

# Renew Your Pesticide License via Your EEA ePLACE Portal Account

Pesticide Program

Division of Crop & Pest Services

Mass. Department of Agricultural  
Resources

# Renewing Your Pesticide License is an Annual Requirement

- All Massachusetts Pesticide Applicator Licenses and Catch Basin Permits expire each calendar year and should be renewed before December 31<sup>st</sup>
  - Applicator (core) License (AL)
  - Commercial Certification (CC)
  - Private Certification (PC)
  - Catch Basin Permit (CB)
- All Massachusetts Pesticide Dealer Licenses (DL) also expire annually and should be renewed before February 28<sup>th</sup>

# Gather Needed Files to be Submitted with Renewal

Before you begin, please gather any needed documentation and have them saved and ready to upload into your renewal application. This will make the process of submitting your renewal simple and efficient.

If you have a Commercial Applicator (core) License or a Commercial Certification License, then you will need your Certificate of Insurance (COI) or Proof of Government Employee Letter – if you are making pesticide applications for your government agency employer.

If the 3-year Recertification or Retraining Cycle, for your license or category, ends on December 31<sup>st</sup> of the current year then you will need electronic copies of any outstanding Training Certificates to show compliance with these requirements.



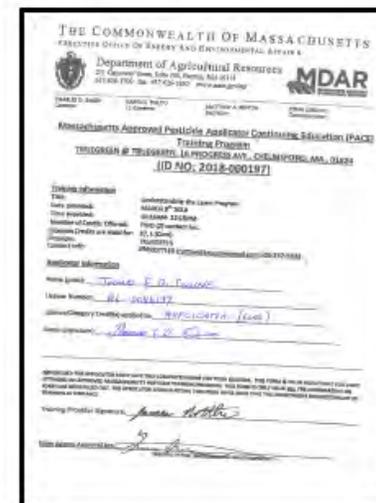
Liability Insurance Certificate



Training Credits



Proof of Government Employee



Training Credits

## Compatible Equipment and Web Browsers

- Please also be sure that you are using a regular computer (Windows 10+ / MacOS 10.11+ computer or laptop) with MS Edge or Chrome web browser.
- All instructions were written, and screenshots based on Windows 10 and MS Edge browser—other browsers may be different or incompatible.
- Chromebooks are not 100% compatible with the EEA ePLACE Portal and users may find it difficult to upload training credits, proof of insurance, etc..
- Mobile devices; such as, iPhone, iPad, Android phone or tablets, etc. are NOT compatible with the EEA ePLACE Portal.

**No Chromebooks, smartphones or tablets!**



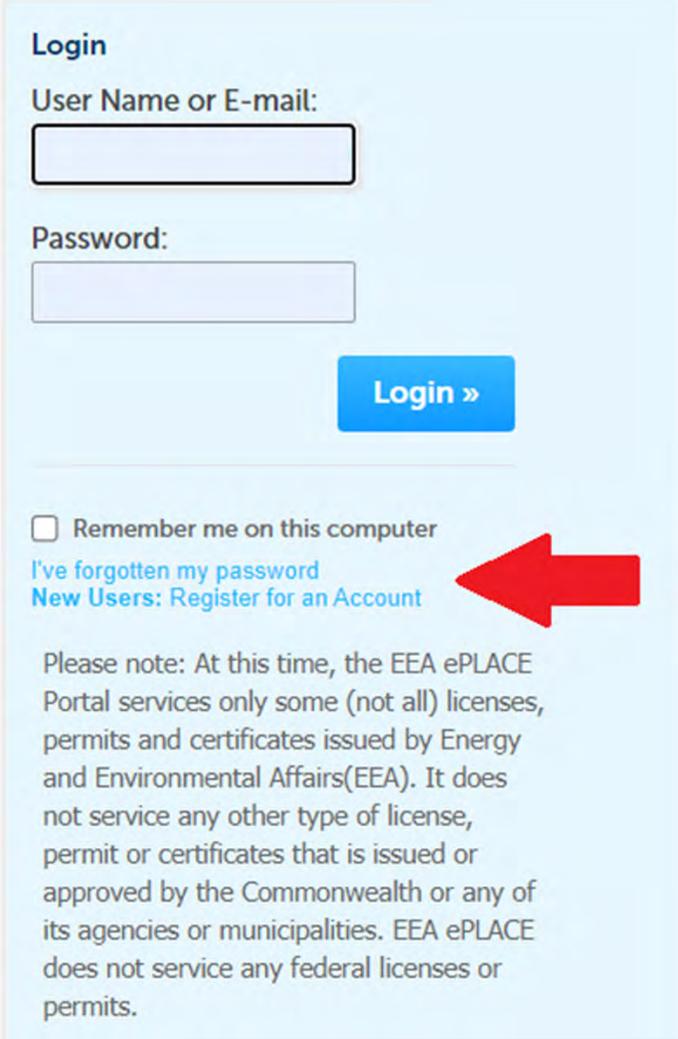
# Log Into Your EEA ePLACE Portal Account

