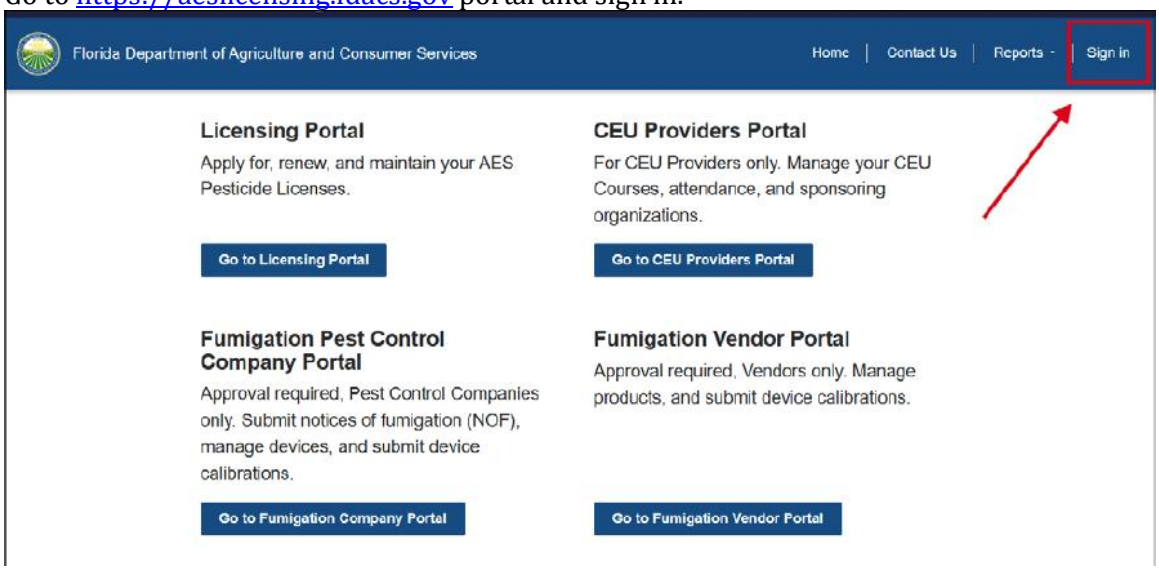
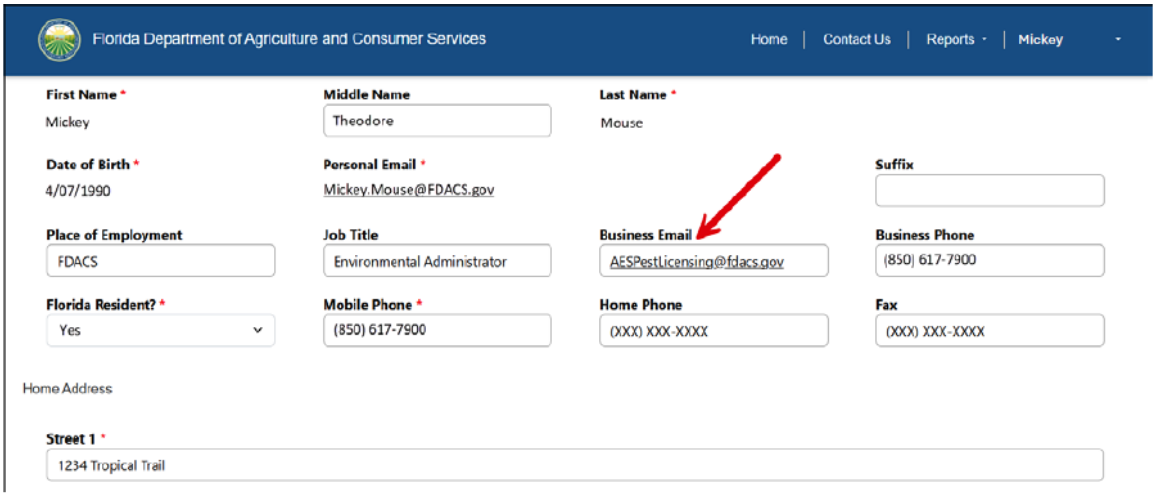
How to Apply for a New Certified Operator Certificate

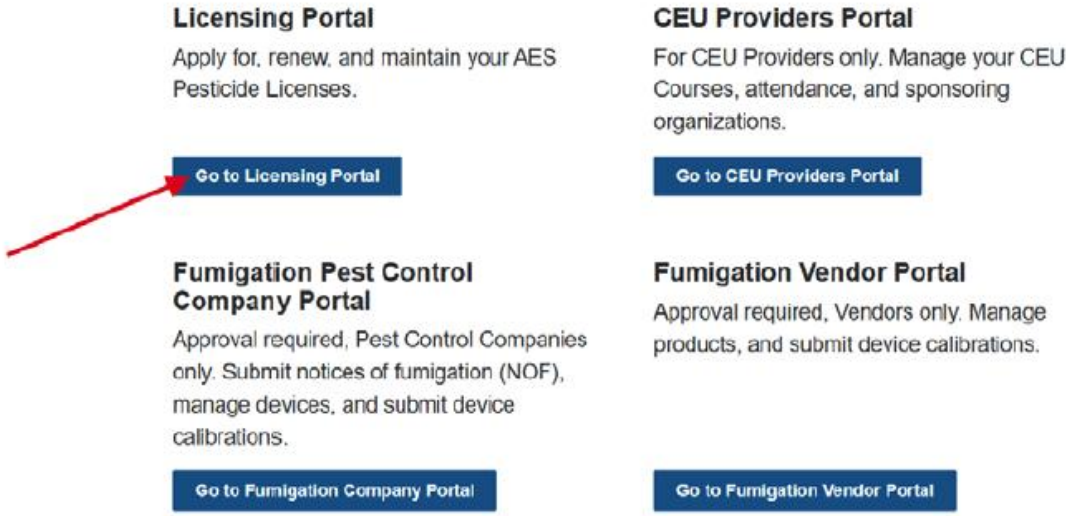
Go to https://aeslicensing.fdacs.gov portal and sign in.



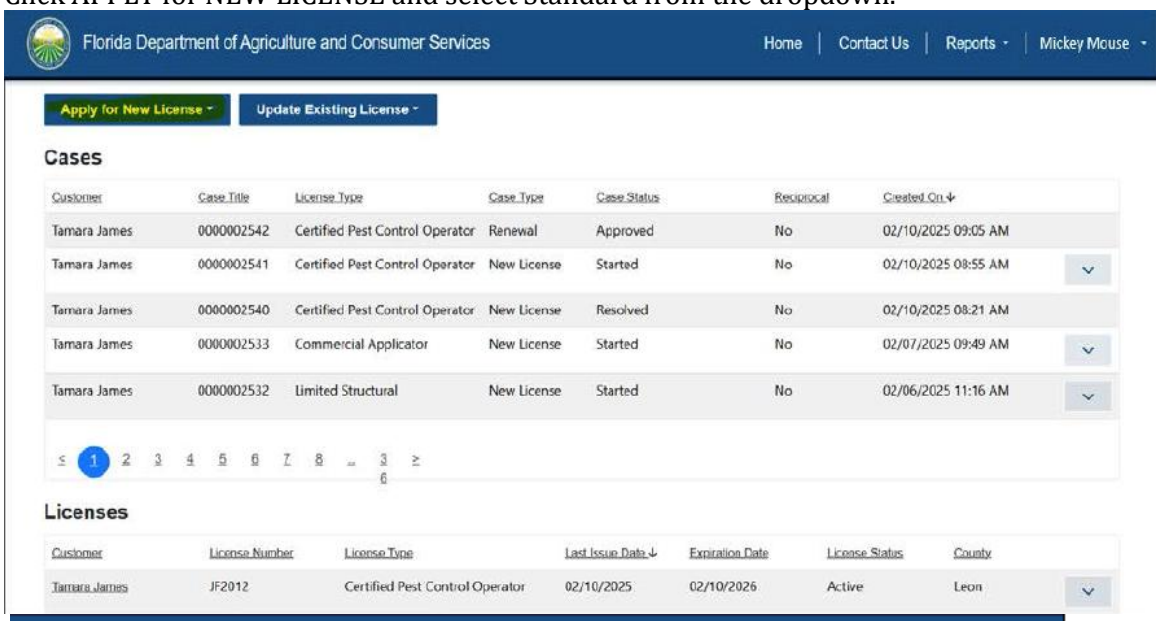
We have an opportunity at this time to update any of our personal contact information. To have a secondary email address such as the business you work for, copied on all of your invoices and renewal notices, please be sure to enter that email in the "Business Email" field.



