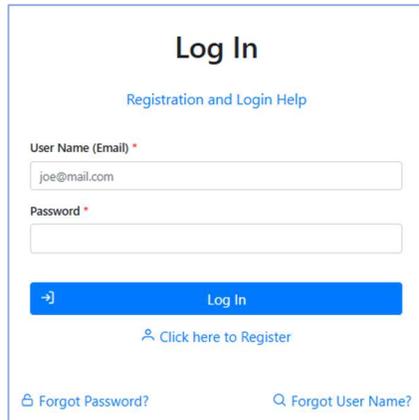


**SCREEN**

**ACTION**



**Log In**

[Registration and Login Help](#)

User Name (Email) \*

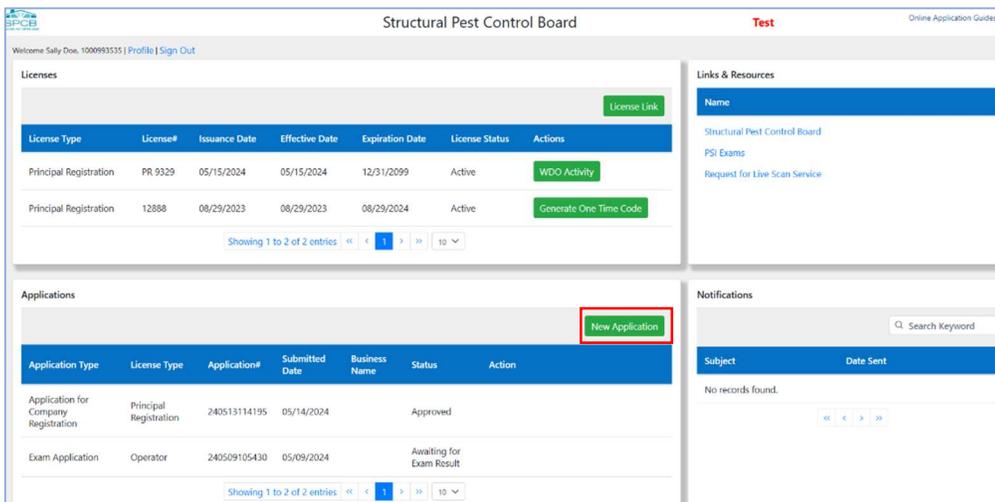
Password \*

Log In

[Click here to Register](#)

[Forgot Password?](#)      [Forgot User Name?](#)

1. Log in to your registered CONNECT account.



Structural Pest Control Board

Welcome Sally Don, 1000993335 | Profile | Sign Out

**Licenses**

License Type	License#	Issuance Date	Effective Date	Expiration Date	License Status	Actions
Principal Registration	PR 9329	05/15/2024	05/15/2024	12/31/2099	Active	<a href="#">WDO Activity</a>
Principal Registration	12888	08/29/2023	08/29/2023	08/29/2024	Active	<a href="#">Generate One Time Code</a>

Showing 1 to 2 of 2 entries

**Applications**

[New Application](#)

Application Type	License Type	Application#	Submitted Date	Business Name	Status	Action
Application for Company Registration	Principal Registration	240513114195	05/14/2024		Approved	
Exam Application	Operator	240509105430	05/09/2024		Awaiting for Exam Result	

Showing 1 to 2 of 2 entries

**Links & Resources**

- Structural Pest Control Board
- PSI Exams
- Request for Live Scan Service

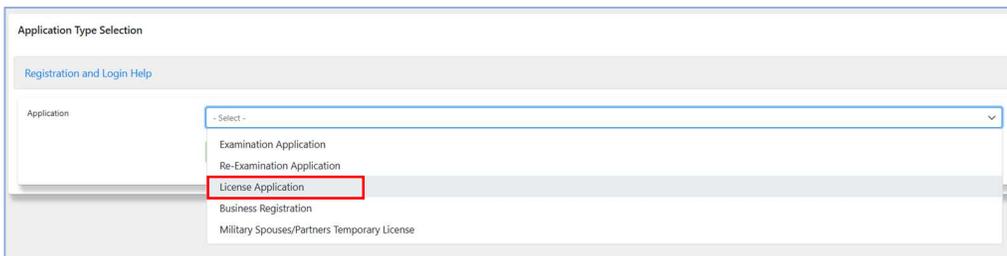
**Notifications**

Search Keyword

Subject      Date Sent

No records found.

