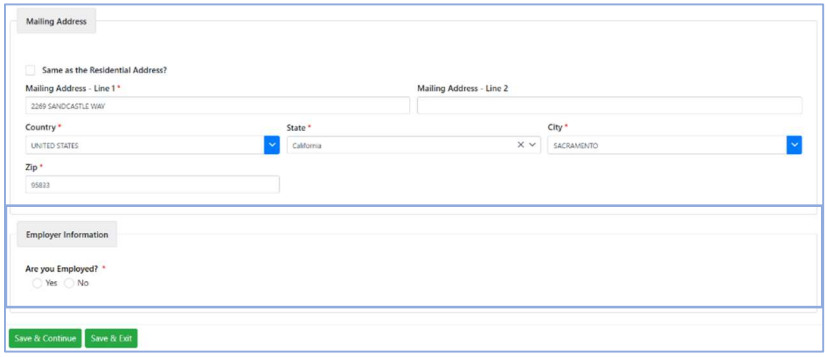
	8. Notice the opened application is now under the Applications section of the dashboard with a status indicating **"In Progress, Not Submitted"**. 9. The **Play** button under the Action header will re-open the application. 10. Begin the Applicator License Application. 11. Notice in the **Personal Information tab** that some information has been prepopulated based off information used to register for the CONNECT account. 12. Review the information and update as needed. 13. Select "Yes" or "No" for the question **"Are you Employed?"**.





