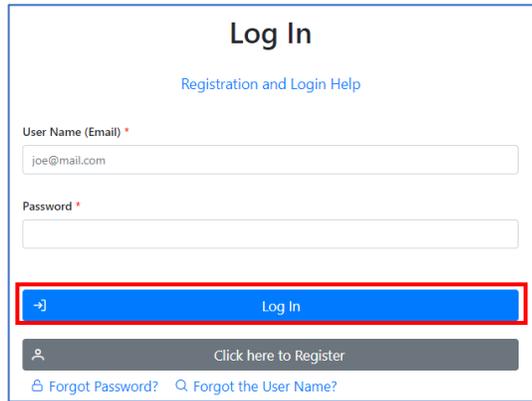


**SCREEN**

**ACTION**



**Log In**

[Registration and Login Help](#)

User Name (Email) \*

Password \*

→] Log In

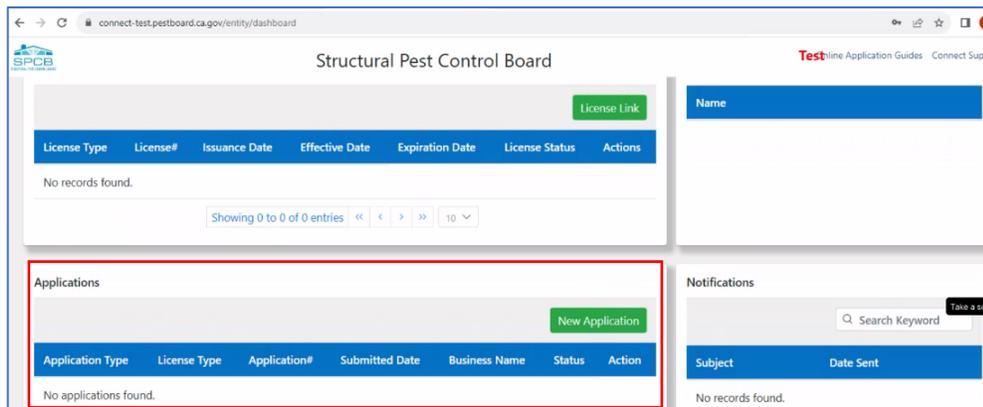
[Click here to Register](#)

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

1. Navigate to <http://www.connect.pestboard.ca.gov>

2. Select **“Log In”**

3. If you have not previously registered, select **“Click here to Register”** and complete the registration process



connect-test.pestboard.ca.gov/entity/dashboard

Structural Pest Control Board

License Link

| License Type      | License# | Issuance Date | Effective Date | Expiration Date | License Status | Actions |
|-------------------|----------|---------------|----------------|-----------------|----------------|---------|
| No records found. |          |               |                |                 |                |         |

Showing 0 to 0 of 0 entries

**Applications**

New Application

| Application Type       | License Type | Application# | Submitted Date | Business Name | Status | Action |
|------------------------|--------------|--------------|----------------|---------------|--------|--------|
| No applications found. |              |              |                |               |        |        |

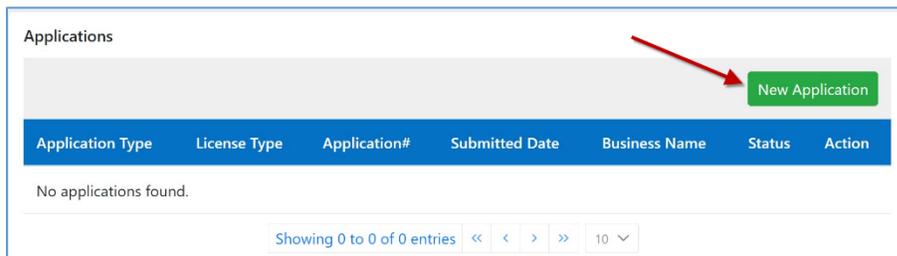
Notifications

Search Keyword

| Subject           | Date Sent |
|-------------------|-----------|
| No records found. |           |