Go to the EEA ePLACE Portal webpage and log into your account.

<https://eplace.eea.mass.gov/citizenaccess/>

**Forgot your Password? Use the Password reset tool**

**Need Help?** For login assistance, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)



Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other type of license, permit or certificates that is issued or approved by the Commonwealth or any of its agencies or municipalities. EEA ePLACE does not service any federal licenses or permits.

# Renewal Process in Two Primary Steps

- After gathering any needed electronic copies of training credits, proof of insurance, etc., and after logging into your EEA ePLACE Portal, please follow the detailed instructions outlined in this guide to renew your license.
  - **Step 1:** Make any needed updates to your information using Account Management
  - **Step 2:** File your renewal application and pay fees

# Step 1: Update Your Information Using Account Management

- There two **IMPORTANT** places where you will periodically need to update your information prior to renewing your license.
  - 1. **Login Information** – includes your unique login email address, security questions and password.
  - 2. **Contact Information** – includes your mailing address, phone number, and your **contact email address**—where the new license and other important notifications will be sent.

# Click on Account Management

The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this is the 'Mass.gov' logo and the text 'An Official website of the Commonwealth of Massachusetts'. The main heading is 'EEA ePLACE Portal'. A red arrow points to the 'Account Management' link in the user navigation area, with the text 'Click Here' next to it. Other navigation links include 'Announcements', 'Logged in as: Steven Antunes-Kenyon', and 'Logout'. Below the navigation, there is a help section with contact information for the ePLACE Help Desk Team and links for DPL, DCAMP, and ABCC permits or licenses. At the bottom, there is a 'Home' button and a navigation bar with 'Dashboard', 'My Records', and 'My Account' buttons.

# Update Your Login and Contact Information as Needed

## Account Type

---

Citizen Account

### Login Information

Edit

User Name: Steve Kenyon  
E-mail: SteveA-K@BostonMail.com  
Password: \*\*\*\*\*  
Security Question: What was your favorite day in 2017?  
Security Question: What was the name of your Street in 1999?  
Security Question: What is the name of your favorite city?  
Security Question: Who is your favorite cousin?  
Security Question: At what age did you get your motorcycle license?

Click on Edit

### Contact Information

Add New

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Click on Actions and Edit

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Steven	Edward	Antunes-Kenyon		Individual	Approved	Actions Edit

