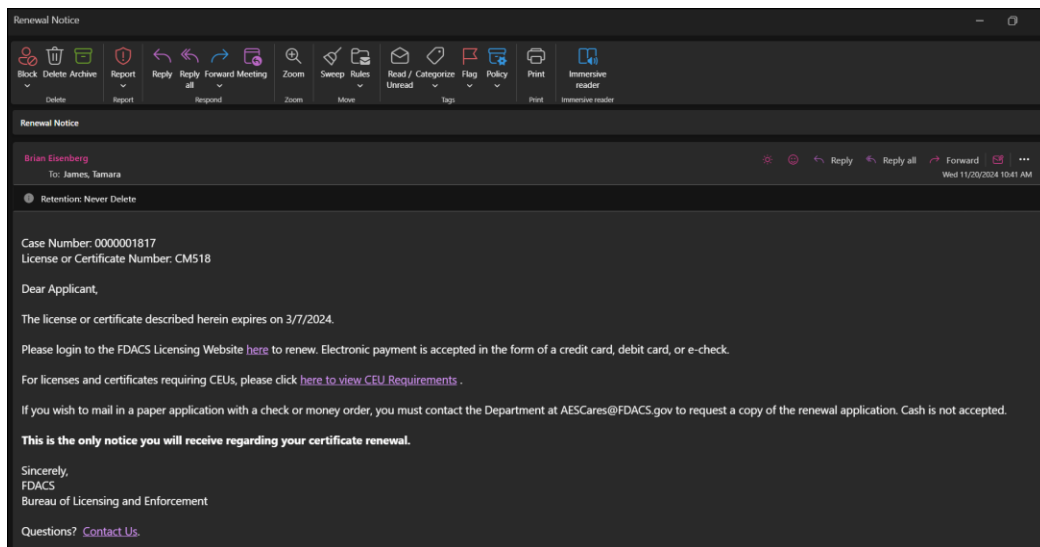


Chapter 482: How to Renew a Certified Operator Certificate

1. When it is time for renewal of your certificate, you will receive an emailed Renewal Notice 60 days prior to expiration. This notice will instruct you to access the portal to pay. Note: The actual renewal notice form is no longer sent out.



2. Go to the FDACS Licensing Portal at <https://aeslicensing.fdacs.gov> and sign in.

3. You will see the Renewal Case in the portal with a status of 'Renewal Window Open'.

4. Select the drop-down arrow and click 'VIEW CASE'.

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

5. Review your 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

6. Complete the Criminal History section.

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. *

7. 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

8. Review your application and click '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@fstca.gov

Home Phone

(850) 617-7876

Business Phone

Provide a telephone number

Florida Resident? *

Yes

Date of Birth *

11/03/1986

9. Your renewal application is not considered complete until payment is made. Click the 'Invoices' button in the portal or use the invoice link sent via email. You may forward the invoice to another person for payment if needed.

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			

Invoice Ready to Pay

Block

Delete

Archive

Report

Reply

Reply all

Forward

Meeting

Zoom

Sweep

Rules

Read / Unread

Categorize

Flag

Policy

Print

Immersive reader

Invoice Ready to Pay

Invoice.pdf

Brian Eisenberg

To: Mickey.Mouse@FDACS.gov

Cc: AESPestLicensing@fdacs.gov

Reply

Reply all

Forward

Wed 3/5/2025 3:00 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

10. Once in the Invoices section, 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

11. Upon successful payment, a confirmation page will appear.

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 receive 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 receive an email with a decision soon.

Renewals

Chapter 487
Applicator Licenses

- Your category renewals are under review. You will receive an email with a decision soon.

Dealer Licenses

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

Chapter 388
Public Health Applicator License

- Your renewal is under review. You will receive an email with a decision soon.

Chapter 482
All Licenses

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

12. The portal will now show that the renewal case has been submitted successfully.

Apply for New License +

Update Existing License +

Cases

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

13. The licensing team will review and approve the renewal. If there are deficiencies, an email will be sent to the profile email on file. Deficiencies are no longer mailed.

14. Once approved, the Case Status will show 'Approved'. The updated certificate will be available in the portal and sent via email.

Application Status for License Number JF2012

Back Delete Archive Report Reply Reply Forward Meeting Zoom Setup Status Read / Categorize Flag Policy Print Interactive reader

Index Report Respond Zoom Move View Categorize Tag Print Interactive reader

Application Status for License Number JF2012 [Demo](#)

JF2012_JIS18.pdf JF2012_JIS29.pdf

Brian Eisenberg

To: James, Tamara

JF2012_Wallert_2.10.2025-9.05.18... 119 KB JF2012_2.10.2025-9.05.29.pdf 119 KB

Show all 2 attachments (296 KB) Save all to OneDrive - FDACS Save All Attachments

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](#)

Accessibility Statement:

If you need assistance accessing this information, please contact FDACS support at support@fdacs.gov or call 1-800-HELP-FDACS.