2. In the Applications section select **“New Application”**.



Application Type Selection

[Registration and Login Help](#)

Application

-- Select --

- Examination Application
- Re-Examination Application
- License Application**
- Business Registration
- Military Spouses/Partners Temporary License

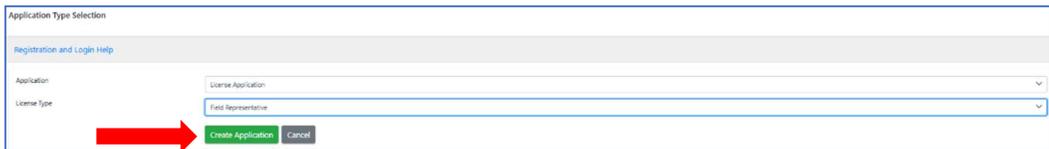
3. Under the **Application Type Selection** drop down menu select **“License Application”**.

### SCREEN

### ACTION



4. Under the **License Type** drop down menu select **“Field Representative”**.

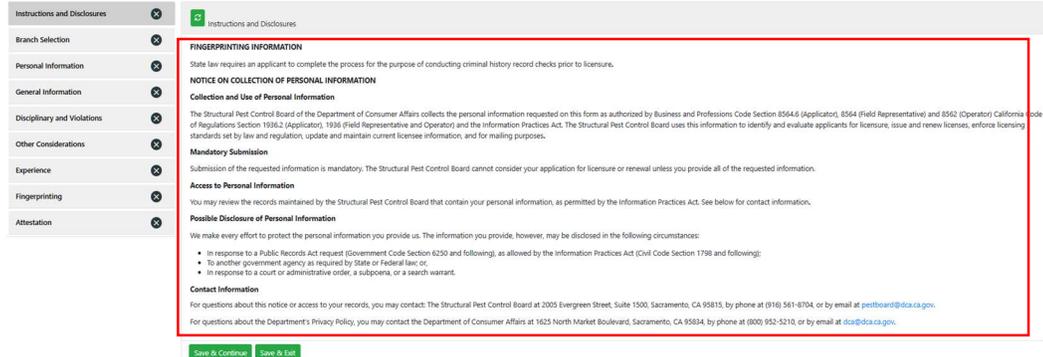


5. Select **“Create Application”**.

[Back to Dashboard](#)



#### Application for Structural Pest Control Field Representative License



6. The Field Representative 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.



# CONNECT JOB AID

## Structural Pest Control Board

### Initial License Application Submission Field Representative

#### SCREEN

#### ACTION

Applications

New Application

Application Type	License Type	Application#	Submitted Date	Business Name	Status	Action
License Application	Field Representative	241120141772			In Progress, Not Submitted	<a href="#">▶</a> <a href="#">🗑️</a>
License Application	Operator	241120124271	11/20/2024		Submitted	
License Application	Operator	241114111619	11/14/2024		Approved	
License Application	Field Representative	241113151409	11/13/2024		Approved	
License Application	Applicator	241106121554	11/06/2024		Approved	
Application for Company Registration	Principal Registration	240513114195	05/14/2024		Approved	
Exam Application	Operator	240509105430	05/09/2024		Awaiting for Exam Result	

#### Application for Structural Pest Control Field Representative License

Instructions and Disclosures

Branch Selection

Personal Information

General Information

Disciplinary and Violations

Other Considerations

Experience

Fingerprinting

Attestation

Branch Selection

Instructions

- If you are already licensed as a Field Representative, you need to submit a [paper application](#), [proof of training and experience](#), and your wall license to upgrade. There is no fee for upgrading.
- Each question must be fully and truthfully answered.

**Business and Profession Code Section 8564**

1. Are you already licensed as Field Representative? \*

Yes  No

Since you are already licensed as a Field Representative, you must submit a [paper application](#), [proof of training and experience](#), and your wall license to upgrade. Upgrade applications are not currently available online.

2. Check branch in which you are applying: \*

Branch 1 - Fumigation

Branch 2 - General Pest

Branch 3 - Termite

[Save & Continue](#) [Save & Exit](#)

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. In the **Branch Selection tab**, indicate if you have already been licensed as an operator. If **“Yes”** you must submit a paper application to the Board and proof of training and experience. Select the **blue hyperlink** for the paper application PDF.