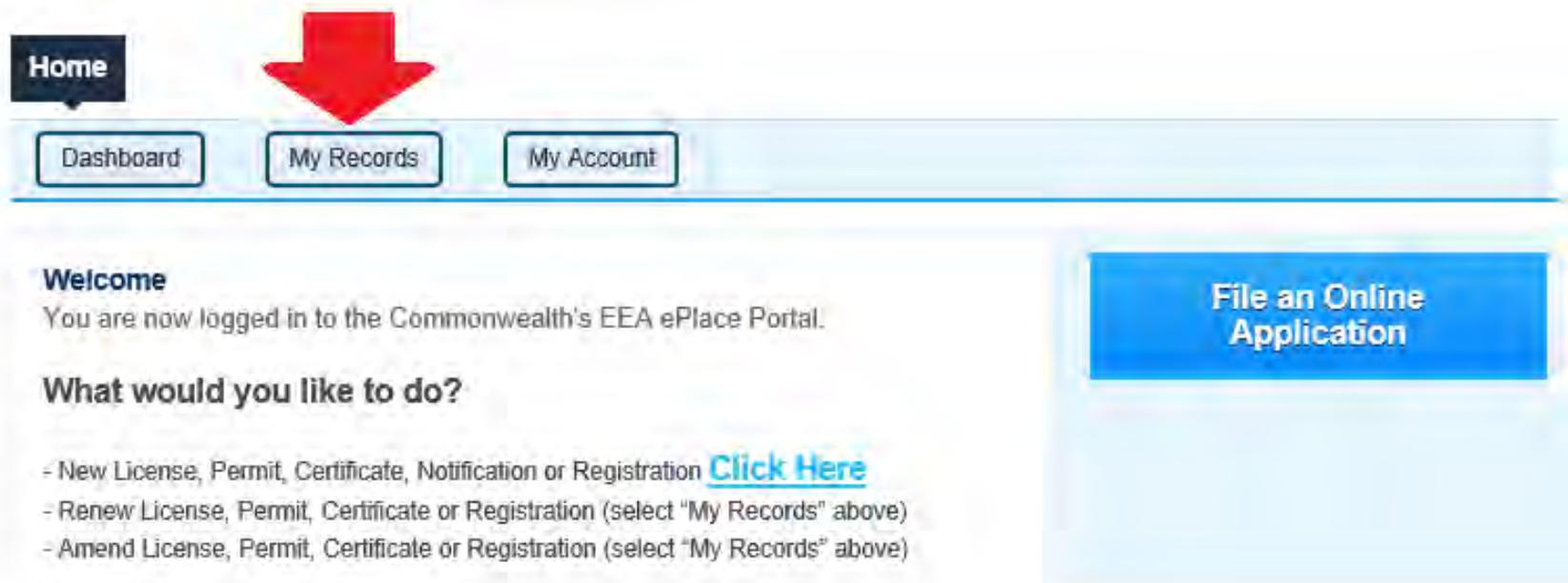
# Important Note

- Please be sure that all your information in Account Management is correct.
  - What's printed on your license letter comes from the contact information in Account Management.
  - All notifications, license letters, etc. are sent to the contact email address that you maintain in Account Management.

## Step 2: Begin Your Renewal Application

- Click on My Records to see a list of your examination and license records.
- Find your Pesticide License Record beginning with either AL, CC, PC, CB, or DL.
- Click on the [Renew Authorization](#) hyperlink to begin the Renewal Application.

# Click on My Records



The screenshot shows the user interface of the Commonwealth's EEA ePlace Portal. At the top, there is a navigation bar with three buttons: 'Home', 'My Records', and 'My Account'. A large red arrow points directly to the 'My Records' button. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Welcome' message stating 'You are now logged in to the Commonwealth's EEA ePlace Portal.' followed by a section titled 'What would you like to do?' with three options: '- New License, Permit, Certificate, Notification or Registration [Click Here](#)', '- Renew License, Permit, Certificate or Registration (select "My Records" above)', and '- Amend License, Permit, Certificate or Registration (select "My Records" above)'. On the right side of the main content area, there is a prominent blue button labeled 'File an Online Application'.

# Start Your Renewal Application

Click on the blue "Renew Authorization" hyperlink to start the renewal application.

## ▼ MDAR

Showing 1-5 of 5 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	09/29/2020	<a href="#">CC-0052006</a>	MDAR - Massachusetts Pesticide License Authorization	Commercial Certification	12/31/2023	About to Expire	<a href="#">Renew Authorization</a>



# Update Your Insurance Information and Continue the Application

Step 1: Renewal Information > Page 1 of 3

If you are making pesticide applications in your capacity as a government employee, please upload your Government Employee Letter. 

If you are making pesticide applications outside of your role as a government employee, please upload your Proof of Insurance. 

\* indicates a required field.

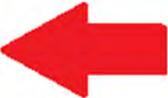
## Insurance Information

Massachusetts Pesticide License Number: 

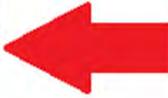
\* Are you making pesticide applications in your capacity as a government employee?:

Yes  No 

Current Insurance Carrier: \*

Hannover Insurance 

Insurance Expiration Date: \*

10/06/2024  

Those who are licensed for purposes of making pesticide applications as part of their job for City, State or Federal government would select "Yes".

If you have a Commercial License Type, then you will Need to Update your Insurance Information. This information is found on your Certificate of Insurance.\*

Continue Application »

Save and resume later

\* Not applicable to Private Certification or Dealer License Type

# Update the Training Credits Earned

Step 1: Renewal Information > Page 2 of 3

Licensing and / or Category Information and Earned Credit Updates

## CATEGORY INFORMATION

The below listed records or categories are associated with your license. The addition of new categories or removal of unwanted categories is not part of the renewal or amendment process. Please review the below list for accuracy and contact the Pesticide Operations Coordinator if you have any questions or concerns for missing categories.

