

Have you completed the required CE to renew your license?

Here are some helpful reminders about continuing education (CE) requirements for those that renew in 2023 (surnames or business names starting with M-Z):

- Determine the amount of CE hours your license or certificate requires for renewal. Scan the QR code for more information.
- Ensure you received a certificate of completion for each CE course you attended.
- If you are missing any certificates of completion or have questions about CE hours earned for a course, please contact the sponsor of the course in question.



A delay in completing your CE can result in you not having enough hours to renew. Avoid having to retest by getting your required hours as soon as possible.

Helpful reminders about continuing education (CE) requirements for those that renew in 2023 (surnames or business names starting with M-Z)

First, determine the amount of CE hours your license or certificate requires. If you are renewing multiple licenses or certificates, you only need to complete the amount of CE hours for the license or certificate with the most hours required. If you have excess "Laws and Regulations" CE hours, they can be used towards "Other" CE hours.

Next, ensure you received a certificate of completion for each CE course you attended. CE course sponsors are required by regulation to give each attendee a record of completion with the hours completed in each CE category. The record of course completion must include all of the following information:

1. DPR identification code number
2. Course date
3. Course title
4. Course location
5. Name of sponsoring organization
6. License or certificate holder's name
7. License or certificate holder's DPR license or certificate number
8. Hours credited in each category
9. Licensee's original signature

The above information is required to be kept by each licensee and each course sponsor for three years. DPR may request copies of these records at any time. You should check your CE certificates to confirm they contain the required information. If you are missing any certificates of completion or have questions about CE hours earned for a course, please contact the sponsor of the course in question. Course sponsor information can be found on the DPR web page sorted by date. A delay in completing your CE can result in you not having enough hours to renew. Avoid having to retest by getting your required hours as soon as possible.

If you are still searching for CE, there are currently many online and correspondence-style courses available that can be taken during the day, evening, or weekends to satisfy CE requirements. Please check our list of approved CE courses.

DPR encourages you to submit your renewal applications before October to ensure that you are renewed by early December. This will allow adequate time for you to register with the County Agricultural Commissioner office prior to the New Year. It also allows extra time for DPR staff to identify any problems and resolve any issues before your license expires.