12. If no, select which branch you are applying for.



# CONNECT JOB AID

## Structural Pest Control Board

### Initial License Application Submission Field Representative

#### SCREEN

Application for Structural Pest Control Operator License

Instructions and Disclosures

Branch Selection

Personal Information

General Information

Disciplinary and Violations

Other Considerations

Experience

Fingerprinting

Attestation

**Personal Information**

First Name \*  Middle Name  Last Name \*

SSN or ITIN \*  Date of Birth \*

Disclosure of your Social Security Number (SSN) or Individual Tax Identification Number (ITIN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 4055)(2)(C) authorize collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Family Code Section 17623, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN your application for initial license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Personal Email Address \*

Phone Number \*

Driver's License Number \*

Employer Information

Are you Employed? \*  Yes  No

[Click here](#) to look up the license number using DCA License Search.

PR Number

Employer (DBA) \*

Employers Address-Line 1 \*

Employers Address-Line 2

Country \*  State/Province \*

City \*  ZIP Code \*

Employers Phone Number \*

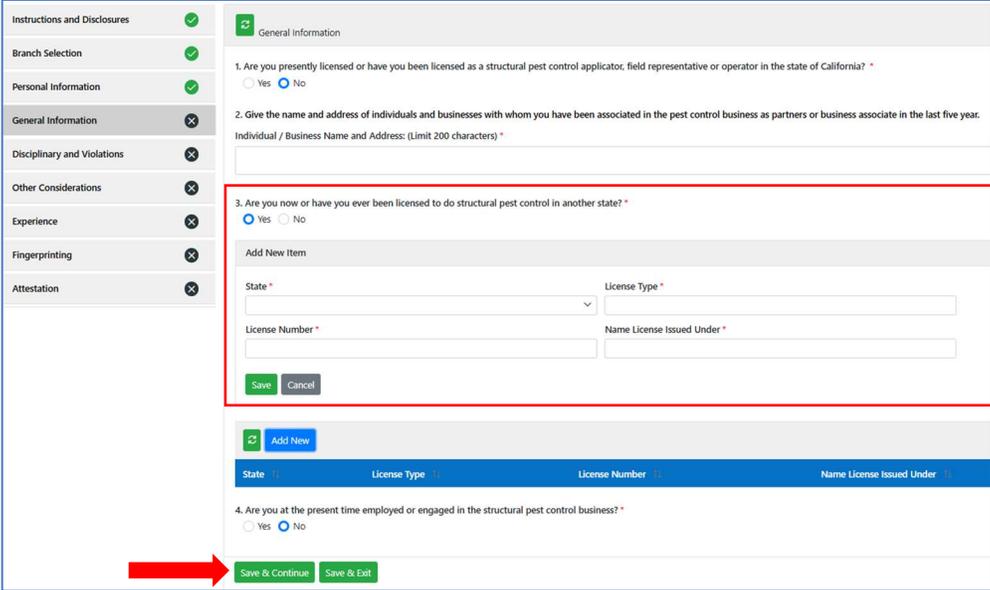
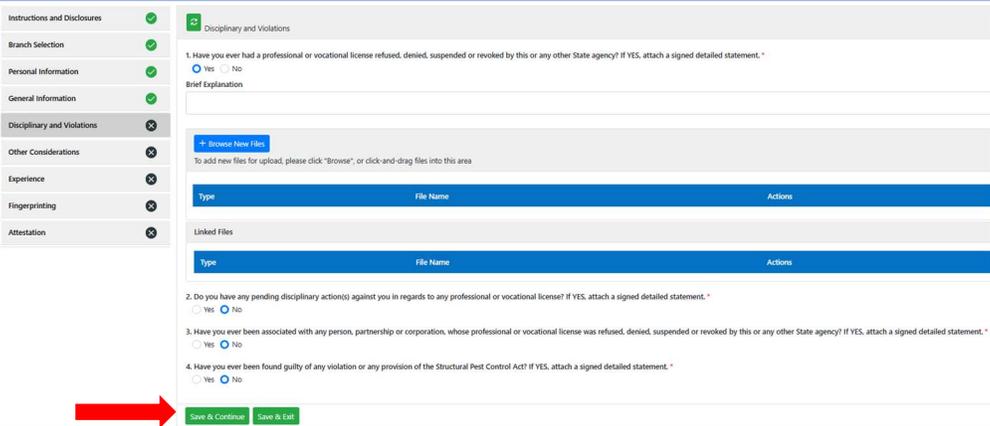
Effective Date From \*

#### ACTION

13. In the **Personal Information** tab, review/update or enter your personal information.

14. If you are currently employed at a pest control company and select "yes" additional informational fields will appear. Enter your employer's information or use the **PR Number search** to locate your company.