Otherwise please complete the updates to indicate the number of New Continuing Education Credits you claim. For each of the below listed License Types or Categories, click Edit from the Actions drop down menu and indicate the number of Credits you claim. Enter zero (0) if no credits are claimed. You must enter a number. Do NOT leave blank.

Please note that for all training credits claimed, you will be required to upload copies of the Official Training Certificates issued to you as proof of such training—in Step 2 Required Documents.

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-4 of 4

<input type="checkbox"/>	License Type	License Category	Re-Certification Date	Your Total Approved Credits	New Continuing Education Credits Claimed	
<input type="checkbox"/>	Commercial Certification	General Pest Control (41)	12/31/2023 *	0	Credits are Due	Actions Edit
<input type="checkbox"/>	Commercial Certification	Termite and Structural Pest Control (43)	12/31/2023 *	0	Credits are Due	Actions
<input type="checkbox"/>	Commercial Certification	Food Processing (50)	12/31/2025	0	Credits are NOT Due	Actions
<input type="checkbox"/>	Commercial Certification	Vertebrate Pest Control (44)	12/31/2023 *	0	Credits are Due	Actions

Edit Selected

Continue Application »

Save and resume later

Click on "Actions" for each row and "Edit" to enter the number of Credits or CEU's that you earned and will upload with this renewal application.

\* Note that if the "Re-Certification" date falls within the current calendar year, you will need all of the required credits to renew this category or license type.

# Update the Training Credits Earned and Click Submit for Each Category

## CATEGORY INFORMATION

The below listed records or categories are associated with your license. The addition of new categories or removal of unwanted categories is not part of the renewal or amendment process. Please review the below list for accuracy and contact the Pesticide Operations Coordinator if you have any questions or concerns for missing categories.

Otherwise please complete the updates to indicate the number of New Continuing Education Credits you claim. For each of the below listed License Types or Categories, click Edit from the Actions drop down menu and indicate the number of Credits you claim. Enter zero (0) if no credits are claimed. You must enter a number. Do NOT leave blank.

Please note that for all training credits claimed, you will be required to upload copies of the Official Training Certificates issued to you as proof of such training—in Step 2 Required Documents.



License Type: <input type="text" value="Commercial Certification"/>	License Category: <input type="text" value="General Pest Control (41)"/>	* Re-Certification Date: <input type="text" value="12/31/2023"/>
Your Total Approved Credits: <input type="text" value="0"/>	* New Continuing Education Credits Claimed: <input type="text" value="12"/>	Current year? You must claim any outstanding training credits.
Zero credits previously approved	Enter the number of outstanding training credits. You will later be required to upload these credits in the "Required Documents" section of this renewal application.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

# You May Enter Zero (0) Credits if Your Recertification Date is a Future Year

## CATEGORY INFORMATION

The below listed records or categories are associated with your license. The addition of new categories or removal of unwanted categories is not part of the renewal or amendment process. Please review the below list for accuracy and contact the Pesticide Operations Coordinator if you have any questions or concerns for missing categories.

Otherwise please complete the updates to indicate the number of New Continuing Education Credits you claim. For each of the below listed License Types or Categories, click Edit from the Actions drop down menu and indicate the number of Credits you claim. Enter zero (0) if no credits are claimed. You must enter a number. Do NOT leave blank.

Please note that for all training credits claimed, you will be required to upload copies of the Official Training Certificates issued to you as proof of such training—in Step 2 Required Documents.



License Type: Commercial Certification	License Category: Food Processing (50)	*Re-Certification Date: 12/31/2025
Your Total Approved Credits: 0	*New Continuing Education Credits Claimed: 0	Future year Re-Certification Date
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	<input type="button" value="0"/>	Claiming Zero (0) Credits -- since they're NOT due until 12/31/2025

# Do NOT Enter Partial Credits – Whole Numbers Only e.g. $\frac{1}{2} + \frac{1}{2} = 1$ Credit



## An error has occurred.

Do not enter Partial credits. All credits must be entered as whole numbers—no partial credits. If you have partial credits they must have sum equal to one or more credits e.g.  $\frac{1}{2} + \frac{1}{2} = 1$  credit.