4. Once logged in the User Dashboard will be displayed

5. In the Applications pane, select **“New Application”**



**Applications**

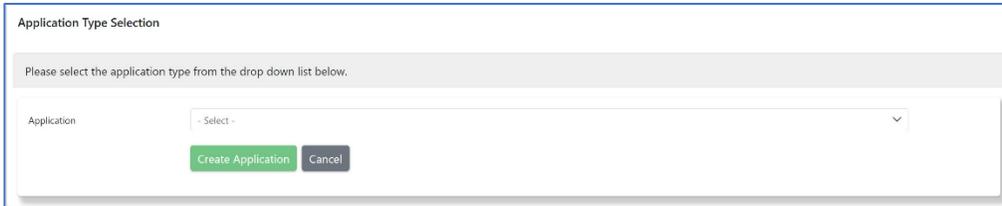
New Application

| Application Type       | License Type | Application# | Submitted Date | Business Name | Status | Action |
|------------------------|--------------|--------------|----------------|---------------|--------|--------|
| No applications found. |              |              |                |               |        |        |

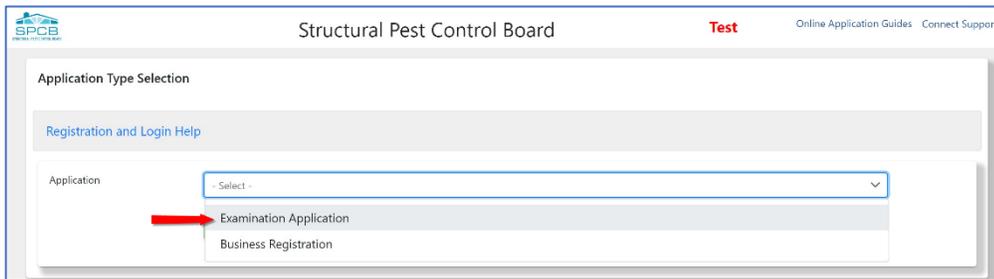
Showing 0 to 0 of 0 entries

**SCREEN**

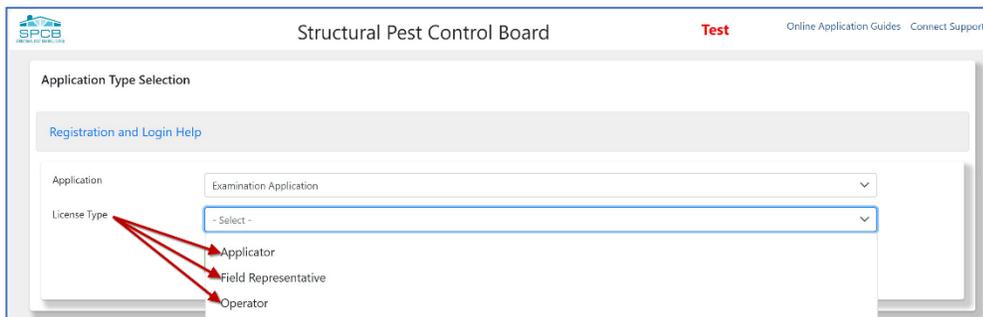
**ACTION**



6. The “**Application Type Selection**” screen will be displayed



7. From the Application drop down list, select “**Examination Application**”

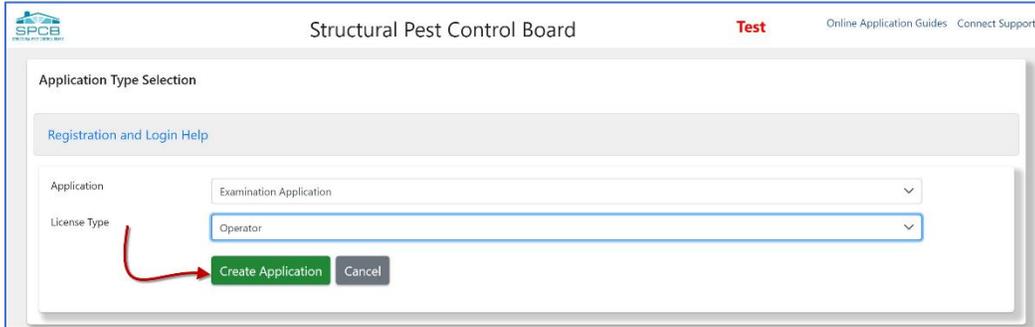


8. Select the intended **License type**.

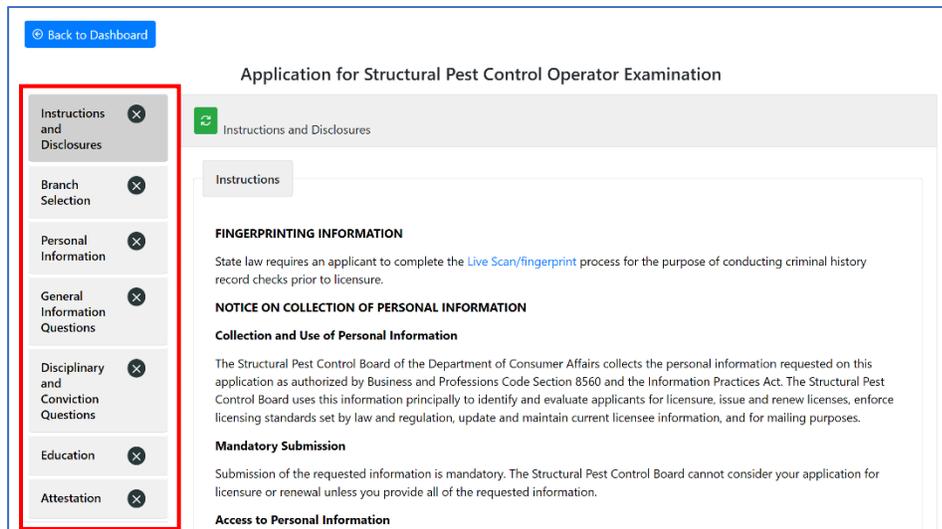
- License type options include:
- Applicator
  - Field Representative
  - Operator

**SCREEN**

**ACTION**



9. Select "Create Application"



10. The Exam Application will open and display the following tabs:

- Instructions and Disclosures
- Branch Selection
- Personal Information
- General Information Questions
- Disciplinary and Conviction Questions
- Education Attestation

### SCREEN

### ACTION

[Back to Dashboard](#)

#### Application for Structural Pest Control Operator Examination

- Instructions and Disclosures
- Branch Selection
- Personal Information
- General Information Questions
- Disciplinary and Conviction Questions
- Education
- Attestation

Instructions and Disclosures