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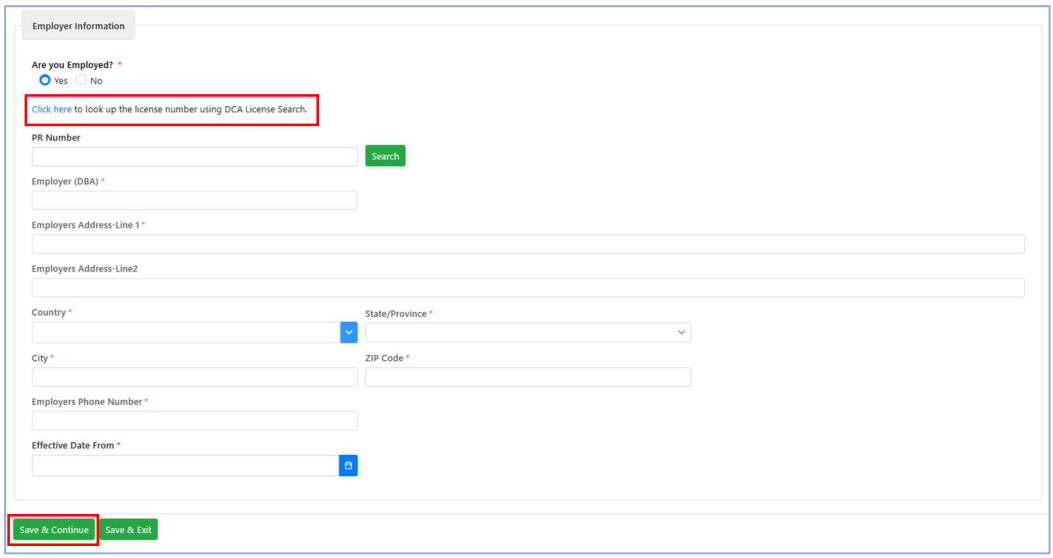
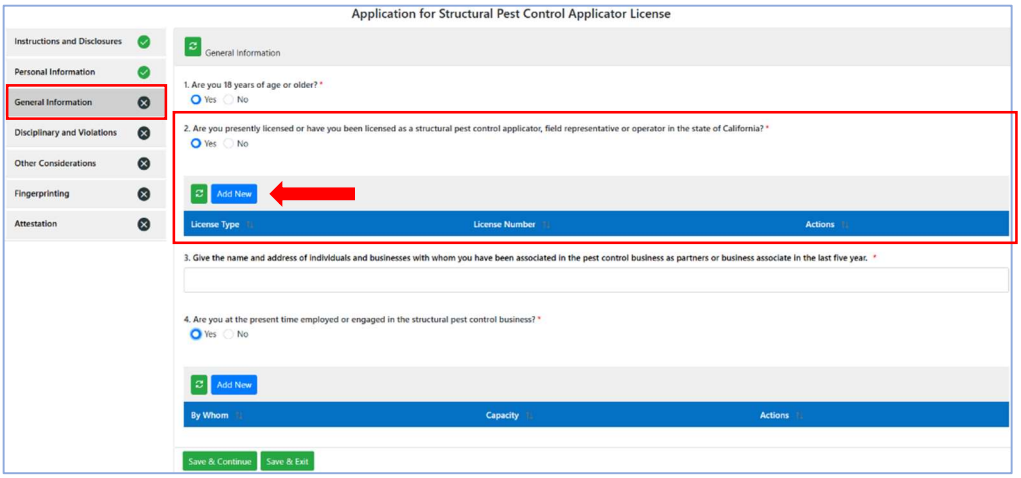
	14. Selecting **"Yes"** will populate additional fields. Enter the employer's information or use DCA License Search by selecting the **blue "Click here"** hyperlink. 15. If all sections of the **Personal Information tab** are complete, select **"Save & Continue"**.
	16. Complete the **General Information** tab. 17. If answering **"Yes"** to question #2, additional informational fields will appear. 