

A close-up photograph of a green leaf with numerous water droplets. A small red ladybug with black spots is perched on the leaf in the upper right corner. The background is a soft, out-of-focus green.

Maine Board of Pesticides Control Online Portal

Renew License(s)—Company Agency

Welcome

Welcome to the Maine Board of Pesticides Control web portal. We hope this new service helps improve our customer service.

This module describes how an administrator can renew employee licenses and/or company licenses.

Please note that in our system, every license is associated with a company. Even if you are the only person in your organization with a pesticide applicator's license, your license is associated with your company. **For this purpose, a company is any organization, including farms, towns, golf courses, etc., even if they only have one employee.**

In order to do anything on behalf of employees (apply for exams, apply for licenses, renew licenses) or to apply for company licenses, you must be assigned as an Administrator of the company. Administrators do not have to be licensed applicators; they can be anyone at the company with authority to act on behalf of employees. If you are the responsible person for your company, please contact us at pesticides@maine.gov or 207-287-2731 and tell us.

Please note that the screens you see may have changed from what is pictured here, as we are still developing and making improvements, but the functionality remains the same. Contact us at anytime if you have questions.

Open the Company Profile

From your home page, select the Company/Agency from the My Profiles dropdown in the upper right corner.

First Name	Last name	Individual ID	Date of birth	Primary Phone	Address	Last login
Hermione	Granger	BPC_IND-54146	Feb 14, 1988	(207) 621-4578	16 Griffindor Hall Augusta ME 04330 US	Jun 27, 2017 10:56:28 AM

Other Personal Details Licenses Exams & Recertification Credits

A company/agency profile is available only if you are an Administrator for the company/agency. If you should have access, and the company/agency is not displaying, please contact BPC at 287-2731 or email pesticides@maine.gov

Renew Licenses



In the Licenses box, select Renew License

Maine Board of Pesticides Control

Hogwarts-Griffindor	Company/Agency Type For Hire	Federal Tax ID/SSN ---	Contact First Name Hermione	Contact Last Name Granger	Address adfdf adfdf ME 44444 US	Last log Oct 19
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Other

- My Worklist
- Upload Documents/Reports
- View / Update Company / Agency Information
- Add New Individual
- Make Miscellaneous Payment
- View Miscellaneous Payments

Licenses

- Apply for Company/Agency License
- Reprint Company/Agency License
- Renew Licenses**

Courses

- New Course Request
- View / Edit Courses

Reports

- Employee Licenses/Credits

Select Licenses



Select all by clicking in the box next to Select All. Or select one or more licenses by clicking in the boxes next to the license(s)

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1 Select Licenses 2 Review Renewals

- Please use the Upload Documents/Reports option on the main screen to submit required reports. Renewals will not be approved until reports are received:
 - Commercial Master Applicator Licenses: Annual Summary Reports.
 - General Use Pesticide Dealer Licenses: Annual Sales Report and List of Companies From Which Pesticides are Purchased.
 - Restricted Use Pesticide Dealer Licenses: Annual Sales Report.
- Licenses appear on this list only if they are renewable:
 - Two months before they expire, and up to 36 months after they expire.
 - If the required number of recertification credits have been earned.

Select All

Select	Entry Name	License Number	License Type	Credits Earned	Credits Required	Expiration Date
<input type="checkbox"/>	Hogwarts-Griffindor	GPD-5373	General Use Pesticide Dealer			Dec 28, 2016
<input type="checkbox"/>	Hermione Granger	CMA-236	Commercial Master Applicator	23	9	Dec 31, 2016

Review



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1

2

Select Licenses

Review Renewals

The licenses below will be renewed with the following updated data. Please review.

Entity Name	License Number	License Type	New Start Date	New Expiration Date	Cost
Hogwarts-Griffindor	GPD-5373	General Use Pesticide Dealer	Jan 1, 2018	Jan 1, 2019	\$20.00
Hermione Granger	CMA-236	Commercial Master Applicator	Jan 1, 2018	Jan 1, 2021	\$105.00

Total Cost
\$125.00

Review the summary page and select Finish

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Finish

Enter Payment Info

Enter payment information. If address associated with a credit card is a Post Office Box, enter the number first.

If you want an email receipt from the State of Maine, select the box next to Send Email Receipt.

Select Finish.

Enter **either** a First and Last Name, or a Company Name

Send Email Receipt

Email Address for Receipt
annebills@rocketmail.com

Payment Options*
EFT

First Name on Checking Account	Last Name on Checking Account
Company/Agency Name on Checking Account Hogwarts-Griffindor	Zip Code on Checking Account* 04345
Routing Number* 551554412	Routing Number Confirmation* 551554412
Checking Account Number* 6459951119366552	Checking Account Number Confirmation* 6459951119366552

Amount (\$) *
30.00

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Emails

Licenses will be sent via email as pdf attachments. The person who completed the application will receive copies of the emails sent to the employee. Emails are sent from noreply@maine.gov.

Licenses must be reviewed and approved by staff so expect to wait up to two weeks to receive them.

Sent: (Not yet sent)
From: noreply@maine.gov
To: annebills@rocketmail.com
Subject: Maine BPC License Information

July 19, 2017

HERMIONE GRANGER Ms
16 Griffindor Hall
Room 555
Augusta, ME 04330

Dear Hermione Granger,

Your Commercial Master Applicator has been approved. A pdf of your license is attached. Please note that we will not be sending you a paper copy of your license; please open the attachment and print a copy for yourself.

If you have questions, please contact the BPC office at 207-287-2731 or email pesticides@maine.gov.

Company/Agency Name: Hogwarts-Griffindor
License Name: Commercial Master Applicator
Issue Date: Jul 19, 2017
Expiration Date: Dec 31, 2019

Thank you,
Maine Board of Pesticides Control
pesticides@maine.gov
(207) 287-2731

License



State of Maine
Maine Department of Agriculture, Conservation and Forestry
BOARD OF PESTICIDES CONTROL

License Number: CMA-250

HERMIONE GRANGER MS

Hogwarts-Griffindor Branch 2

Has qualified as required by 22 MRSA Chapter 258-A as:

Commercial Master Applicator

Categories: 1B

ISSUE DATE: 7/19/2017

EXPIRATION DATE: 12/31/2019

Thank you

This module explains how to renew company and employee licenses. Please view other modules (at maine.gov/bpc) to learn how to accomplish other tasks.

Thank you for using the BPC online portal. We hope you find it useful.

Call the BPC offices at 207-287-2731 or email pesticides@maine.gov with questions.