**FINGERPRINTING INFORMATION**

State law requires an applicant to complete the [Live Scan/fingerprint](#) process for the purpose of conducting criminal history record checks prior to licensure.

**NOTICE ON COLLECTION OF PERSONAL INFORMATION**

**Collection and Use of Personal Information**

The Structural Pest Control Board of the Department of Consumer Affairs collects the personal information requested on this application as authorized by Business and Professions Code Section 8560 and the Information Practices Act. The Structural Pest Control Board uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, enforce licensing standards set by law and regulation, update and maintain current licensee information, and for mailing purposes.

**Mandatory Submission**

Submission of the requested information is mandatory. The Structural Pest Control Board cannot consider your application for licensure or renewal unless you provide all of the requested information.

**Access to Personal Information**

You may review the records maintained by the Structural Pest Control Board that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

**VIOLATION OF THE SECURITY OF THE EXAMINATION, INCLUDING CHEATING ON AN EXAMINATION, IS A MISDEMEANOR. IF YOU ARE FOUND GUILTY, YOU COULD RECEIVE A FINE, A JAIL SENTENCE OR BOTH. IT IS ALSO REASON FOR DISQUALIFICATION FROM THE EXAMINATION AND DENIAL OF A LICENSE.**

IF YOU VIOLATE THE SECURITY OF THE EXAMINATION AND ARE FOUND GUILTY, IN ADDITION TO OTHER PENALTIES, YOU WILL BE HELD LIABLE FOR ACTUAL DAMAGES CAUSED TO THE STRUCTURAL PEST CONTROL BOARD FOR UP TO \$10,000 AND THE COSTS OF LITIGATION (BUSINESS AND PROFESSIONS CODE SECTION 123).