18. If you are presently licensed or have been licensed as a structural pest applicator, field representative or operator in the state of California, select **"Add New".**

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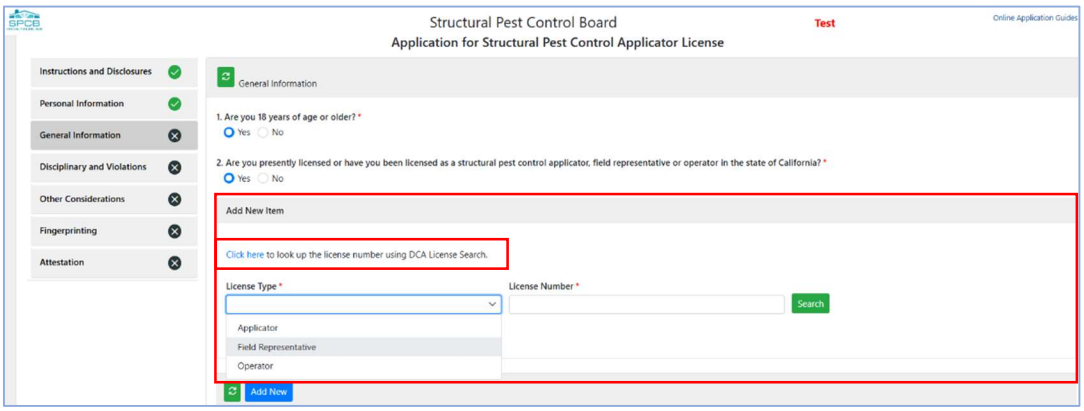
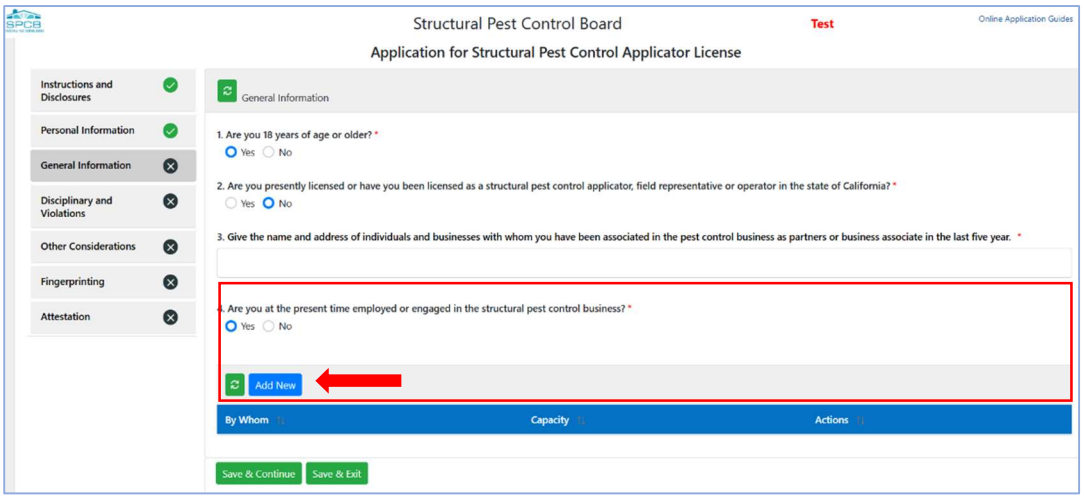
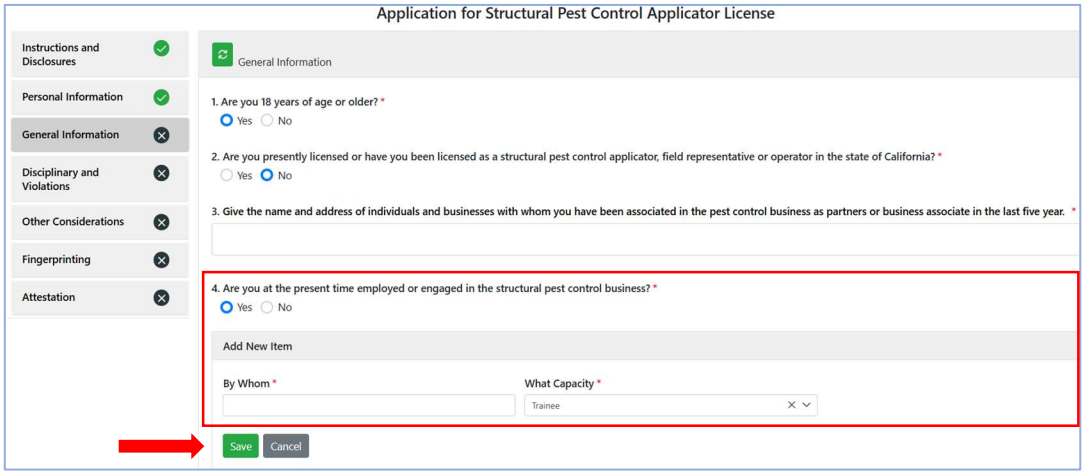
	19. Enter the License Type and License number of any current or past licenses. 20. Use the blue **"Click here"** hyperlink to use DCA License Search to populate the license number or enter the information manually.
	21. If answering **"Yes"** to question #4, select the **"Add New"** button.