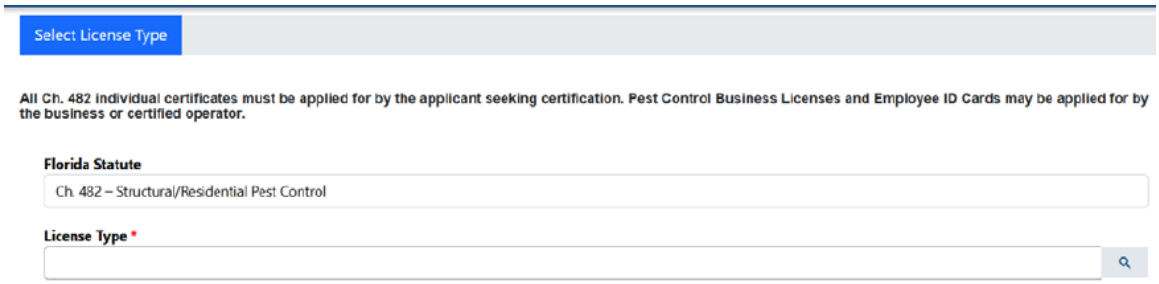
Otherwise, click HOME.
Select GO TO LICENSING PORTAL

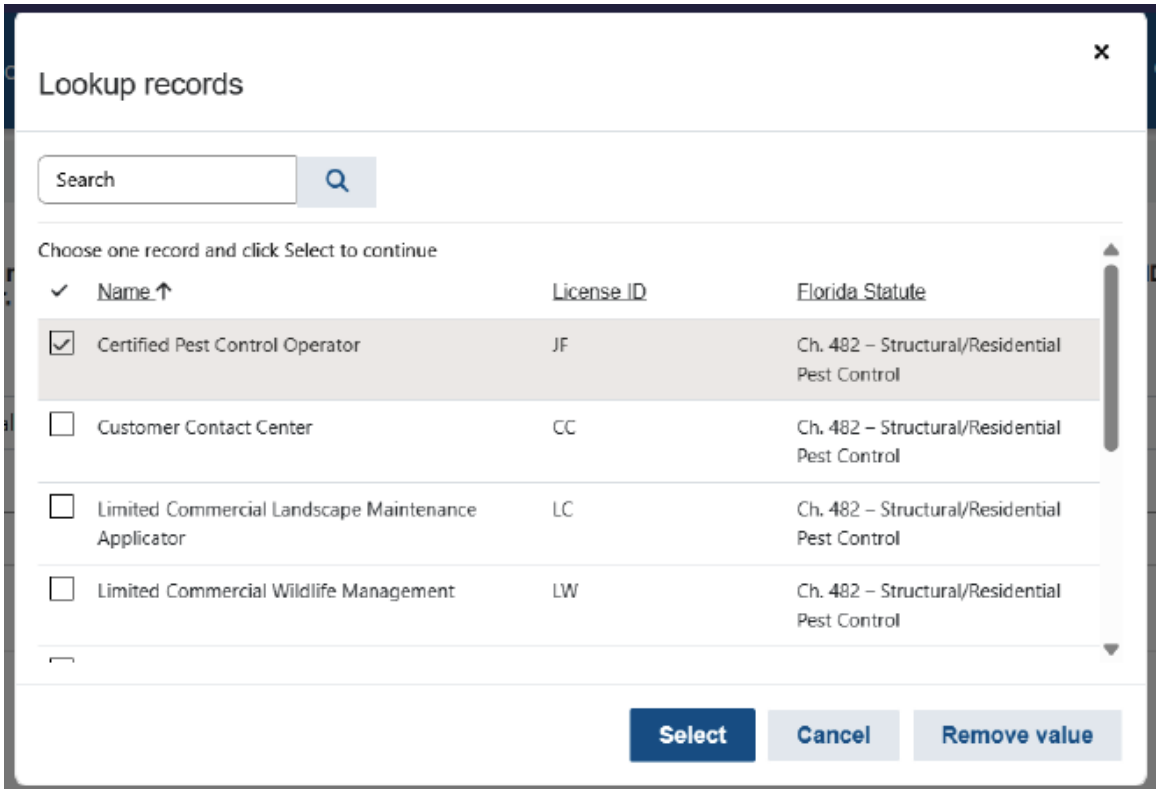


Click APPLY for NEW LICENSE and select Standard from the dropdown.

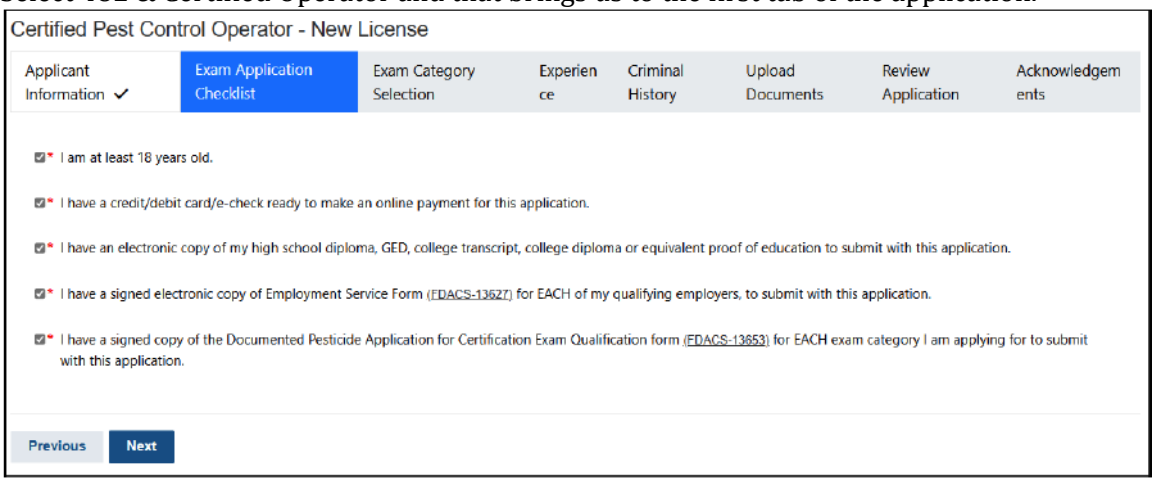


Then Florida Statute: Ch. 482 – Structural / Residential Pest Control
Then License Type: Certified Pest Control Operator





Select 482 & Certified Operator and that brings us to the first tab of the application.



