

Licensing Portal

How to Add a Category to an Active 487 License

1. After signing into the portal, select 'Update Existing License', and then choose 'Add a Category' from the dropdown.



2. Click on the magnifying glass to populate the license(s).

Select License

Select the license that you would like to add a category to

License *

Search

Submit

3. Select the license to which you want to add the category.
4. Click 'Select' and then 'Submit'.

Lookup records

Search

Choose one record and click Select to continue

License Number	License Type
☒ CM513	Commercial Applicator
☐ PV504	Private Applicator
☐ PB44	Public Applicator

→ Select Cancel Remove value

Select License

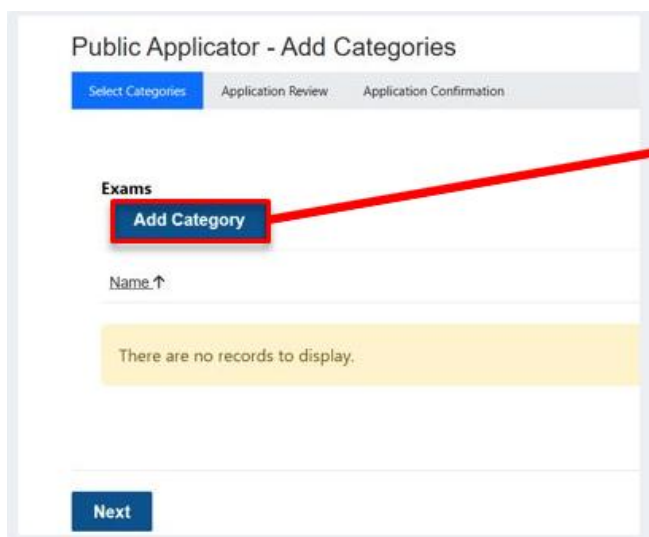
Select the license that you would like to add a category to

License *

CM513

Submit ←

5. Select 'Add Category'



Public Applicator - Add Categories

Select Categories Application Review Application Confirmation

Exams

Add Category

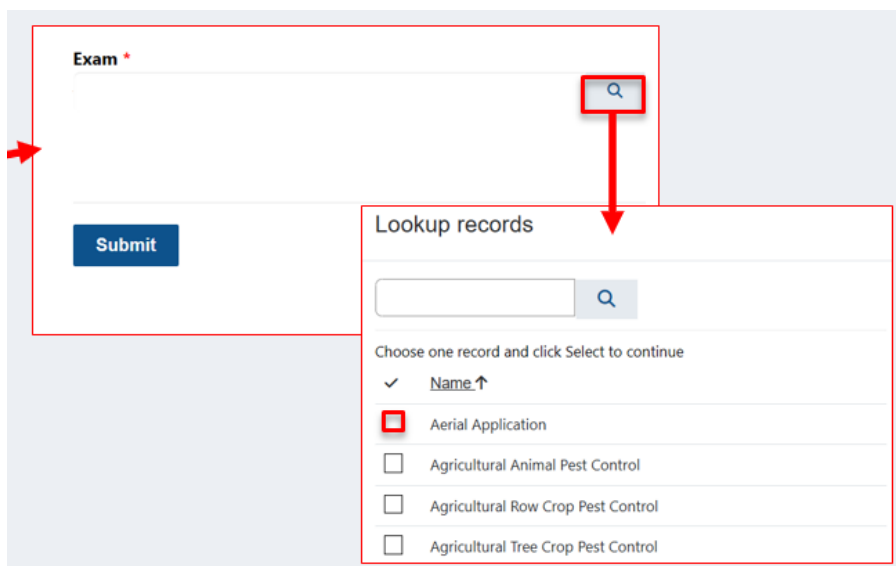
Name ↑

There are no records to display.

Next

6. Click the magnifying glass display the exam options.

7. Select the exam you want.



Exam *

Submit

Lookup records

Choose one record and click Select to continue

✓ Name ↑

☒ Aerial Application

☐ Agricultural Animal Pest Control

☐ Agricultural Row Crop Pest Control

☐ Agricultural Tree Crop Pest Control

8. Ensure you have selected the correct exam, then click 'Submit'.



Exam *

Aerial Application

Submit

9. To add multiple exams, select 'Add Category', and repeat the process.

Commercial Applicator - Add Categories

Select Categories

Application Review

Exams

Add Category

Name ↑

Aerial Application

10. Complete all the required steps in the application as you would for a normal license application.

11. Check the attestation box, then click 'Next'.

Commercial Applicator - Add Categories

Select Categories ✓

Application Review

Application Confirmation

Full Name *
Hailey Peters

Selected License
CM513

Requested Exams

Name

Aerial Application

☐ * I declare under penalty of perjury that all of the information provided in this application and in any exhibits attached hereto, is true and correct.

Next

12. Once you complete your application, you will be redirected to a confirmation screen in the portal. Your voucher number(s) will appear at the bottom, listed under the exams.

Application Pending Exams

Your license application requires exams to be passed prior to license issuance. Voucher numbers and instructions to take your exams are provided below.

Check back here for your exam results after you have scheduled and taken your exams.

Application Details

Case Number
0000002839

Application Date
03/19/2025 12:08 PM

Full Name *
Hailey Peters

License Type
Commercial Applicator

License
CM513

Exams

You may continue your application once all exams are passed. In order to retake a failed exam, select the retake option in the context menu on the right side of the exam row.

Contact	Name	Voucher Number ↓	Exam Result	Exam Score	Status	Created On
Hailey Peters	Aerial Application	001873			Active	03/19/2025 12:14 PM