	22. Enter your employer's information and at what capacity you are employed at the company, as an **employee** or a **trainee**. 23. Select **"Save"**.

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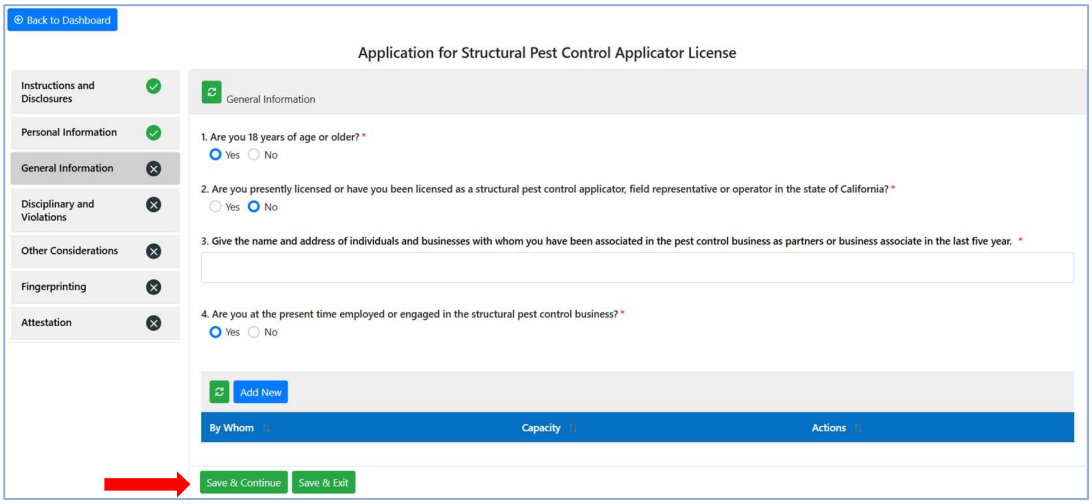
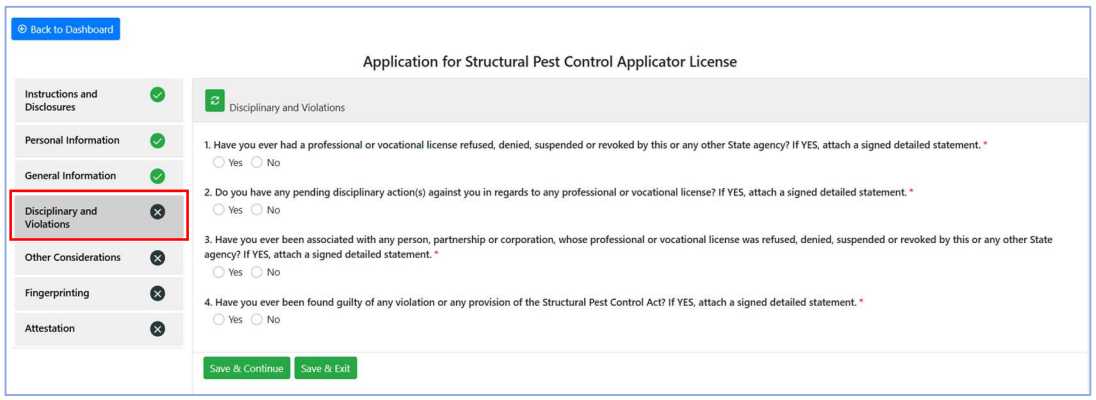
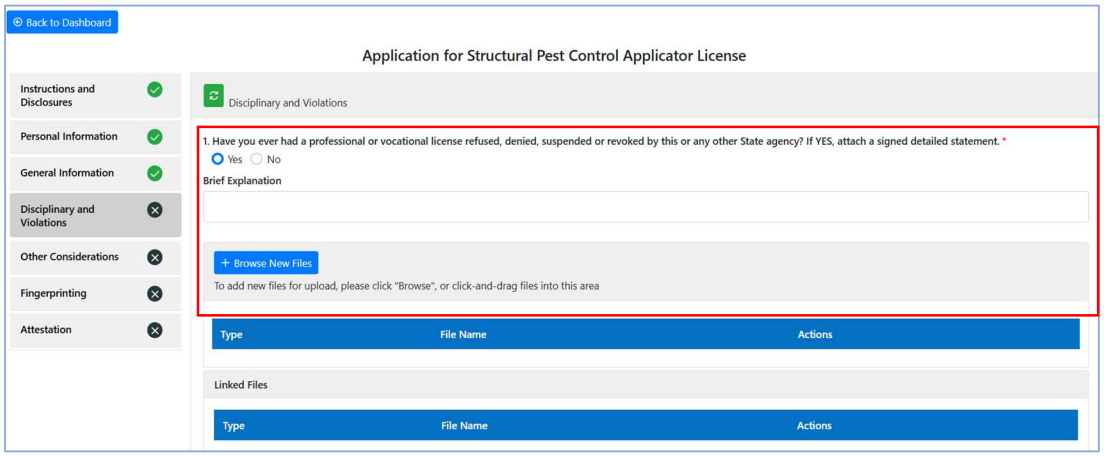
	24. Once the General Information tab is complete, select **"Save & Continue"**.
	25. Complete the **Disciplinary and Violations** tab.
	26. Answering **"Yes"** to the disciplinary and violations questions will prompt additional fields. Give a brief explanation and update relevant documentation, if applicable.