Now we can review and update info. It will pre -populate your info since you're applying as/for an individual license.

Certified Pest Control Operator - New License

Applicant Information | Exam Application Checklist | Exam Category Selection | Experience | Criminal History | Upload Documents | Review Application | Acknowledgements

First Name * Mickey
Middle Name Theodore
Last Name * Mouse

Date of Birth * 4/07/1990
Personal Email * Mickey.Mouse@FDACS.gov
Suffix

Place of Employment FDACS
Job Title Environmental Administrator
Business Email AESPestLicensing@fdacs.gov
Business Phone (850) 617-7900

Florida Resident? * Yes
Mobile Phone * (850) 617-7900
Home Phone (XXX) XXX-XXXX
Fax (XXX) XXX-XXXX

Home Address

Street 1 * 1234 Tropical Trail

Attest/check off all the items saying you've got everything up front before you start the application.

Next step is to select exam categories.

Certified Pest Control Operator - New License

Applicant Information ✓ | Exam Application Checklist ✓ | Exam Category Selection | Experience | Criminal History | Upload Documents | Review Application | Acknowledgements

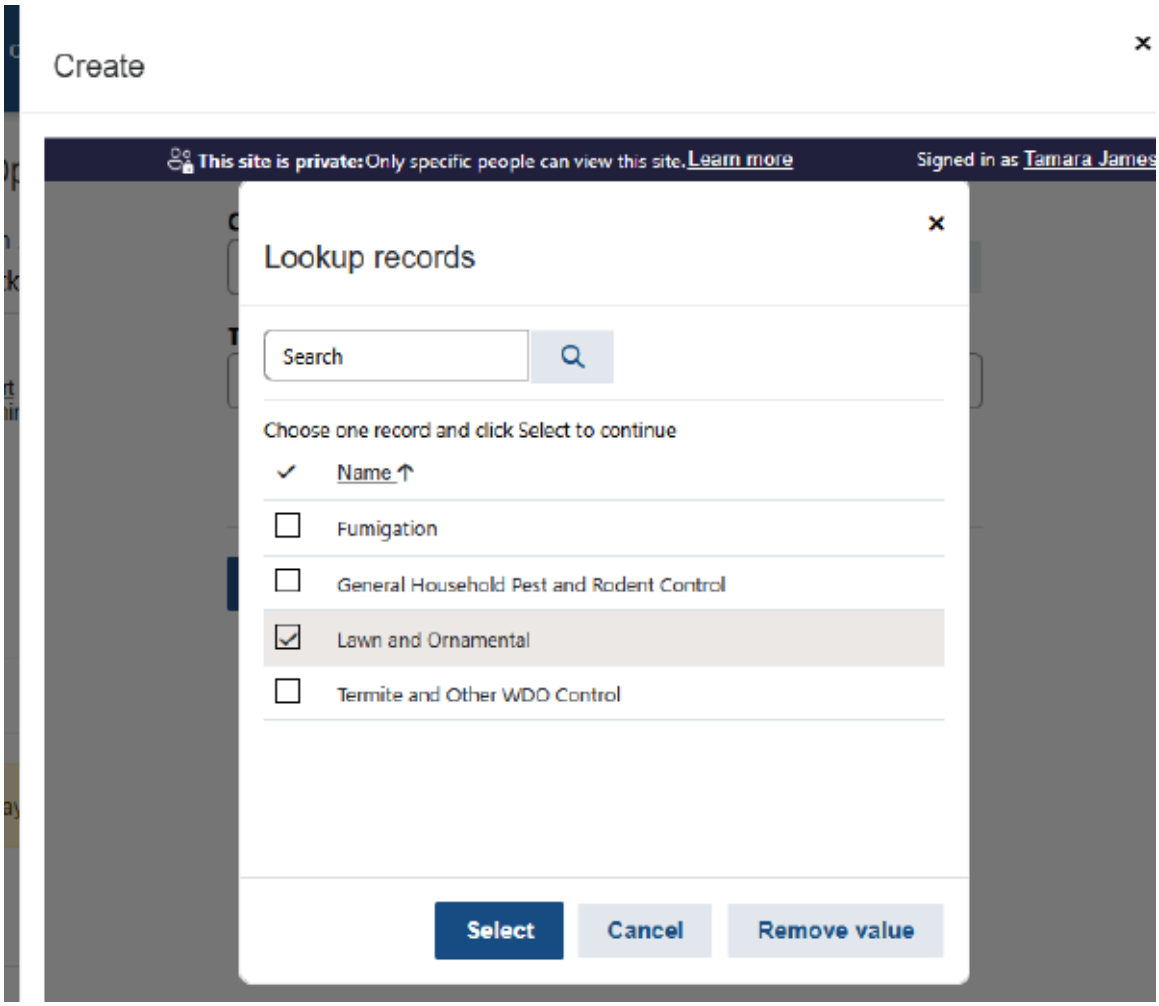
IMPORTANT: Please check this chart to see the minimum exam requirements for licensure/certification. You must sign up for the minimum required exams for the license you are seeking. No license will be issued until the minimum exam requirements are met. Passed exams are valid for one year.