11. The **Instructions and Disclosures Tab** includes all instructions and disclosures that SPCB provides to all applicants

**SOME VIOLATIONS OF EXAMINATION SECURITY ARE:**

- Removing examination materials from examination rooms
- Copying any portion of the examination materials
- Talking to any other candidate during the examination
- Copying answers from another candidate
- Allowing another person to copy your answers
- Having books, notes, etc. during the examination
- Taking the examination for someone else
- Letting someone else take your examination
- Memorizing questions or answers from the examination to share with others
- Getting examination questions or other materials before, during or after the examination
- Selling, buying, receiving any portion of a future, current or previously administered examination

The information on this application is required pursuant to Sections 8560 and following of the Business and Professions Code. All information requested in this application is mandatory, none is voluntary. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information you furnish will be used to determine whether you do or do not meet the requirements for which you are applying. The information you provide may be transferred to other governmental and law enforcement agencies and may be disclosed upon a Public Records Act request made pursuant to Section 6250 of the Government Code. You have a right of access to records maintained by this agency which contain personal information about you subject to the provisions of the Information Practices Act. (§1798 et. seq of the Civil Code) The information is maintained by the Structural Pest Control Board, 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815-3831; telephone 916/561-8704. The Registrar of the Board is the Custodian of Records.

**Contact Information**

For questions about this notice or access to your records, you may contact: The Structural Pest Control Board at 2005 Evergreen Street, Suite 1500, Sacramento, CA 95815, by phone at (916) 561-8704, or by email at [pestboard@dca.ca.gov](mailto:pestboard@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

Save & Continue
Save & Exit

12. Select **“Save & Continue”** button

| SCREEN | ACTION   |
|--------|--|
|        | <p>13. The Branch Selection tab requires the applicant to select the Branch type</p> <p>Note: applicants must submit a separate application for each branch</p>  |
|        | <p>14. Complete the <b>Personal Information</b> tab. All required fields are marked with a red asterisk (*)</p> <p>The following information is requested:</p> <ul style="list-style-type: none"> <li>Tax ID Type</li> <li>Birth Date</li> <li>Name</li> <li>Valid Government issued Driver's License or Identification Card</li> <li>Residence Address</li> <li>Mailing Address</li> <li>Employer's Address</li> <li>Contact Information</li> </ul> |

## SCREEN

- Instructions and Disclosures ✔
- Branch Selection ✔
- Personal Information ✘
- General Information Questions ✘



15. As tabs in the application are fully completed and **'Save & Continue'** is clicked at the bottom of each section, a green checkmark is displayed on the tabs

- Instructions and Disclosures ✔
- Branch Selection ✔
- Personal Information ✔
- General Information Questions ✘
- Disciplinary and Conviction Questions ✘
- Education ✘
- Attestation ✘

✔ General Information Questions

1. Are you 18 years of age or older? \*

Yes  No

2. If you have previously applied for the applicator, field representative and/or operator's examination, please enter the information below.

Examination History

✔ Add New

| Exam Type | Date/Description | Actions |
|-----------|------------------|---------|
|           |                  |         |

3. Are you presently licensed or have you previously been licensed as an applicator, a field representative or an operator in the State of California?

**If YES, please provide state license number(s) below? \***

Yes  No

4. Are you now or have you ever been a partner in a company or an officer of a corporation licensed by the Structural Pest Control Board?

**If Yes, list the name(s) of the companies \***

Yes  No

5. Are you now or have you ever been licensed to do structural pest control in another State?

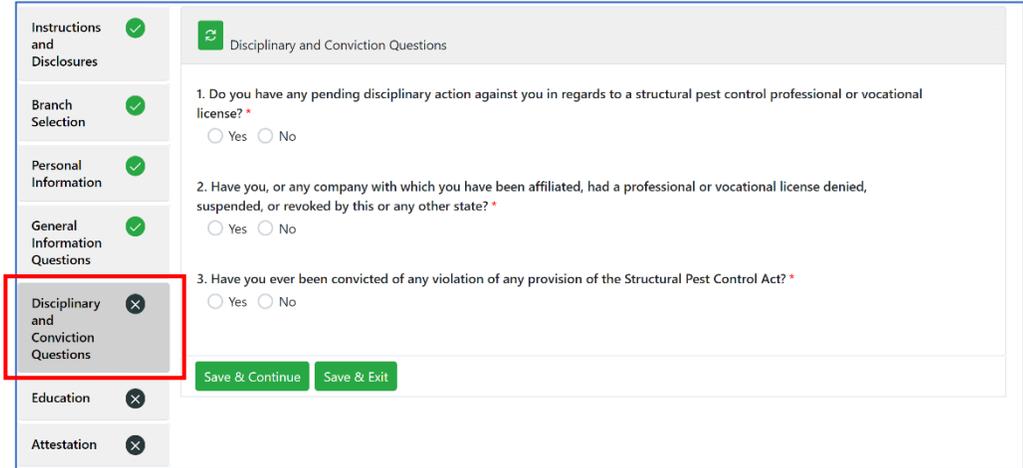
**If YES, you will be required to submit a certified license history from that State's Licensing Agency as well as a copy of that State's Rules and Regulations before the issuance of a license. \***