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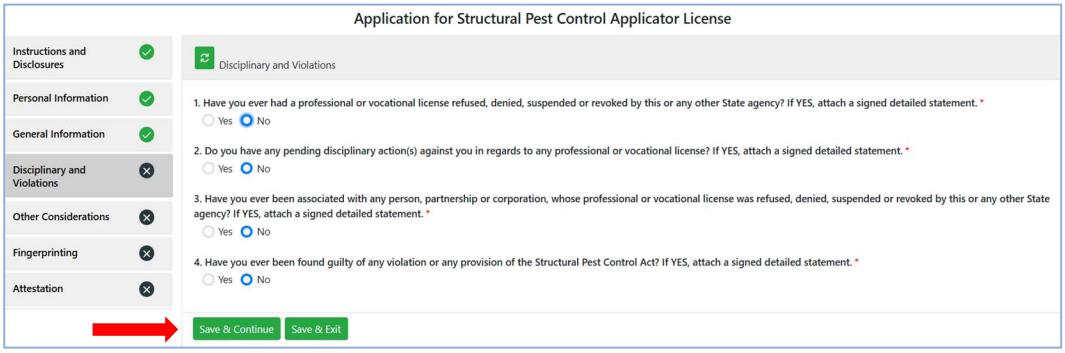