15. If all sections of the **Personal Information** tab are complete, select **"Save & Continue"**.

SCREEN	ACTION
	<p>16. Complete the <b>General Information</b> tab. Answering <b>“Yes”</b> to any question in this tab will prompt additional informational fields to appear.</p> <p>17. Once complete, select <b>“Save and Continue”</b> to move on to the next tab.</p>
	<p>18. Complete the <b>Disciplinary Violations</b> tab. Answering <b>“Yes”</b> to any question in this tab will prompt additional informational fields to appear.</p> <p>19. Select <b>“+Browse New Files”</b> to upload relevant documentation.</p> <p>20. Once complete, select <b>“Save and Continue”</b> to move on to the next tab.</p>



### SCREEN

### ACTION

**Other Considerations**

1. Are you currently in the United States Military? \*

Yes  No

2. Have you ever served in the United States Military? \*

Yes  No

3. Are you, or someone that you are either married, in a legal union or domestic partnership with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders? \*

Yes  No

4. Do any of the following apply to you? \*

Yes  No

- You were admitted to the United States as a refugee pursuant to section 1157 of Title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States (US) Attorney General pursuant to section 1158 of Title 8 of the United States Code; or
- You have a special immigrant visa that was granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of Title VI of division F of Public Law 111-8.

If you selected Yes, you must attach evidence of your status as a refugee, asylee or special immigration visa holder. Failure to do so may result in application review delays.

**Acceptable documentation includes the following:**

- Form I-94 Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the classification of "SI" or "SI2"
- Permanent Resident Card (Form I-551) commonly known as a "Green Card" with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance the applicant qualifies for the expedited licensure.

5. Pursuant to Business and Professions Code Section 115.4, beginning July 1, 2024, the Structural Pest Control Board shall expedite the initial licensure process for an applicant who is an active duty member of the US Armed Forces and enrolled in the US Department of Defense SkillBridge program.

Do you request expediting of your application under this authority?

If you select YES, you must attach documentation of enrollment to this application. \*

Yes  No

**Save & Continue** **Save & Exit**

23. Once complete, select **"Save & Continue"**.

**Experience**

1. Do you want to report training (work) experience? \*

Yes  No

**Add New**

From	To	Company Name	Brief Explanation

**Save & Continue** **Save & Exit**

24. In the **Experience tab** enter any relevant work training experience. To upload related documentation, select **"Add New"**.

**Add New Item**

Select an option \*

Report the Experience in State of California

Equivalent Experience / Training

Out of State Experience

**Instructions**

Submit all actual compensated structural pest control experience gained while in the employ of a company registered in the State of California. Experience must be certified on a CERTIFICATE OF EXPERIENCE FORM. Attach Certificate of Experience Form(s) to this application.