Yes  No

Save & Continue
Save & Exit

16. Complete the **General Information** section

**SCREEN**



**Disciplinary and Conviction Questions**

1. Do you have any pending disciplinary action against you in regards to a structural pest control professional or vocational license? \*

Yes  No

2. Have you, or any company with which you have been affiliated, had a professional or vocational license denied, suspended, or revoked by this or any other state? \*

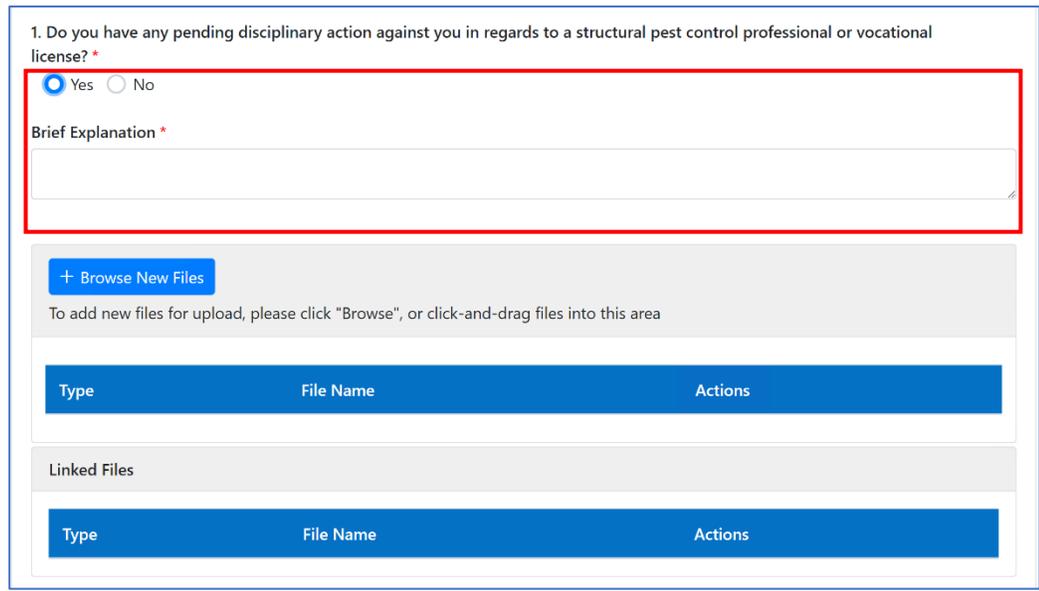
Yes  No

3. Have you ever been convicted of any violation of any provision of the Structural Pest Control Act? \*

Yes  No

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

17. Complete the **Disciplinary and Conviction Questions** section



1. Do you have any pending disciplinary action against you in regards to a structural pest control professional or vocational license? \*

Yes  No

**Brief Explanation \***

[+ Browse New Files](#)

To add new files for upload, please click "Browse", or click-and-drag files into this area

| Type | File Name | Actions |
|------|-----------|---------|
|      |           |         |

Linked Files

| Type | File Name | Actions |
|------|-----------|---------|
|      |           |         |

18. If the applicant selects "yes" to any of the questions, the applicant will be prompted to provide additional information and supporting documentation, if applicable



# CONNECT JOB AID

## Board/Bureau

### Application/Process

#### SCREEN

Instructions and Disclosures

Branch Selection

Personal Information

General Information Questions

Disciplinary and Conviction Questions

**Education**

Attestation

#### Education

In accordance with Section 8565.5 of the Structural Pest Control Act, an applicant must submit proof satisfactory to the Board that he/she has satisfactorily passed board approved courses in the areas outlined under the branch the applicant is applying for licensure. See the list of [board approved courses](#) that have been approved to fulfill the requirements of Section 8565.5 of the Structural Pest Control Act. Anyone who has completed courses that he/she feels meets the criteria outlined below but have not been approved by the Board, may submit information on the courses within his/her application. Their courses will be reviewed on an individual basis.