Exam Categories

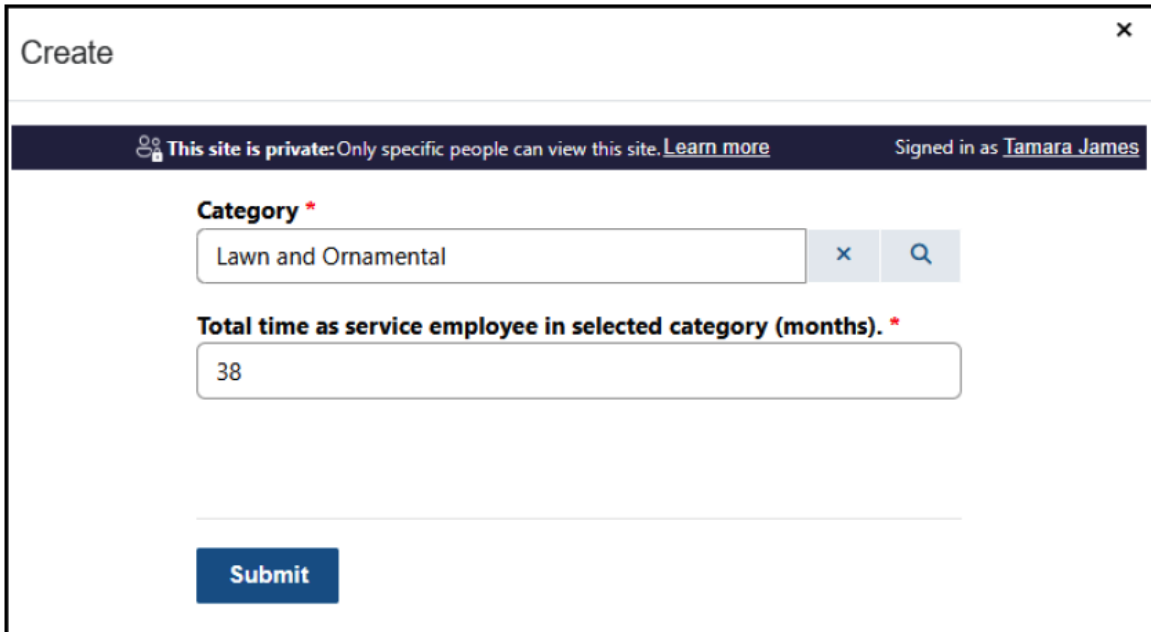
Add Exam Category

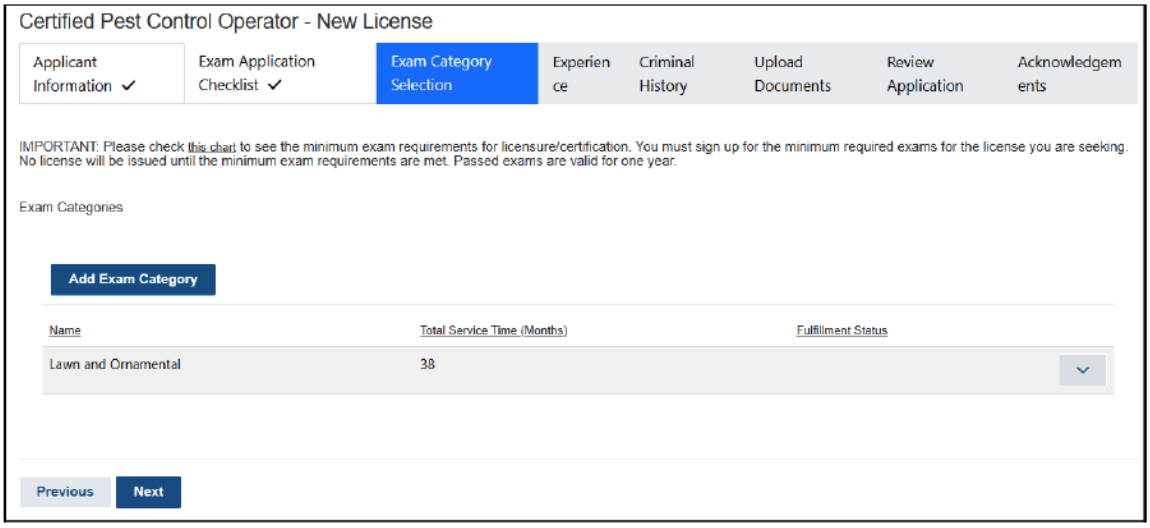
Name	Total Service Time (Months)	Fulfillment Status
There are no records to display.		

Previous | Next



Now ADD EXAM CATEGORY and click SELECT.
It will then prompt you to enter service time for that category. Hit submit and it will capture that category. Repeat for each category you want to sign up for.





Next is capturing the experience tab. This carries over and pre -populates for future apps requiring experience.

Certified Pest Control Operator - New License

Applicant Information ✓	Exam Application Checklist ✓	Exam Category Selection ✓	Experience	Criminal History	Upload Documents	Review Application	Acknowledgements

Those **qualifying by college education** MUST have (1) year of employment as a service employee of a licensee that performs pest control. They must attach substantiating employer's form(s) from each employer (FDACS-13627) on the Upload Documents tab and provide details regarding their work experience below.

Those **qualifying by experience** must have been employed for at least three (3) years as a service employee of a licensee that performs pest control in the category or categories in which the applicant seeks certification. At least one (1) year must have been completed in Florida during the year immediately preceding application. They must attach substantiating employer's form(s) from each employer (FDACS-13627) on the Upload Documents tab and provide details regarding their work experience below.

Educational Qualification

Do you have a degree with advanced training, or a major in entomology or horticulture from a recognized college or university?

○ No ◉ Yes

Degree Earned *	Year *	Major *
Masters	2000	Entomology

Experience Summary

Add Work Experience

Employer Name ↑	Street Address	City	Start Date	End Date	Number of Months	
Pensacola Pest Getters	4567 Bug Blvd	Jacksonville	07/01/2023	01/30/2025	18	⌄
ted's pest control	123 tedd lane	orlando	12/28/2020	10/06/2024	46	⌄

You must have performed within Florida, and under the supervision of a certified operator, at least forty-five (45) jobs in each category for which you wish to be examined. You must attach a Documented Pesticide Application for Certification Exam Qualification form (FDACS-13653) for each category you are applying for on the Upload Documents tab.

Previous Next

Certified Pest Control Operator - New License

Applicant Information ✓	Exam Application Checklist ✓	Exam Category Selection ✓	Experience ✓	Criminal History	Upload Documents	Review Application	Acknowledgements

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. *

No

Have you 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. *

No

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. *

No

Have you been convicted of s. 775.33(4), 782.04(1), (2), or (3), or 782.09, F.S., which resulted in the actual killing of a human being, or similar laws of any other state. *

No

Have you ever been classified as a sexual predator pursuant to Section 775.21, F.S. or similar laws of any other state *

No

FAILURE TO PROVIDE THE DEPARTMENT WITH TRUE AND ACCURATE INFORMATION REGARDING THE APPLICANT'S CRIMINAL HISTORY MAY RESULT IN DISCIPLINARY ACTION PURSUANT TO SS. 482.161(1) & (7), F.S.

For Criminal History, select YES or NO. If I select YES, a box will pop up so I can add an explanation.

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. *

Yes

If yes, add additional information here which shall include Name at time of conviction, Offense, County, State, Penalty/Disposition, Date of Offense, Have all sanctions been satisfied (Y or N)?, and Description. *

Certified Pest Control Operator - New License

Applicant Information ✓	Exam Application Checklist ✓	Exam Category Selection ✓	Experience ✓	Criminal History ✓	Upload Documents	Review Application	Acknowledgements

Upload Documents

Add files | New folder

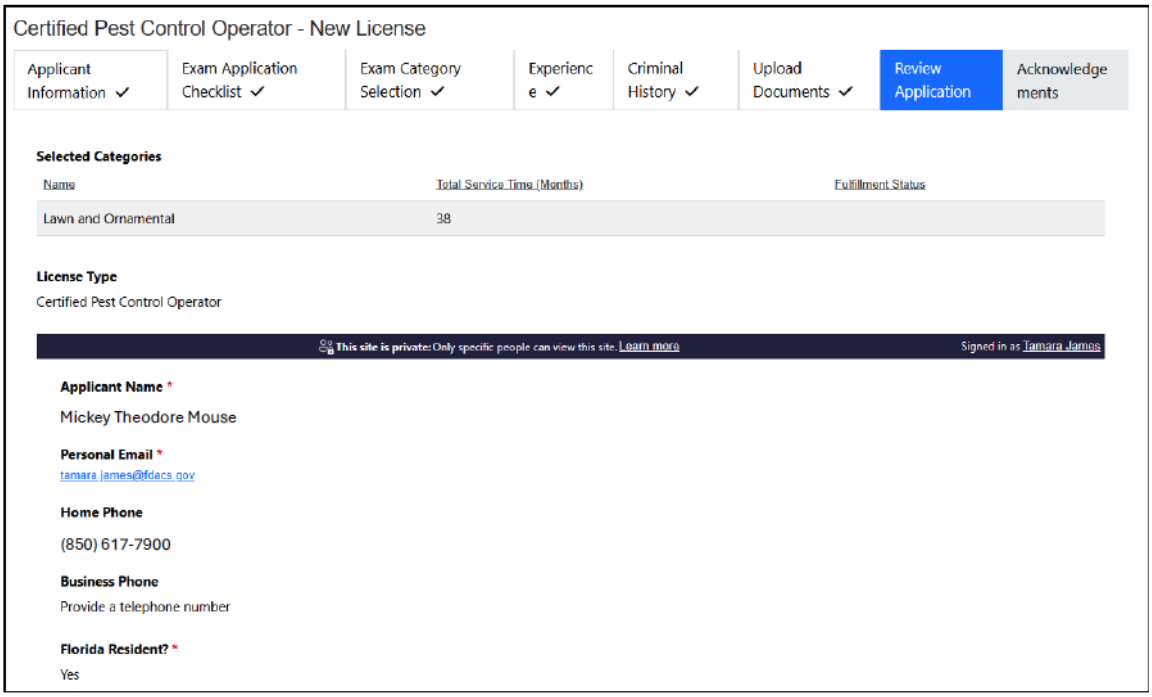
There are no folders or files to display.