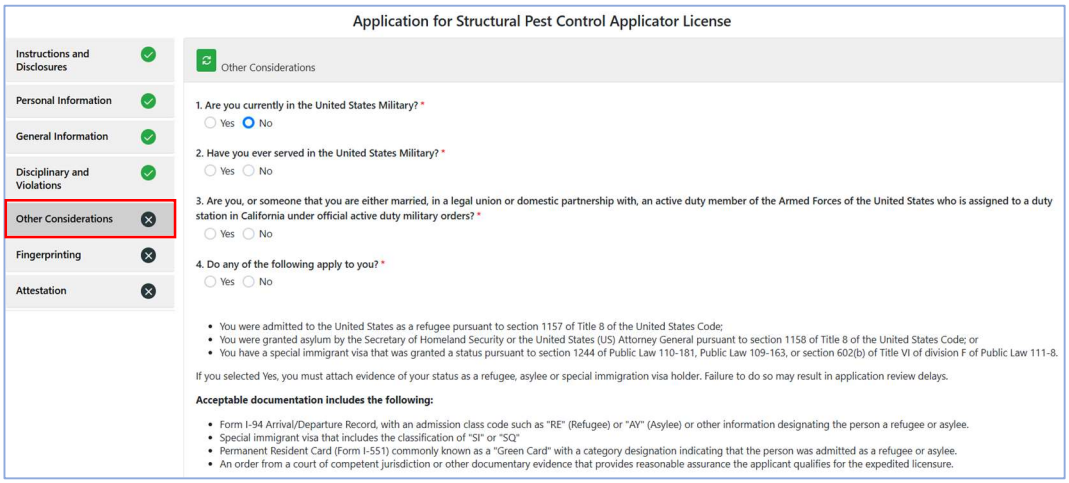
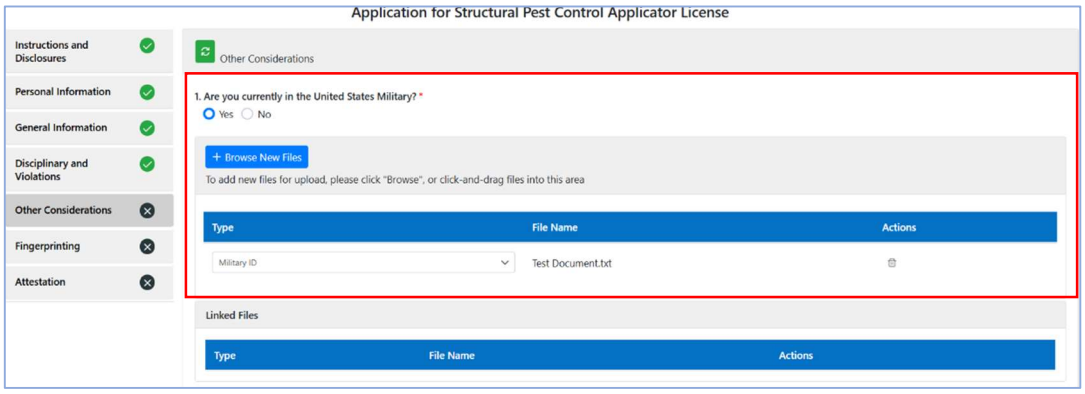
	27. Select **"Save & Continue"** to move on to the next section.
	28. Complete the **Other Considerations** tab. You may qualify to have your license expedited if you hold a military status, are married to someone in the military, are a refugee or asylee, or have a special immigrant visa.
	29. Answering **"Yes"** to the Other Considerations questions will prompt you to upload documents related to military status.

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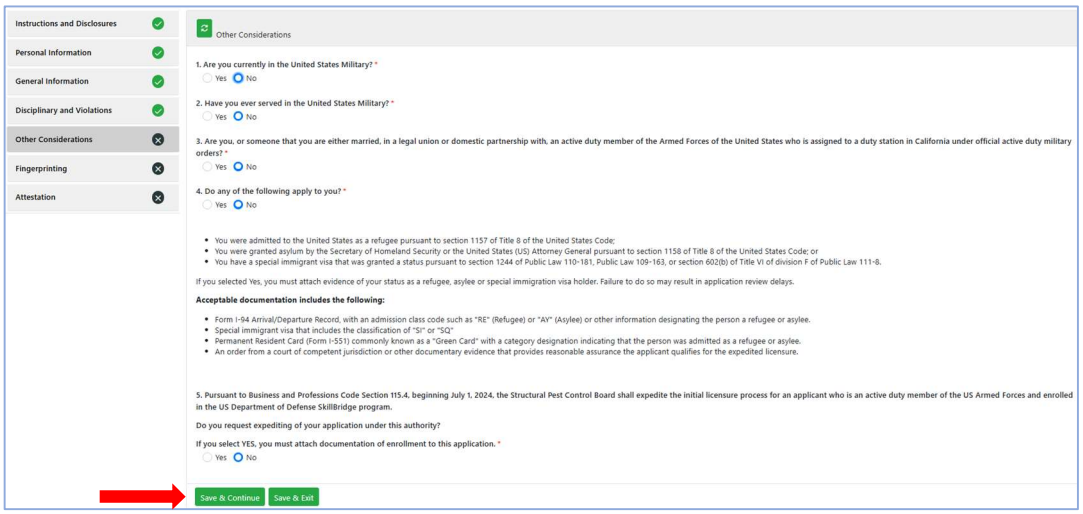