**Employment Information**

From \*  To \*

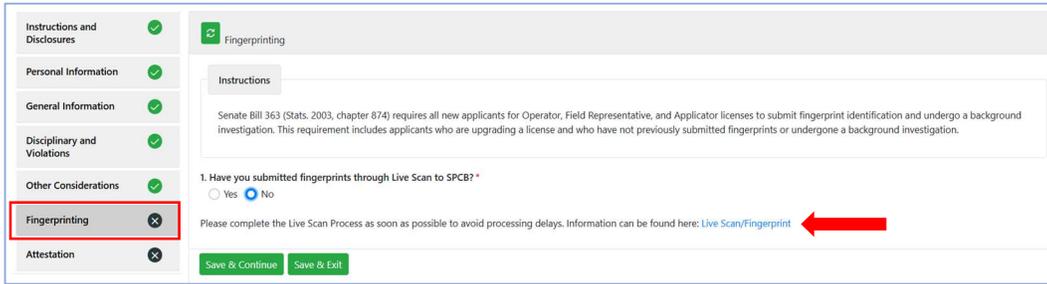
**Employer's Address**

Company Name \*

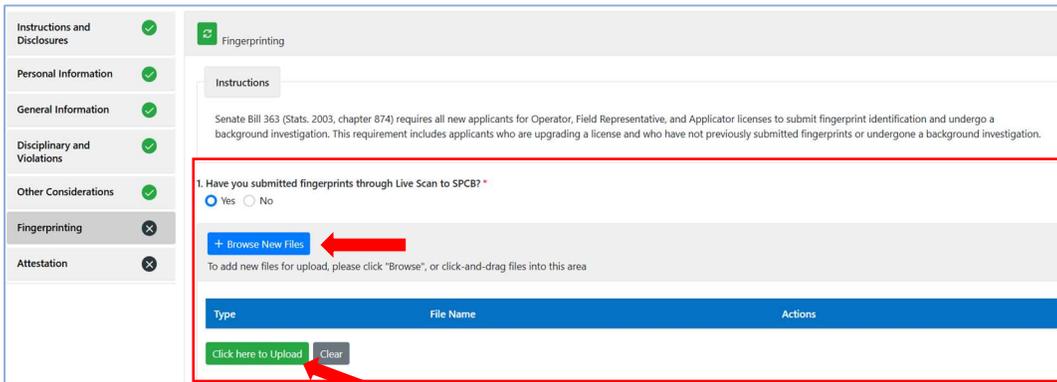
25. Select the appropriate option and complete the additional informational fields.

### SCREEN

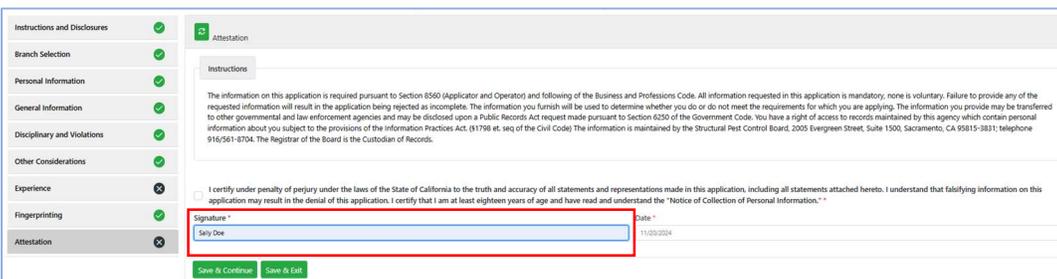
### ACTION



26. 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.



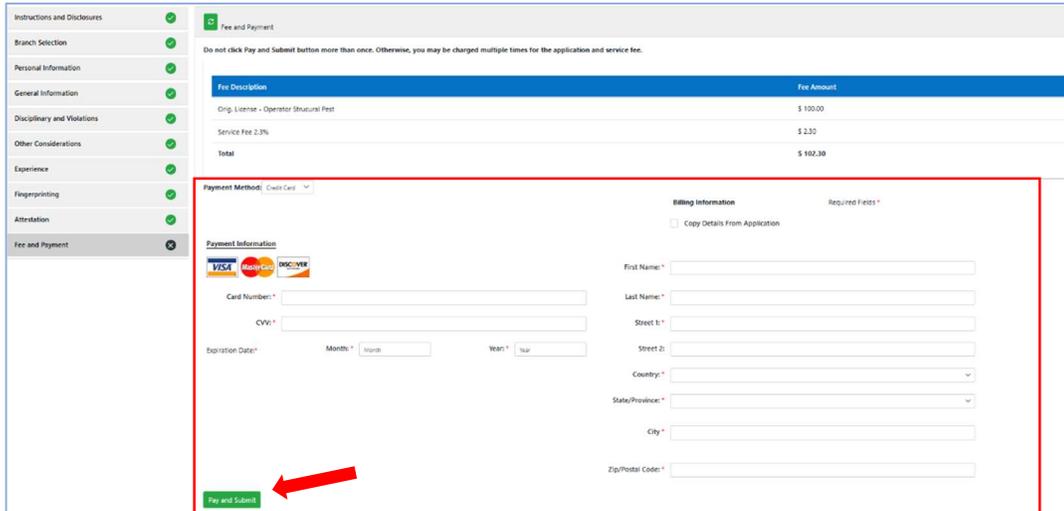
27. If you have completed a Live Scan, select **“Yes”**, and upload a digital copy of the Live Scan form to the application. Once the file is selected, select **“Click here to Upload”**.



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

29. Select **“Save & Continue”**.

### SCREEN



Instructions and Disclosures  **Fee and Payment**

Do not click **Pay and Submit** more than once. Otherwise, you may be charged multiple times for the application and service fee.