License Type:

Commercial Certification

License Category:

General Pest Control (41)

\* Re-Certification Date:

12/31/2023

Your Total Approved Credits:

0

\* New Continuing Education

Credits Claimed: **Please enter as whole numbers**

~~13.5~~

Submit

Cancel

Enter whole numbers only. If you attended workshops where partial ( $\frac{1}{2}$ ) credits were awarded, be sure to claim and upload them only when their sum is a whole credit – not partial credits. The online system does NOT accept partial credit.

# Applicator has all Required Credits to Renew All 4-Categories

Showing 1-4 of 4

<input type="checkbox"/>	License Type	License Category	Re-Certification Date	Your Total Approved Credits	New Continuing Education Credits Claimed		
<input type="checkbox"/>	Commercial Certification	General Pest Control (41)	12/31/2023*	0	12	Actions ▾	
<input type="checkbox"/>	Commercial Certification	Termite and Structural Pest Control (43)	12/31/2023*	0	12	Actions ▾	
<input type="checkbox"/>	Commercial Certification	Food Processing (50)	12/31/2025	0	Future Year	0	Actions ▾
<input type="checkbox"/>	Commercial Certification	Vertebrate Pest Control (44)	12/31/2023*	0	12	Actions ▾	

Edit Selected

Continue Application »

Save and resume later



\* If the recertification date is the current year, then you must claim all needed credits to renew the category. If it's a future year then you have the option of claiming "0" or more. You must enter a whole number e.g. 0, 1, 2, 3, etc. Do not enter partial credits.

# Update your Employer Information and Continue the Application

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Review	4 Record Submitted
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Step 1: Renewal Information > Page 3 of 3

\* indicates a required field.

### Employer / Supervisor Information

Please select "Edit" to modify your Employer Information or select "Delete" to create a completely new Employer Information.

✓ Required Contact Type Minimum  
Employer Information 1

Add New

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Employer Information		Department of Agricultural Resources	999-999-9999	Boss@mass.gov	Edit Delete 

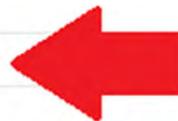
Continue Application »

Save and resume later

# Enter Employer Information and Continue the Application

## Contact Information ×

* Employer/Supervisor Name:	License Number:	
<input type="text" value="Department of Agricultural Resources"/>	<input type="text"/>	
* Telephone #:	E-mail:	
<input type="text" value="617-626-1700"/>	<input type="text" value="Director@mass.gov"/>	
* Address / P.O. Box		
<input type="text" value="251 Causeway ST, Suite 500"/>		
* City/Town:	* State:	* Zip Code:
<input type="text" value="Boston"/>	<input type="text" value="MA"/>	<input type="text" value="02114"/>



1. Enter New / Updated Information

Discard Changes



2. Select Continue

# Update your Employer Information and Continue the Application

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Review	4 Record Submitted
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Step 1: Renewal Information > Page 3 of 3

\* indicates a required field.

### Employer / Supervisor Information

Please select "Edit" to modify your Employer Information or select "Delete" to create a completely new Employer Information.

✓ Required Contact Type Minimum  
Employer Information 1

Add New

✓ Contact updated successfully.



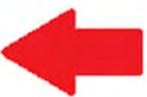
Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Employer Information		Department of Agricultural Resources	999-999-9999	Director@mass.gov	Edit Delete



Update Completed

Continue Application >



Save and resume later

# See List of Required Documents and Directions for Uploading

**Step 2: Documents > Page 1 of 1**

Please find below a list of documents that are required to process your application.

Click the "Add" button to begin uploading your documents. Select the documents from your computer and then click continue. Select the specific document type from the drop-down list. Add a brief description and click the "Save" button to save your updates. Repeat these steps for all required documents.

After all documents are uploaded and saved, click "Continue Application."



\* indicates a required field.

