

Aerial Pesticide Applicator Renewals —Instructional Check List for 2017

(This guide is intended to help you complete your license renewals - do not return this document with your application package)

1) Is this location out of business or no longer applying pesticides in Iowa? --- If Yes,

- Mark the "Delete License" check box located on the right side of the COMPANY license renewal form.
- Sign the renewal form.
- Mail the form back in the blue envelope provided.

2) Do you plan to apply pesticides in Iowa during 2017? (If Yes, complete all steps 2 through 5)

- Make any corrections or updates to the company's owner, location and/or contact info, as needed.
- Check "Yes" or "No" in the check boxes next to each name listed. Mark Yes to indicate that the person listed is a current applicator/handler or No if the person listed no longer works as an applicator/handler for your company.
- Sign the form and write the date when you signed it.
- Save your signed renewal and continue working on the applicator renewal forms and supporting documents until you complete your application package.

3) Did you receive any Applicator Renewal Forms in the mail?

- No – All I have are the renewal forms for my company. Skip down to section 4 of this check list.
- Yes – I have applicator renewal forms for one or more applicators/handlers.
 - Complete the certification renewal form for each applicator.
 - Have each person sign his or her own form.
- Are any of these certification renewal forms marked as "RECIPROCAL"?
 - No: Continue to next step.
 - Yes: Attach a copy of the unexpired non-Iowa certification card to the individual's renewal form. Iowa reciprocates with Illinois, Minnesota, Missouri, Nebraska, South Dakota and Wisconsin only. *Applicators wanting to use Missouri or South Dakota cards to certify in Iowa may be required to complete a written Iowa Reciprocal Category 11 test.*
- Save all documents from section 2 & 3 and proceed to complete section 4.

4) Locate the enclosed "Supplemental Renewal Form for Iowa Commercial Aerial Pesticide Applicator Company License." Refer to the items in this letter if you need help identifying the documents that should be included in your application package.

- A-** Make sure that each Pilot has one of the following: a) Current Category 11-Aerial Application Certification, b) Renewal form included in this package, or c) New certification application included in this package.
- B-** The expiration date of the Insurance Policy that we have on file is listed on the supplemental renewal form (grey box). Is it current?
 - Yes – No further action is needed in section B. Please have your insurance agent send the Pesticide Bureau a copy of your certificate of insurance when you renew your insurance.
 - Kind of – if your insurance expires before 6/1/2017, a new certificate of insurance is required before you can legally apply pesticides in Iowa for the 2017 season.
 - No – Insurance has expired. Obtain a new certificate of insurance and attach it to this application package. Declaration pages will NOT be accepted as proof of insurance.

Continued on reverse side

- C – Iowa Agent Designation Form.** No further action needed if the words “On File” appear on your supplemental renewal unless there has been a designated agent change. Otherwise, please use the “Iowa Agent Designation Form”, which is form #7 under Commercial Pesticide Applicator Licenses (Aerial), to update agent information. Download the form @ <http://www.iowaagriculture.gov/Pesticide/forms/OOSAgent.pdf>.
- D – Certification for Compliance with Secondary Containment**
 - Same. No further action necessary.
 - New. Complete the form “Checklist for Aerial Applicator Secondary Containment Requirements” (form #6 under Commercial Pesticide Applicator Licenses (Aerial). Be sure to include authorized signatures from the parties allowing you to use their containment facilities and attach all information to your renewal package. Download the form @ <http://www.iowaagriculture.gov/Pesticide/pdf/AerialContainment.pdf>.
- E – Proof of IDOT aircraft registration.** All aerial applicators claiming Iowa residency and out-of-state aerial applicators subject to IDOT registration are required to provide a copy of current their registration. Information about fees may be excluded (crossed out) to protect your confidentiality.
- F – Compliance with FAA Part 137 Certification.**
 - Same. No further action necessary
 - Report any new or updated Part 137 FAA Agricultural Applicator certification as part of your renewal package.
- G – Aerial Applicator Consultants:** *Consultants are responsible for notifying IDALS of any changes of pilots under their direction.* No license will be issued if your company has no 2017 consultant(s) on file with IDALS.
- H – Company License Application.** Add the required fees to your completed form, including an annual fee of \$25 and a late penalty of \$6.25 if submitted after 4/1/2017.
- I – Applicator Certification Renewal Form(s).** Add the required fees to each individual applicator form. You may write individual checks or add up all fees and write a single check for the total amount.
- J – FAA Part 137 Chief Supervisor**
 - Print the name of the FAA Part 137 Chief Supervisor.
 - Provide primary and alternate phone numbers for the Chief Supervisor.

5) Last step:

- Double check your fees. Please include all applicator certification and company license fees due (\$25 + \$6.25 late fee after 4/1/17). Again, you may write one check to cover all fees due or individual checks.
- Make checks payable to “IDALS.” Write your company’s license number on the check(s).
- Mail all documents and payment using the blue return envelope provided (postage not included) by April 1, 2017, to avoid late fees.

6) Do you need more information?

Pesticide Bureau Web Page: <http://www.iowaagriculture.gov/pesticides.asp>.

IDALS Forms & Licenses: <http://www.iowaagriculture.gov/departmentForms.asp>.

Email: tammy.green@iowaAgriculture.gov (License and Certification Questions).

Email: pesticides@iowaAgriculture.gov (Other Questions).