☑* 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.

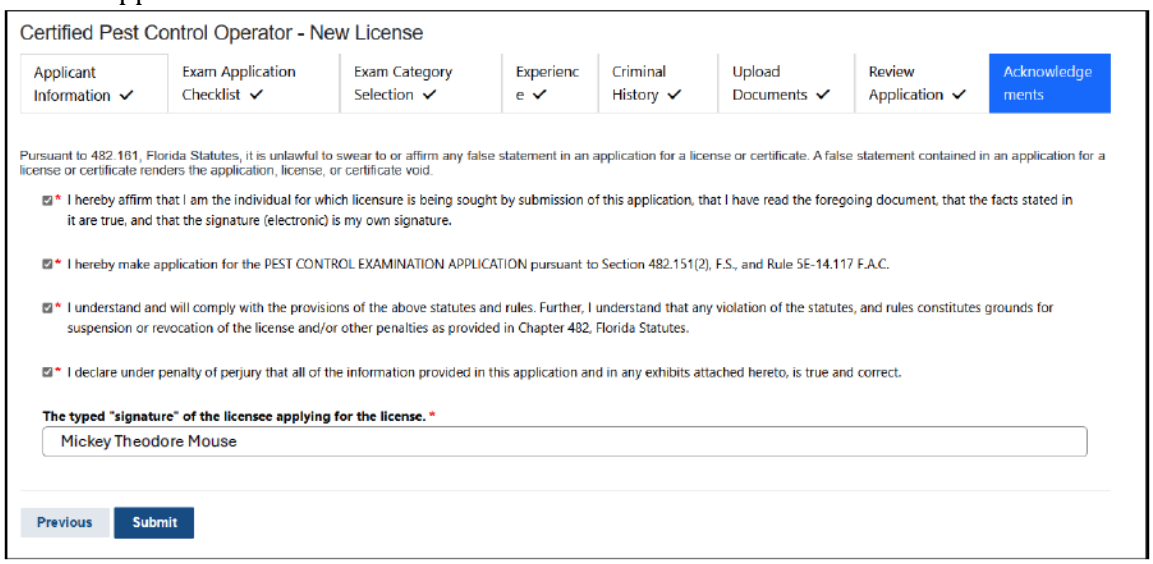
IMPORTANT: Please check this PDF to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

Previous | Next

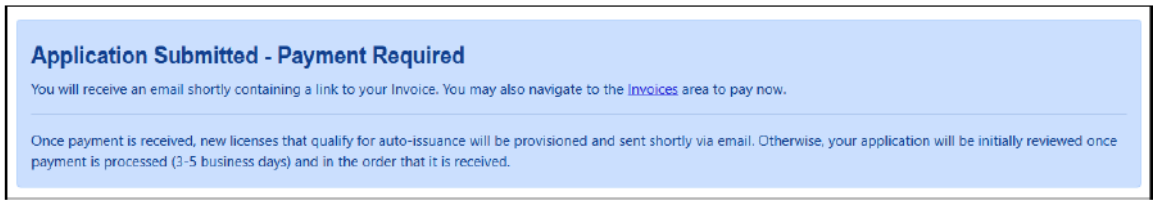
Then upload docs and see " THIS PDF" for info on what should be uploaded. We could not make this specific to each license type so we spelled it out for all certs/licenses in that PDF.



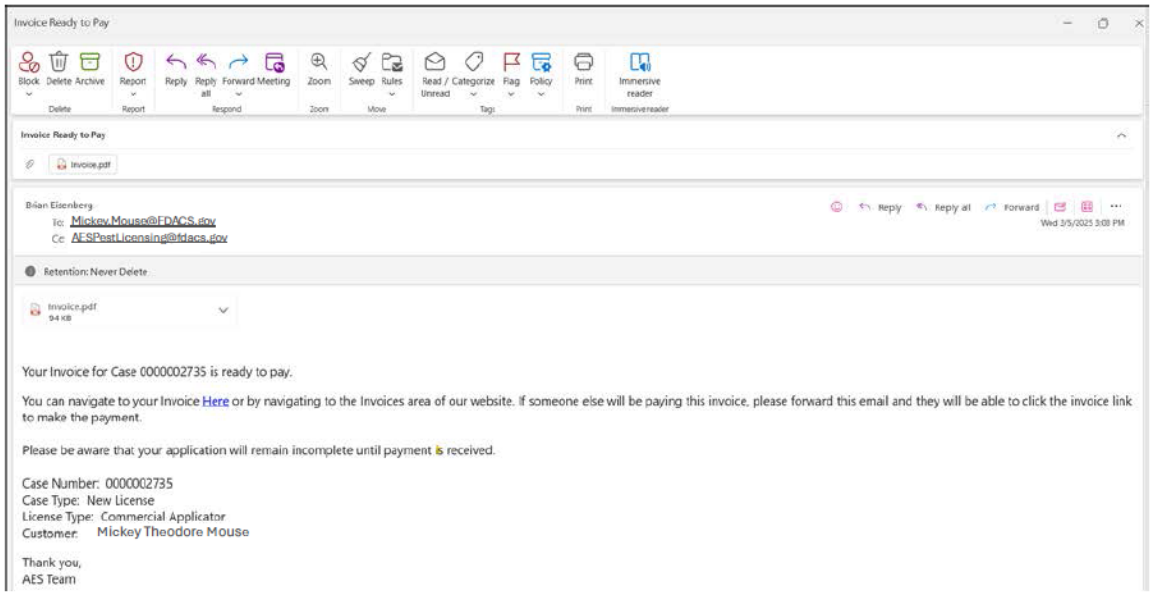
Review Application



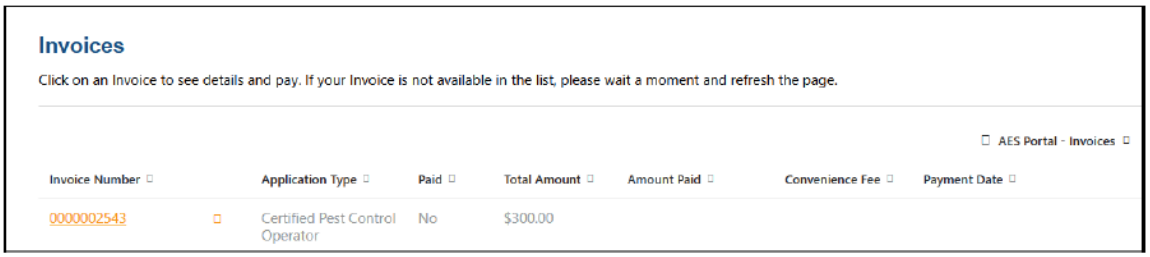
Final Acknowledgements and SUBMIT.