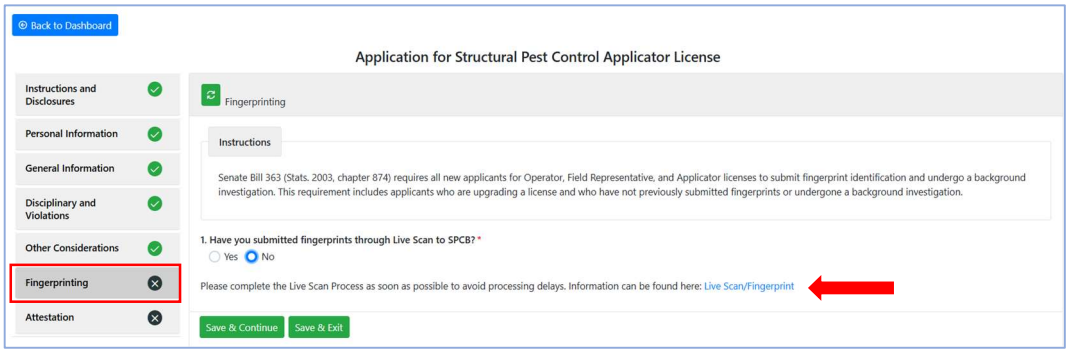
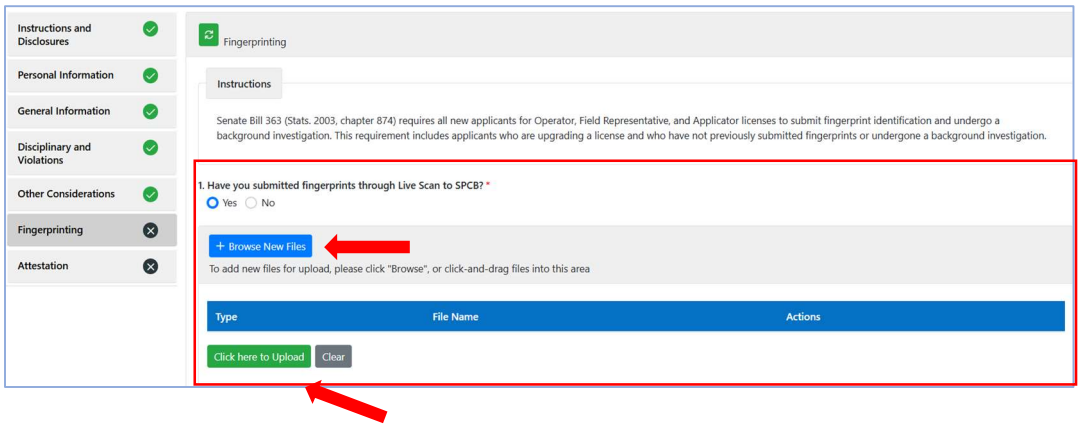
	30. Once complete, select **"Save & Continue".**
	31. A Live Scan/Fingerprint is required for Licensure. The Fingerprinting tab provides information on how to get a Live Scan. For more information, select the blue **"Live Scan/Fingerprint"** hyperlink.
	32. If you have completed a Live Scan, select **"Yes"**, and upload a digital copy of the Live Scan form to the application. Once the file is selected, select **"Click here to Upload".**

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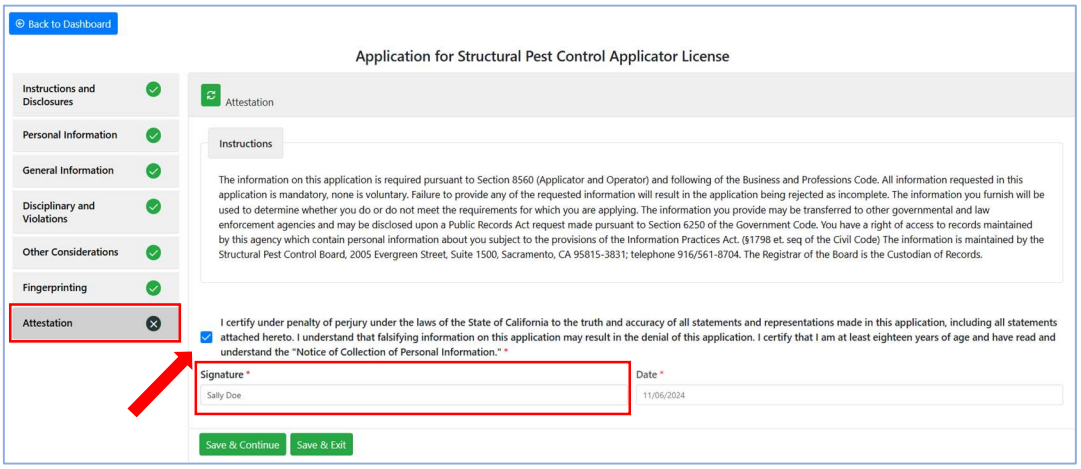