1. Have you taken the courses related to Branch 1?

An applicant for the Operator's Branch 1 license must attach proof satisfactory to the Board that he/she has satisfactorily passed board approved courses in the following areas:

- Pesticides
- Rules and Regulations
- Contract Law
- Pest Identification and Biology
- Business Practices
- Fumigation Safety

If yes, please upload proof of satisfactory completion for the above courses. You can upload multiple documents. \*

Yes  No

2. Have you taken the courses related to Branch 2?

An applicant for the Operator's Branch 2 license must attach proof satisfactory to the Board that he/she has satisfactorily passed board approved courses in the following areas:

- Pesticides
- Rules and Regulations
- Contract Law
- Pest Identification and Biology
- Business Practices

If yes, please upload proof of satisfactory completion for the above courses. You can upload multiple documents. \*

Yes  No

3. Have you taken the courses related to Branch 3?

An applicant for the Operator's Branch 3 license must attach proof satisfactory to the Board that he/she has satisfactorily passed board approved courses in the following areas:

- Pesticides
- Rules and Regulations
- Contract Law
- Pest Identification and Biology
- Business Practices
- Construction Repair and Preservation Techniques

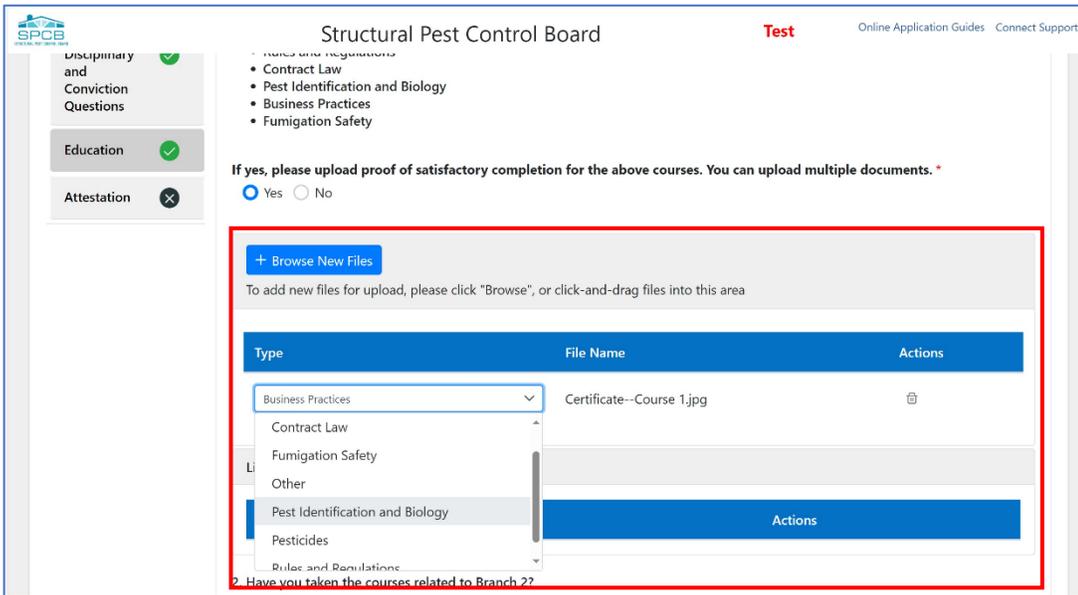
If yes, please upload proof of satisfactory completion for the above courses. You can upload multiple documents. \*

Yes  No

19. If the applicant is applying for an Operator examination, then the next tab to complete is the Education tab.

However, for Applicator or Field Representative Exam Applications, the next tab will be the Attestation tab

## SCREEN



**Structural Pest Control Board** Test [Online Application Guides](#) [Connect Support](#)

- Contract Law
- Pest Identification and Biology
- Business Practices
- Fumigation Safety

If yes, please upload proof of satisfactory completion for the above courses. You can upload multiple documents. \*