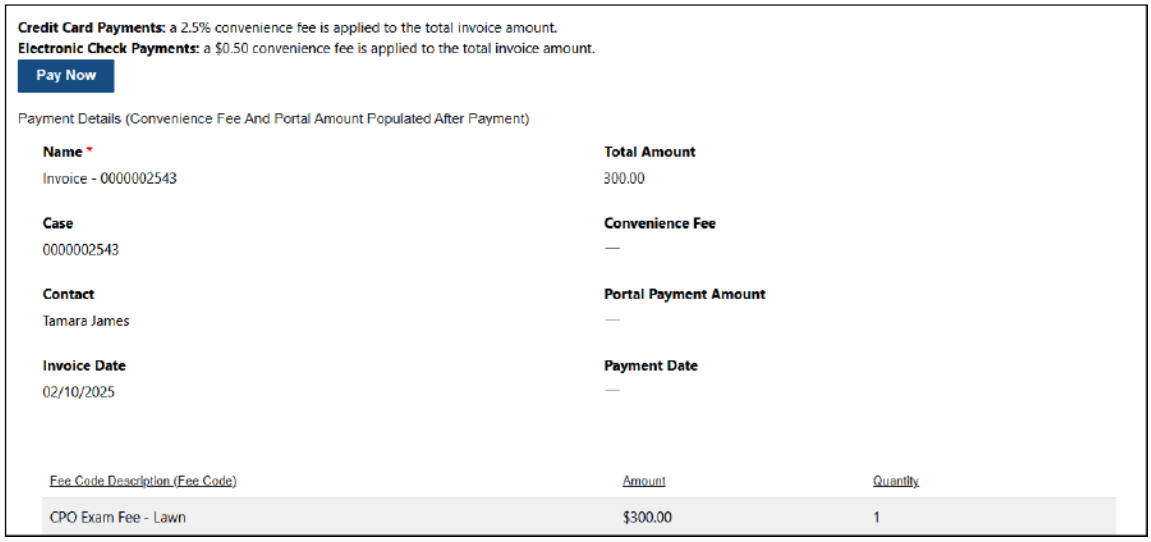
You will see that the application has been submitted and now payment is required.
An email invoice is sent to the primary accountholder/applicant and the secondary business email.
There's an attached PDF as well.



You can also always click INVOICES within your portal to go to your invoices.



Clicking the email link brings you right to the PAY NOW. Clicking the invoices tab will have you select the payment from the list of invoices and then PAY NOW.



Now you're going to make your payment. This can either be done by you as the applicant, or you may forward your email invoice to any other person to pay the invoice. They will not have to login to pay an invoice and they do not have to have a Portal account.

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.

New Licenses

Chapter 487
Applicator & Dealer Licenses
- Your application is complete and your license will be provisioned shortly.

Chapter 388
Public Health Applicator License
- Your application is now under review. You will recieve an email with a decision soon.

Chapter 482
Limited Certifications
- Navigate to the Exams & Vouchers page to obtain your voucher numbers for your exams.

Pest Control Operator Licenses
- Your application is now pending. Upon application approval, FDACS will email your voucher.

Pest Control Business Licenses
- Your application is now under review. You will recieve an email with a decision soon.

Renewals

Chapter 487
Applicator Licenses
- Your category renewals are under review. You will recieve an email with a decision soon.

Dealer Licenses
- Your application is now under review. You will recieve an email with a decision soon.

Chapter 388
Public Health Applicator License
- Your renewal is under review. You will recieve an email with a decision soon.

Chapter 482
All Licenses
- Your application is now under review. You will recieve an email with a decision soon.

Your app is now pending and in the queue for Licensing to review and approve your VOUCHER #.
Once approved, you will receive the voucher issuance notification via email, and it will be visible on EXAMS & CATEGORIES page.

Exam Vouchers Available

Block Delete Archive | Report | Reply Reply all Forward Meeting | Zoom | Sweep Rules | Read / Unread Categorize Flag Policy | Print | Immersive reader

Delete Report Respond Zoom Move Tags Print Immersive reader

Exam Vouchers Available Demo

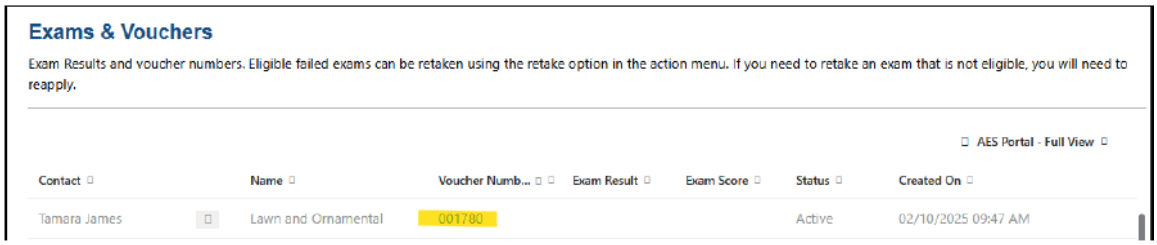
Brian Eisenberg
To: Mickey Theodore Mouse

Reply Reply all Forward
Mon 2/10/2025 9:00 AM

Dear Applicant, One or more exam vouchers are available for you. You can access your vouchers and exam results from the Exams and Vouchers area of our website located here.

You must schedule your exam from: University of Florida IFAS Extension
Licensing Information and Study Materials: AES Pesticide Licensing
For questions regarding Licensing/Exams please Contact Us.

Thank you.
*** This is an automatically generated email, please do not reply ***



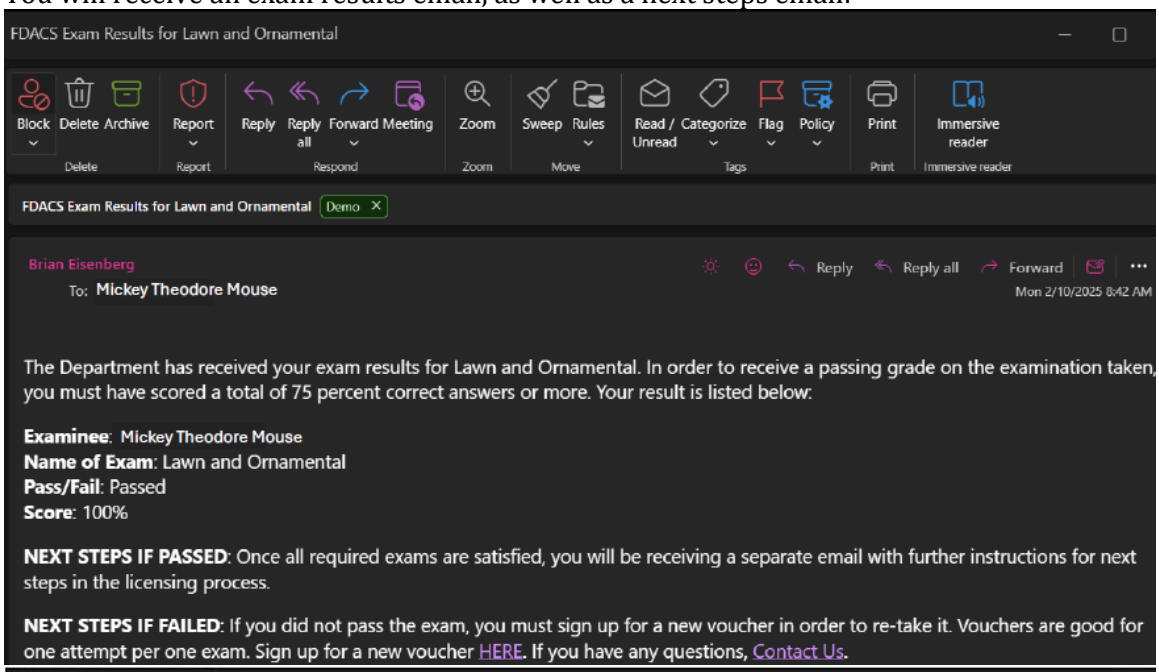
Exams & Vouchers

Exam Results and voucher numbers. Eligible failed exams can be retaken using the retake option in the action menu. If you need to retake an exam that is not eligible, you will need to reapply.

