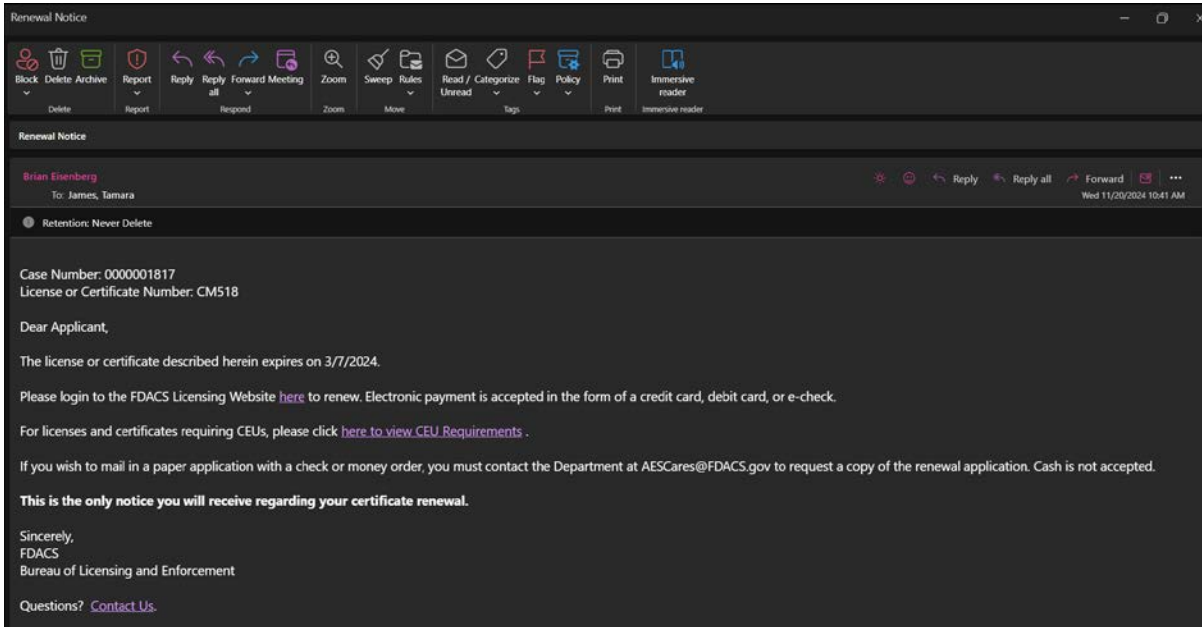


Chapter 482: How to Renew a Certified Operator Certificate

- When it is time for renewal of your certificate, an emailed Renewal Notice will be sent 60 days prior to expiration. Below is the renewal email which will say, you're up for renewal, please go into the portal to pay. It won't be the actual renewal notice FORM as those are no longer being sent out.



- Upon receipt of your email, go to <https://aeslicensing.fdacs.gov> portal and sign in.
- You will see the Renewal Case in Portal with a status of “Renewal Window Open”.
 - Select the drop-down arrow and hit VIEW CASE

Apply for New License Update Existing License

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On
Tamara James	000002542	Certified Pest Control Operator	Renewal	Renewal Window Open	No	02/10/2025 09:05 AM

- Review information

Certified Pest Control Operator - Renewal

Renewal Information ✓ Applicant Information Criminal History Upload Documents Review Application

First Name * Tamara **Middle Name** **Last Name *** James

Date of Birth * 11/03/1986 **Personal Email *** tamara.james@fdacs.gov **Suffix**

Place of Employment FDACS **Job Title** Environmental Administrator **Business Email** tamara.james@fdacs.gov **Business Phone** (850) 617-7876

Florida Resident? * Yes **Mobile Phone *** (850) 617-7876 **Home Phone** (XXX) XXX-XXXX **Fax** (XXX) XXX-XXXX

Home Address

Street 1 * 1234 Tropical Trail

Street 2

City * Branford **State *** FL **ZIP Code *** 32399

- Complete Criminal History

Certified Pest Control Operator - Renewal

Renewal Information ✓ Applicant Information ✓ Criminal History Upload Documents Review Application

This section MUST BE COMPLETED by the applicant seeking licensure. Check "YES" or "NO" for each response. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO". If you do not fully understand these questions, consult with an attorney, or contact the Department. If you answer "YES" to any question in questions 1-5 below, you must complete the EXPLANATION section for your response. YOUR ANSWER TO THESE QUESTIONS MAY BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS.

Have you, in the last three (3) years, been convicted of a crime under any state or federal law involving dishonesty, violence, destruction of property, sexual misconduct or any other crime which directly relates to the practice of pest control. *

Select

Have you ever been convicted of a crime under any state or federal law involving dishonesty, violence, destruction of property, sexual misconduct or any other crime which directly relates to the practice of pest control, for which you have not completed any term of probation or parole and the conditions thereof. *

Select

Have you ever been convicted of any offense that serves as a predicate to registration as a sexual offender in accordance with s. 943.0435 or ss. 491.0112, 784.049(3)(b), 794.08, 800.101, 826.04, 847.012, 872.06(2), 944.35(3)(b)2, 951.221(1), F.S. or similar laws of any other state. *

- Upload CEUs and any other documentation, if applicable. To see required documents, click the PDF chart at the bottom of the page.

Certified Pest Control Operator - Renewal

Renewal Information ✓ Applicant Information ✓ Criminal History ✓ **Upload Documents** Review Application

Upload Documents

[Add files](#) [New folder](#)

There are no folders or files to display.