**List of Documents**

Documents:

**Please upload Required Document(s) which are mandatory to submit this Application:**

- 1. Proof of Credits
- 2. Proof of Insurance



These are the documents that will be uploaded into the Application

# Upload Certificate of Insurance (COI)

- Proof of insurance is required for pesticide applicators seeking a new commercial license or renewing an existing commercial license
  - The Certificate of Insurance (COI) can be obtained through your employer or via your insurance agent
  - Municipal, State, and Federal Government Employees who use pesticides exclusively within their role as government employees must upload a Proof of Government Letter

# Proof of Government Employee (PGE)

- Federal, State, and Municipal government employees follow a similar process but are required to upload a “Proof of Government Employee” (PGE) Letter
  - The letter must be on Agency letterhead and clearly indicate that such license is being used for government work only
  - Pesticide applications made outside of one's government job to the property of another require a separate (COI)

# Sample COI

CERTIFICATE OF LIABILITY INSURANCE				DATE: 01/18	
<b>PRODUCER</b> <b>Name address and Phone Insurance Agent</b> <b>Phone:</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> <b>Name and Address Company Insured</b>		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:		<b>NAIC #</b>	
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
LINE	COVERAGE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROD. <input type="checkbox"/> LOC		07/01/17	07/01/18	EACH OCCURRENCE: \$ 100000 TENNIS/TOURNAMENT PREMISES (EA occurrence): \$ 50000 MED EXP (Any one person): \$ 10000 PERSONAL & ADV INJURY: \$ 1000000 GENERAL AGGREGATE: \$ 2000000 PRODUCTS - COMP/OP AGG: \$ 2000000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> RENTED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <b>Garage Liability</b> <input type="checkbox"/> ANY AUTO		07/01/17	07/01/18	COMBINED SINGLE LIMIT (EA accident): \$ 1000000 ODLY INJURY (w/accident): \$ ODLY INJURY (w/accident): \$ PROPERTY DAMAGE (w/accident): \$ JTD ONLY - EA ACCIDENT: \$ THER THAN JTD ONLY: EA ACC: \$ AGG: \$ ADH OCCURRENCE: \$ 2000000 AGGREGATE: \$ 2000000
A	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS DEDUCTIBLE: \$10000 RETENTION: \$10000				ADH OCCURRENCE: \$ 2000000 AGGREGATE: \$ 2000000
B	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? SPECIAL PROVISIONS (None)		07/01/17	07/01/18	E.L. EACH ACCIDENT: \$ 1000000 E.L. DISEASE - EA EMPLOYEE: \$ 1000000 E.L. DISEASE - POLICY LIMIT: \$ 1000000
A	<b>Contractors Equip</b> <b>Limited Pollution</b>		07/01/17	07/01/18	LIMIT: \$139,322 Limit: \$100,000
(SECTION OF COVERAGE, EXCLUSIONS, COLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS)					
<b>CERTIFICATE HOLDER</b> DEBATO3 Department of Agriculture Resource Steve Kenyon 251 Causeway St., Suite 500 Boston MA 02114			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED: Agent Signature		

page 1

# Sample Proof of Government Employee Letter



[Insert Date]

Massachusetts Department of Agricultural Resources  
Pesticide Program – Attn: Licensing  
251 Causeway ST; Suite 500  
Boston, MA 02114

RE: Payments and Insurance Requirements

Dear Sir/Madam:

Please note that the following individual(s), whose name(s) is/are listed below, are employees of the [Insert Federal/State/City/Town Agency Name]. As per State Pesticide Regulations, 333 CMR 10.13(8), such individuals are exempt from the Financial Responsibility (insurance requirements), when their pesticide applicator activities are part of their duties as governmental employees when they are working in their governmental capacity.

- John Doe, License Number [Insert Number]; and
- Jane Doe, License Number [Insert Number].

Please contact me if you have any questions.

Sincerely,

[Name of Administrator or Program Coordinator], [Title]  
[Email and Phone number]



# Click the Add Button

Documents: ?

**Please upload Required Document(s) which are mandatory to submit this Application:**

1. Proof of Credits
2. Proof of Insurance

Attestation:

I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifying that insurance policy coverage in force and issued on my behalf meets or exceeds the standards set forth in 333 CMR 10.13, unless otherwise exempt or waived in accordance with M.G.L. c. 132B and 333 CMR 10.00 et seq.

I have read and agree with the above attestation:

Date:

**Attachment**

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe; dll; js; msi; bat; vbs; bin; sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**  **Click Here to Begin Adding Required Documents**

**Continue Application »** **Save and resume later**

# Select Add

Step 2: Documents > Page 1

List of Documents

Documents:

Please upload Required Document(s) which are mandatory to submit this Application:

1. Proof of Insurance

Attestation: \*

I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifies that the application meets the standards set forth in 335 CMR 10.00 et seq.

\*I have read and agree to the terms and conditions of the application.