Yes  No

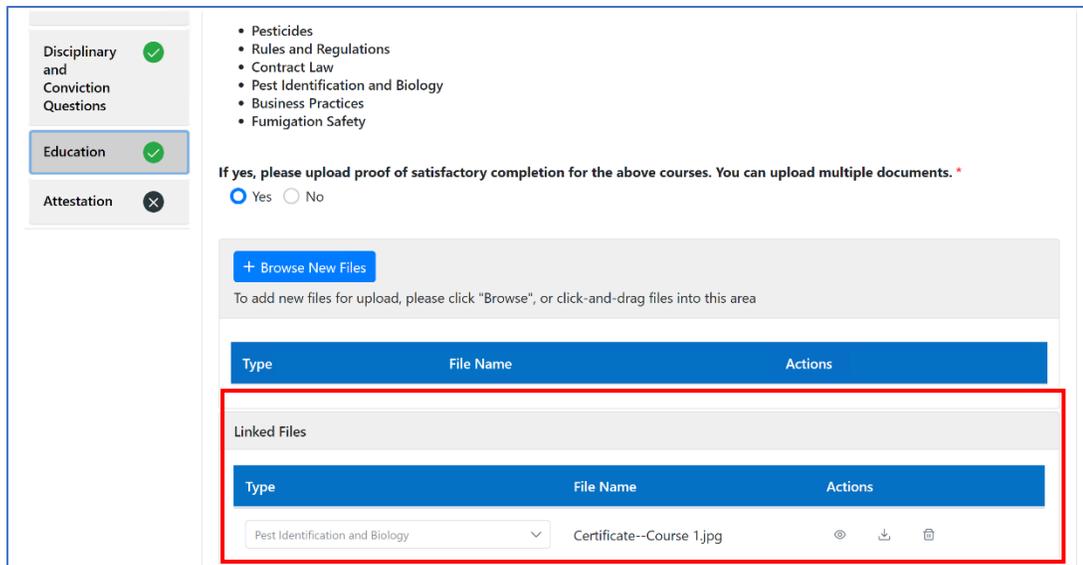
**+ Browse New Files**

To add new files for upload, please click "Browse", or click-and-drag files into this area

| Type               | File Name                 | Actions |
|--------------------|---------------------------|---------|
| Business Practices | Certificate--Course 1.jpg |         |

Have you taken the courses related to Branch 2?

20. Upload supporting documentation and select the document type from the drop down menu



- Pesticides
- Rules and Regulations
- Contract Law
- Pest Identification and Biology
- Business Practices
- Fumigation Safety

If yes, please upload proof of satisfactory completion for the above courses. You can upload multiple documents. \*

Yes  No

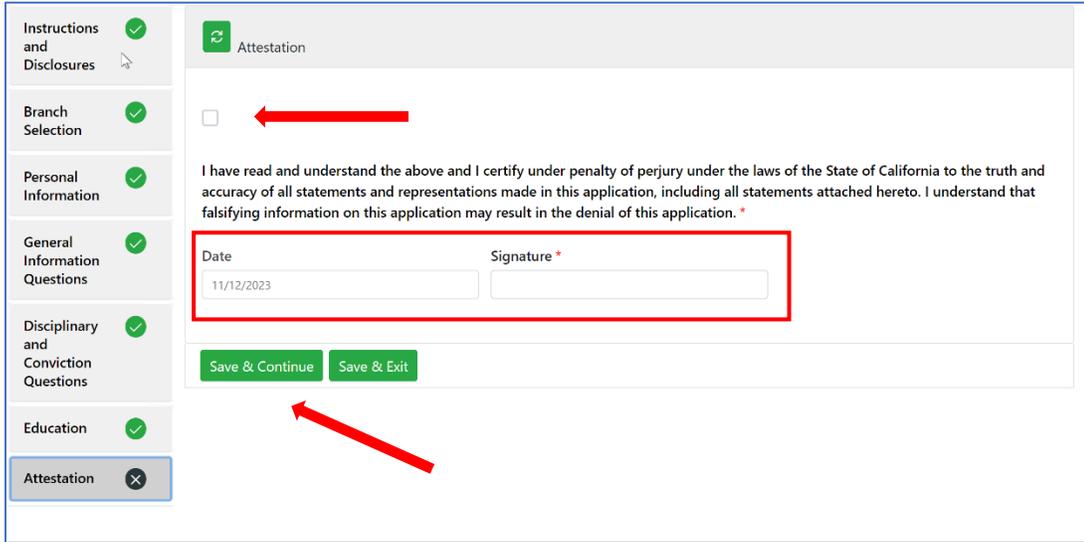
**+ Browse New Files**

To add new files for upload, please click "Browse", or click-and-drag files into this area

