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TO: Board Members

FROM: Gary Fish, Manager of Pesticide Programs

SUBJECT: Potential changes to our licensing process to help facilitate implementation of LD 975

As we prepare to certify an additional 2,000 – 3,000 growers over the next four years, the staff recently met to discuss ways that we might streamline the certification and licensing process. The two most time consuming parts of the licensing process are:

1. Tracking recertification credits for pesticide applicators and dealers. LD 975 could greatly increase this burden. For convenience sake, we are recommending that the new certification for private applicators of general use pesticides (PAGUP) be three years so it is similar to the current private applicator certification period. The new law also requires a process for renewal of the certification. At this time the staff is considering three hours of continuing education training to recertify. If the Board decides to follow these recommendations, and we do not make changes to our process, then our staff will have to review and enter thousands more credits into our licensing database.
2. Establishing and maintaining a new applicator account (enter a new personal profile, enter exam data, enter license data and issue the license) and processing checks received as payment. This burden will also greatly increase with an increased number of licensees.

Because of this potential increase in data entry burden our clerical and administrative staff brainstormed the following possibilities:

- Stop keeping a running tally of recertification credits for applicators and dealers and have them collect their own attendance forms sending them in to us at the time of their renewal.
 - This will reduce our data entry burden drastically since the clerical staff will only have to handle and enter the credit forms en masse.
- Develop a standard credit form template that all training entities must use so recognition of the credits earned will be simplified for the clerical staff.
- Begin explaining to applicators and dealers this winter as to how our system will be changing so they will not be surprised by the changes that you adopt in rule or those that we change as a staff administratively.

- Investigate how to automate the entire licensing process.
 - Develop a system for on-line renewals
 - Develop an on-line system to assess compliance with recertification requirements

- Investigate how to reduce the check processing burden on clerical staff.
 - Look into on-line payments and license renewals for General Use Pesticide Dealers.
 - Look into on-line payments and registration for pesticide registrants.
 - Ask someone from the Department of Professional and Financial Regulations to show us how the ALMS database licensing system works for them and see if we could have it configured to work for us.

We also discussed using the current Chapter 32 as a template for the new Private Applicator of General Use Pesticides (PAGUP) certification. It could become Chapter 33 and if we follow the staff suggestions the only real differences will be that PAGUP will only take the core exam and they will only need three hours of continuing education credits instead of six. The certification duration can remain three years and the cost of the certification was required by the statute to be the same as a private applicator license \$5.00 per year or \$15.00 for three years.