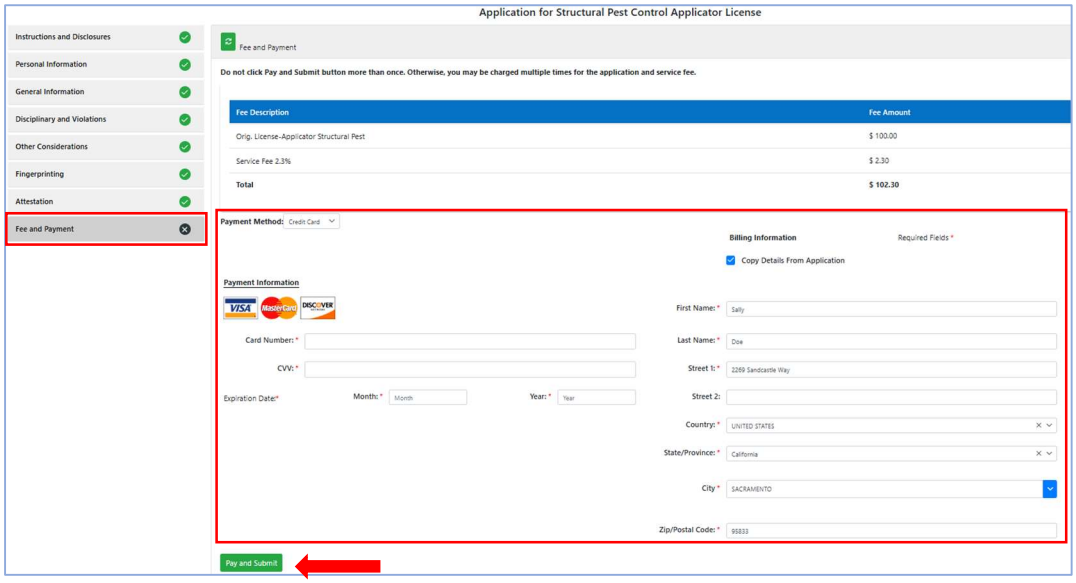


33. In the Attestation tab we certify that all information we entered into the application is true and accurate and sign the application.

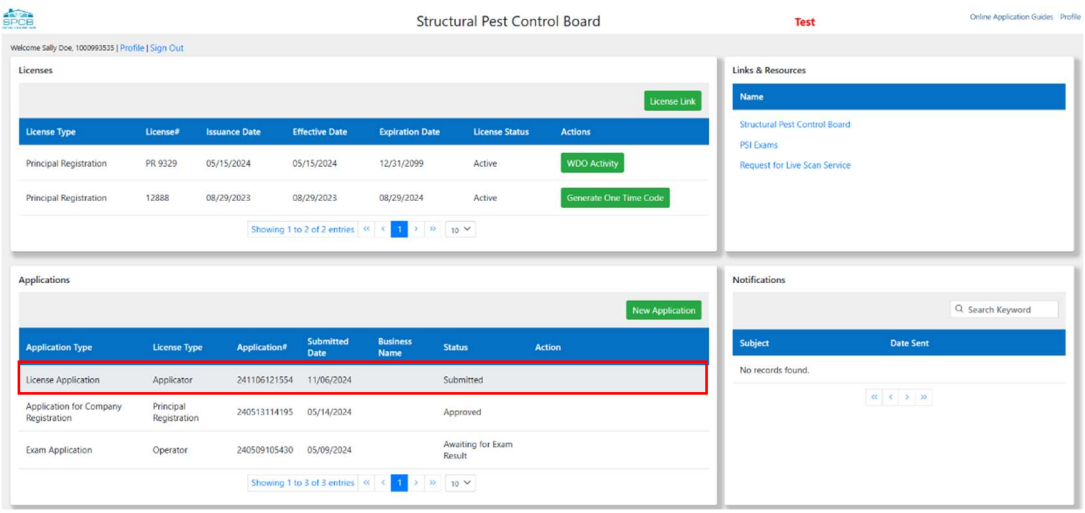
34. Select **"Save & Continue"**.



35. The last tab is the **Fee and Payment** tab.

36. Enter your payment information.

37. Select **"Pay and Submit"**.

SCREEN	ACTION
	38. The application is now submitted to SPCB and will appear on your dashboard with a status of **"Submitted"** and an assigned **Application #**.