AES Portal - Full View

Contact	Name	Voucher Numb...	Exam Result	Exam Score	Status	Created On
Tamara James	Lawn and Ornamental	001780			Active	02/10/2025 09:47 AM

From here, you will use the voucher to schedule your exam like normal.
Fast forward, you've tested and you passed.
You will receive an exam results email, as well as a next steps email:



FDACS Exam Results for Lawn and Ornamental

Block Delete Archive Report Reply Reply all Forward Meeting Zoom Sweep Rules Read / Unread Categorize Flag Policy Print Immersive reader

FDACS Exam Results for Lawn and Ornamental Demo

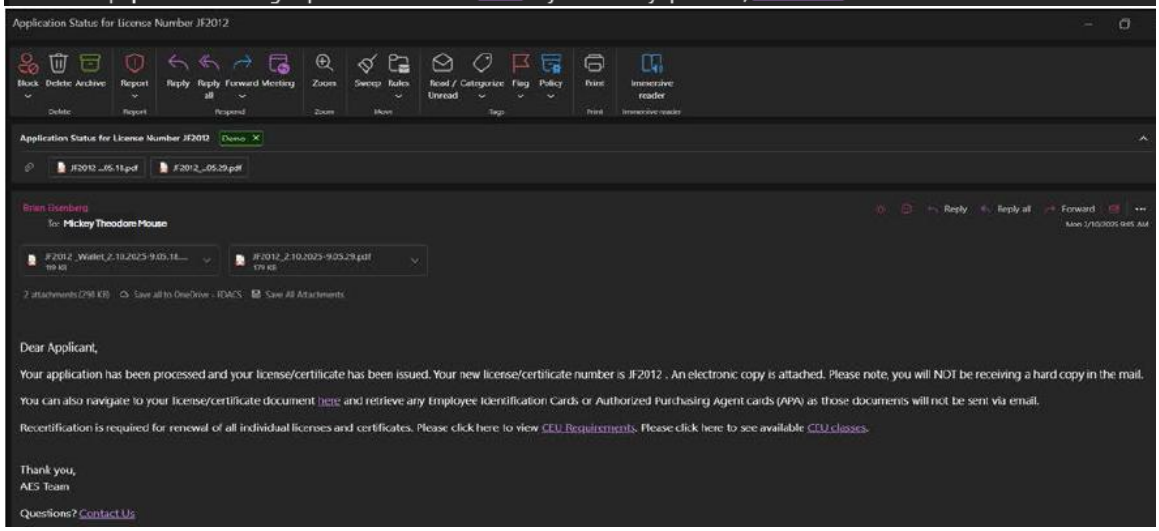
Brian Eisenberg
To: Mickey Theodore Mouse
Reply Reply all Forward
Mon 2/10/2025 8:42 AM

The Department has received your exam results for Lawn and Ornamental. In order to receive a passing grade on the examination taken, you must have scored a total of 75 percent correct answers or more. Your result is listed below:

Examinee: Mickey Theodore Mouse
Name of Exam: Lawn and Ornamental
Pass/Fail: Passed
Score: 100%

NEXT STEPS IF PASSED: Once all required exams are satisfied, you will be receiving a separate email with further instructions for next steps in the licensing process.

NEXT STEPS IF FAILED: If you did not pass the exam, you must sign up for a new voucher in order to re-take it. Vouchers are good for one attempt per one exam. Sign up for a new voucher HERE. If you have any questions, Contact Us.



Application Status for Licence Number JF2012

Application Status for Licence Number JF2012 Demo

Brian Eisenberg
To: Mickey Theodore Mouse

Dear Applicant,

Your application has been processed and your license/certificate has been issued. Your new license/certificate number is JF2012 . An electronic copy is attached. Please note, you will NOT be receiving a hard copy in the mail.

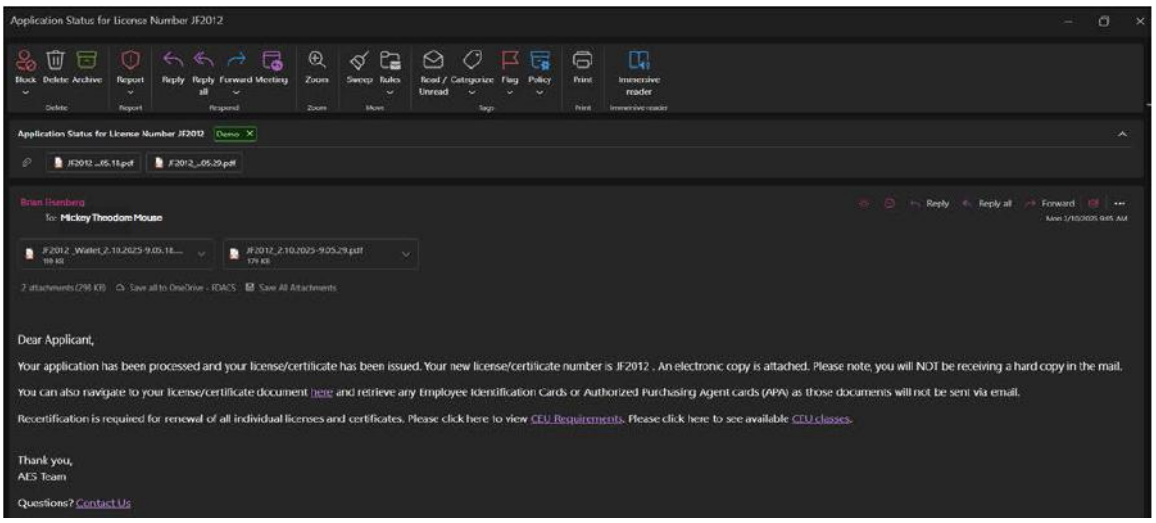
You can also navigate to your license/certificate document here and retrieve any Employee Identification Cards or Authorized Purchasing Agent cards (APA) as those documents will not be sent via email.

Recertification is required for renewal of all individual licenses and certificates. Please click here to view CEU Requirements. Please click here to see available CEU classes.

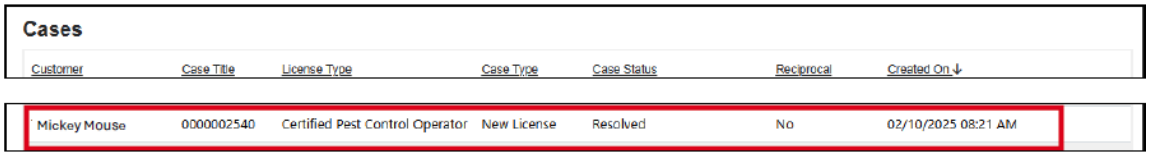
Thank you,
AES Team

Questions? Contact Us

The Pest Control licensing team will now know to issue your new certificate (if all requirements are met) and will RESOLVE your case. This will issue your certificate and an email will be sent.



