



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BOARD OF PESTICIDES CONTROL
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0028

WALTER E. WHITCOMB
COMMISSIONER

HENRY JENNINGS
DIRECTOR

October 10, 2013

To: Board Members
From: Gary Fish, Manager of Pesticide Programs
Subject: Streamlining the Licensing Process

At the October meeting Board members asked the staff to research or develop the following:

- an online application and payment system so companies do not have to travel back and forth to accelerate the licensing process,
- combination exam/license application that can be used to apply for both the exams and license with one check, but the application would specifically state that all fees are NOT refundable, even if the examinee flunks the exams, and
- a receipt that doubles as a temporary license for companies that send someone with the application and fee directly to our office.

We continue to work with the Department to help us find an online payment and licensing database solution. Although the movement is slow it is all going in the right direction thus far. We may be able to help fund a solution using salary savings in our Federal grant account.

Henry also discovered that we may be able to begin taking credit cards using a system that Quality Assurance & Regulations has been working with for a while.

The staff has developed the combination exam/license application (see attached) and the temporary license/receipt is being worked on by our database specialist at OIT (tentative mock up attached).

Do you think the combination exam/license application will work for those companies that need it and does the temporary license/receipt seem useable?