Fee Description	Fee Amount
Orig. License - Operator Structural Pest	\$ 100.00
Service Fee 2.5%	\$ 2.50
<b>Total</b>	<b>\$ 102.50</b>

Payment Method:

Copy Details from Application

**Payment Information**

Card Number: \*

CVV: \*

Expiration Date: \* Months:  Year:

**Billing Information**

Required Fields \*

First Name: \*

Last Name: \*

Street 1: \*

Street 2:

Country: \*

State/Province: \*

City: \*

Zip/Postal Code: \*

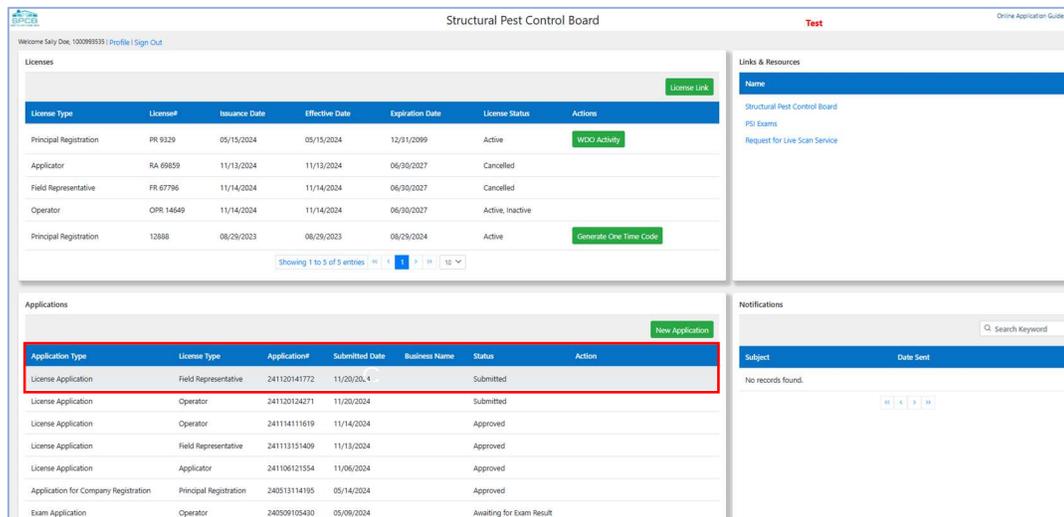
**Pay and Submit**

### ACTION

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

31. Enter your payment information.

32. Select **“Pay and Submit”**.



Structural Pest Control Board Test Online Application Guide

Welcome Saly Dec, 10209533 | Profile | Sign Out

**Licenses** [License Link](#)

License Type	License#	Issuance Date	Effective Date	Expiration Date	License Status	Actions
Principal Registration	PR 9329	05/15/2024	05/15/2024	12/31/2029	Active	<a href="#">WDO Activity</a>
Applicator	RA 69859	11/13/2024	11/13/2024	06/30/2027	Cancelled	
Field Representative	FR 67796	11/14/2024	11/14/2024	06/30/2027	Cancelled	
Operator	OPR 14649	11/14/2024	11/14/2024	06/30/2027	Active, Inactive	
Principal Registration	1388	08/29/2023	08/29/2023	08/29/2024	Active	<a href="#">Generate One Time Code</a>

Showing 1 to 5 of 5 entries

**Applications** [New Application](#)

Application Type	License Type	Application#	Submitted Date	Business Name	Status	Action
License Application	Field Representative	24112014772	11/20/2024		Submitted	
License Application	Operator	241120124271	11/20/2024		Submitted	
License Application	Operator	241114111619	11/14/2024		Approved	
License Application	Field Representative	241131311409	11/13/2024		Approved	
License Application	Applicator	241106121554	11/06/2024		Approved	
Application for Company Registration	Principal Registration	240513114195	05/14/2024		Approved	
Exam Application	Operator	240509105430	05/09/2024		Awaiting for Exam Result	

**Links & Resources**

- Structural Pest Control Board
- PSI Exams
- Request for Live Scan Service

**Notifications** Search Keyword

Subject	Date Sent
No records found.	

33. The application is now submitted to SPCB and will appear on your dashboard with a status of **“Submitted”** and an assigned **Application #**.



**CONNECT JOB AID**  
Structural Pest Control Board  
Initial License Application Submission Field Representative