| Type                            | File Name                 | Actions |
|---------------------------------|---------------------------|---------|
| Pest Identification and Biology | Certificate--Course 1.jpg |         |

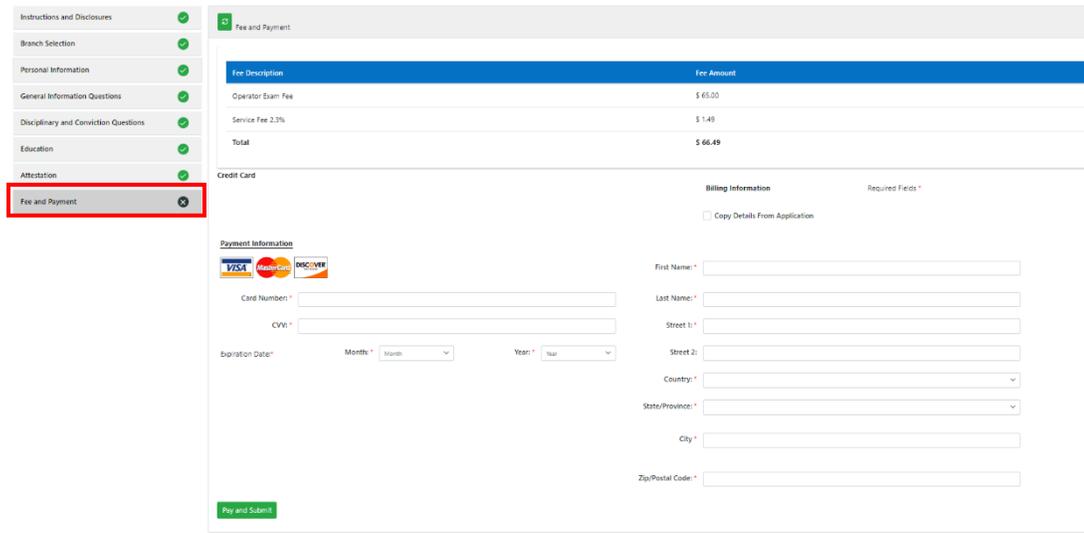
21. The supporting documents are now linked to the application and show under the Linked Files section

**SCREEN**



22. Complete the **Attestation** section by checking the box certifying that all information is true and accurate

23. Enter your signature, then select "Save & Continue". The system will auto populate the date



| Fee Description   | Fee Amount      |
|-------------------|-----------------|
| Operator Exam Fee | \$ 65.00        |
| Service Fee 2.3%  | \$ 1.49         |
| <b>Total</b>      | <b>\$ 66.49</b> |

24. In the **Fee and Payment** section, complete the payment using a credit card

**SCREEN**

Payment Method: Credit Card

**Billing Information**    Required Fields \*

Copy Details From Application

**Payment Information**

Card Number: \*

CVV: \*

Expiration Date: \*    Month: \* M...    Year: \* Y...

First Name: \*

Last Name: \*

Street 1: \*

Street 2:

Country: \* ▼

State/Province: \* ▼

City \*

Zip/Postal Code: \*

Pay and Submit
←

25. If the applicant checks the **'Copy Details from Application'** checkbox, information provided in the Exam Application will be displayed in the Billing Information area

26. Select **"Pay & Submit"**

**Applications**

New Application

| Application Type | License Type | Application# | Submitted Date | Business Name | Status    | Action |
|------------------|--------------|--------------|----------------|---------------|-----------|--------|
| Exam Application | Operator     | 231111134392 | 11/12/2023     |               | Submitted |        |

Showing 1 to 1 of 1 entries
<<
<
1
>
>>
10 ▼

27. Upon payment, the application is submitted for review and approval. The CONNECT user dashboard should now reflect the submitted application and the application number.