* If you answered "YES" to any Criminal History question, you must provide a copy of the arrest report, copies of the disposition or judgement and sentence, and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.

IMPORTANT: Please check [this PDF](#) to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

[Previous](#) [Next](#)

- Review Application & SUBMIT

Certified Pest Control Operator - Renewal

Renewal Information ✓ Applicant Information ✓ Criminal History ✓ Upload Documents ✓ **Review Application**

License Type
Certified Pest Control Operator

This site is private: Only specific people can view this site. [Learn more](#) Signed in as [Tamara James](#)

Applicant Name *
Tamara James

Personal Email *
tamara.james@fdacs.gov

Home Phone
(850) 617-7876

Business Phone
Provide a telephone number

Florida Resident? *
Yes

Date of Birth *
11/03/1986

- Your renewal application is not considered complete until payment is made. Payment can be made by clicking the Invoices button in the below messaging, or by accessing the invoice through email as it will be sent electronically as well. The invoice can be paid by the applicator, or sent to another person for payment. Please email the invoice to someone else if they will be paying as they need the link.

Application Submitted - Payment Required

You will receive an email shortly containing a link to your Invoice. You may also navigate to the [Invoices](#) area to pay now.

Once payment is received, new licenses that qualify for auto-issuance will be provisioned and sent shortly via email. Otherwise, your application will be initially reviewed once payment is processed (3-5 business days) and in the order that it is received.

Invoices

Click on an Invoice to see details and pay. If your Invoice is not available in the list, please wait a moment and refresh the page.

□ AES Portal - Invoices □

Invoice Number □	Application Type □	Paid □	Total Amount □	Amount Paid □	Convenience Fee □	Payment Date □
0000002542 □	Certified Pest Control Operator	No	\$150.00			

- Here is the email:

Invoice Ready to Pay

Brian Eisenberg
 To: Mickey.Mouse@FDACS.gov
 Cc: AESPestLicensing@fdacs.gov
 Wed 3/5/2025 3:08 PM

Retention: Never Delete

Invoice.pdf
94 KB

Your Invoice for Case 0000002735 is ready to pay.

You can navigate to your Invoice [Here](#) or by navigating to the Invoices area of our website. If someone else will be paying this invoice, please forward this email and they will be able to click the invoice link to make the payment.

Please be aware that your application will remain incomplete until payment is received.

Case Number: 0000002735
 Case Type: New License
 License Type: Commercial Applicator
 Customer: Mickey Theodore Mouse

Thank you,
 AES Team

- Once you're in the Invoices section within your portal, click the PAY NOW button.

Credit Card Payments: a 2.5% convenience fee is applied to the total invoice amount.
Electronic Check Payments: a \$0.50 convenience fee is applied to the total invoice amount.

[Pay Now](#)

Payment Details (Convenience Fee And Portal Amount Populated After Payment)

Name *	Total Amount
Invoice - 0000002542	150.00
Case	Convenience Fee
0000002542	—
Contact	Portal Payment Amount
Tamara James	—
Invoice Date	Payment Date
02/10/2025	—

Fee Code Description (Fee Code)	Amount	Quantity
CPO - Renew	\$150.00	1

- Upon successful payment, you will get a confirmation page.

FDACS AES Payment Portal Confirmation Page

Please Print this Confirmation Page or Save as an HTML file.

Confirmation Number: 152970

Convenience Fee Amount: \$2.50

Total Amount of Purchase: \$102.50*

Next Steps
Refer to the information below to determine your next steps to acquire your license.

<p>New Licenses</p> <p>Chapter 487 Applicator & Dealer Licenses</p> <ul style="list-style-type: none"> Your application is complete and your license will be provisioned shortly. <hr/> <p>Chapter 388 Public Health Applicator License</p> <ul style="list-style-type: none"> Your application is now under review. You will receive an email with a decision soon. <hr/> <p>Chapter 482 Limited Certifications</p> <ul style="list-style-type: none"> Navigate to the Exams & Vouchers page to obtain your voucher numbers for your exams. <p>Pest Control Operator Licenses</p> <ul style="list-style-type: none"> Your application is now pending. Upon application approval, FDACS will email your voucher. <p>Pest Control Business Licenses</p> <ul style="list-style-type: none"> Your application is now under review. You will receive an email with a decision soon. 	<p>Renewals</p> <p>Chapter 487 Applicator Licenses</p> <ul style="list-style-type: none"> Your category renewals are under review. You will receive an email with a decision soon. <p>Dealer Licenses</p> <ul style="list-style-type: none"> Your application is now under review. You will receive an email with a decision soon. <hr/> <p>Chapter 388 Public Health Applicator License</p> <ul style="list-style-type: none"> Your renewal is under review. You will receive an email with a decision soon. <hr/> <p>Chapter 482 All Licenses</p> <ul style="list-style-type: none"> Your application is now under review. You will receive an email with a decision soon.
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- Now we see in our portal that the renewal case has been SUBMITTED successfully as the Case Status indicates.

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On ↓
Tamara James	0000002542	Certified Pest Control Operator	Renewal	Submitted	No	02/10/2025 09:05 AM

- Licensing team reviews and approves the renewal. If there are deficiencies, an email will be sent out of the system to the profile email on file. Deficiencies are no longer mailed.
- Once the licensing team has reviewed and processed the renewal, the Case Status will now show Approved, the certificate was renewed, and will show the updated date in the portal. Additionally, an email is sent with the updated/renewed certificate and is also now available in the Portal.