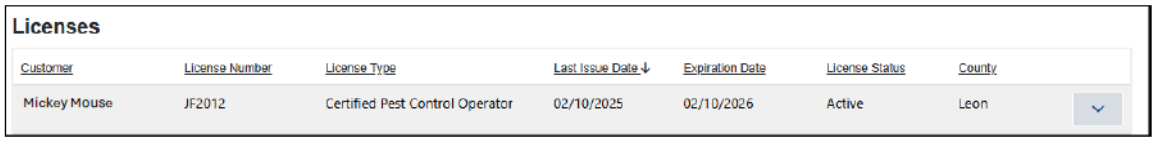
Back in the Portal; we can see that our case is now RESOLVED.



Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On
Mickey Mouse	0000002540	Certified Pest Control Operator	New License	Resolved	No	02/10/2025 08:21 AM

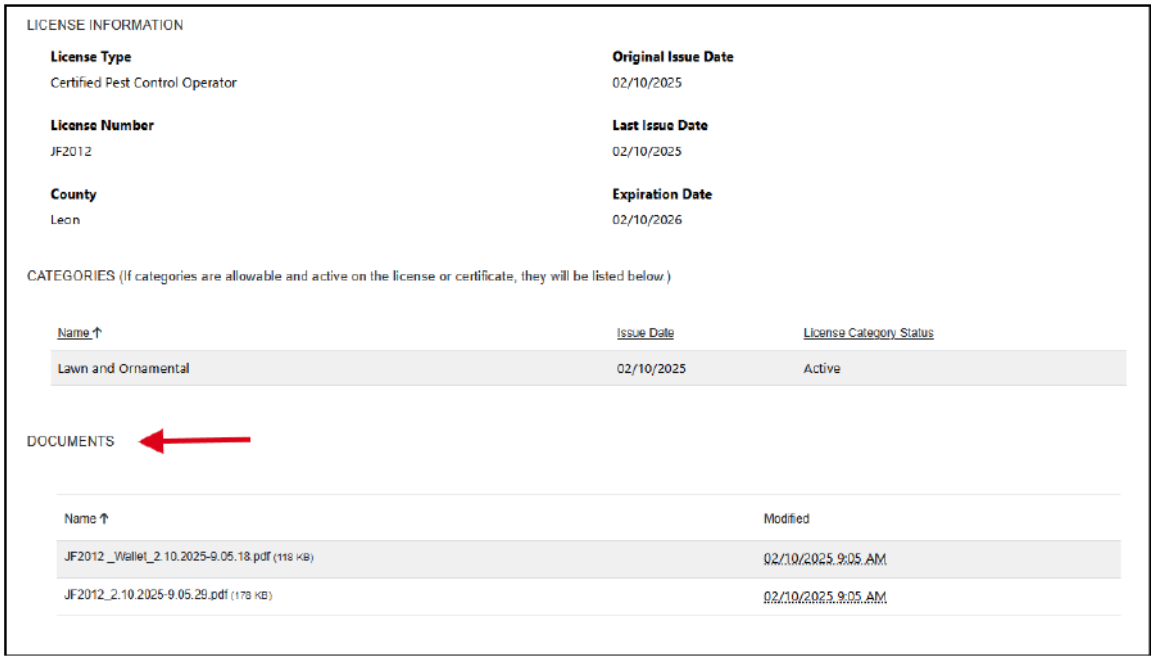
We can see our certificate has been issued and is showing at the bottom.



Licenses

Customer	License Number	License Type	Last Issue Date	Expiration Date	License Status	County
Mickey Mouse	JF2012	Certified Pest Control Operator	02/10/2025	02/10/2026	Active	Leon

Click the drop -down to View License and Docs. Scroll to bottom to view wallet and wall certificate.



LICENSE INFORMATION

License Type
Certified Pest Control Operator

Original Issue Date
02/10/2025

License Number
JF2012

Last Issue Date
02/10/2025

County
Leon

Expiration Date
02/10/2026

CATEGORIES (If categories are allowable and active on the license or certificate, they will be listed below.)

Name	Issue Date	License Category Status
Lawn and Ornamental	02/10/2025	Active

DOCUMENTS

Name	Modified
JF2012 _Wallet_2.10.2025-9.05.18.pdf (118 KB)	02/10/2025 9:05 AM
JF2012_2.10.2025-9.05.29.pdf (178 KB)	02/10/2025 9:05 AM

State of Florida
Florida Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Certificate Number: JF2012

Mickey Theodore Mouse

This is to certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.

WILTON SIMPSON
Commissioner of Agriculture

Issue Date: 02/10/2025

Expiration Date: 02/10/2026

Florida Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement
CERTIFIED PEST CONTROL OPERATOR
Certificate # JF2012

Mickey Theodore Mouse
1234 Tropical Trail
Branford, FL 32399

Categories
LAWN

Issued: 02/10/2025 **Expires: 02/10/2026**

Signature of Certificate Holder WILTON SIMPSON, COMMISSIONER

The above individual is certified under the provisions of Chapter 482, F.S.

Florida Department of Agriculture and Consumer Services

Category Key

FUM	Fumigation
WDO	Termites and Other Wood-Destroying Organisms
GHP	General Household Pest
LAWN	Lawn and Ornamental

Also, we can go to LICENSES > Exams & Vouchers to see all scores.

Exams & Vouchers

Exam Results and voucher numbers. Eligible failed exams can be retaken using the retake option in the action menu. If you need to retake an exam that is not eligible, you will need to reapply.

AES Portal - Full View

Contact	Name	Voucher Numb...	Exam Result	Exam Score	Status	Created On
Tamara James	Lawn and Ornamental	001777	Passed	100.00	Active	02/10/2025 08:37 AM
Gerald Everton	General Standards (Core)	001776	Passed	85.00	Active	02/04/2025 03:48 PM
Gerald Everton	Aquatic Pest Control	001775	Passed	85.00	Active	02/04/2025 03:48 PM
Sandra Wilson	General Standards (Core)	001774	Passed	100.00	Active	01/27/2025 11:03 AM
Sandra Wilson	Forest Pest Control	001773	Passed	100.00	Active	01/27/2025 11:03 AM
Tamara James	General Standards (Core)	001772	Passed	100.00	Active	01/27/2025 10:52 AM
Tamara James	Agricultural Animal Pest Control	001771	Passed	100.00	Active	01/27/2025 10:52 AM
Tamara James	Limited Structural	001746	Passed	79.00	Active	11/25/2024 02:55 PM

As a side note, in general, for a case in your portal, you'll see that it's RESOLVED and that means the license/certificate has been issued. There's also no drop -down button because you can no longer edit or work on that case.

Apply for New License | Update Existing License

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On
Tamara James	0000002543	Certified Pest Control Operator	New License	Approved	No	02/10/2025 09:29 AM
Tamara James	0000002542	Certified Pest Control Operator	Renewal	Approved	No	02/10/2025 09:05 AM
Tamara James	0000002541	Certified Pest Control Operator	New License	Started	No	02/10/2025 08:55 AM
Tamara James	0000002540	Certified Pest Control Operator	New License	Resolved	No	02/10/2025 08:21 AM
Tamara James	0000002533	Commercial Applicator	New License	Started	No	02/07/2025 09:49 AM