Date: \*

Attachment

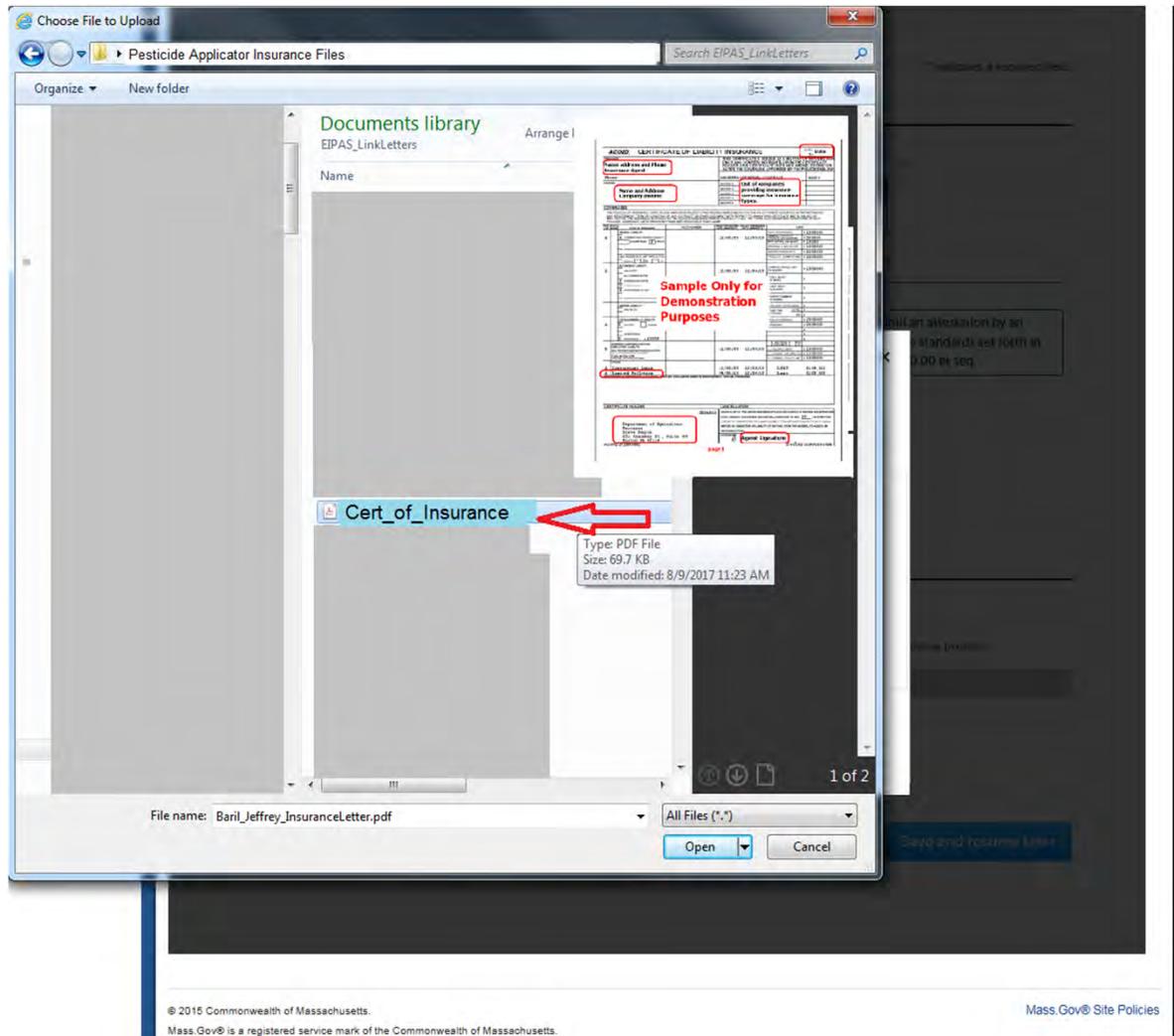
When uploading file document(s) the maximum file size allowed is 50 MB. The File Name (including file extension) MUST NOT exceed 75 characters in length. The document Description MUST NOT exceed 50 characters in length. Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Click Add

Continue Add Remove All Cancel

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# Locate File on Computer



# Continue

## File Upload ×

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

CEU - Credits.pdf	100%
Proof Insurance.jpg	100%

**After adding the required documents, click the Continue button!**

  
Continue Add Remove All Cancel

# Select Type and Enter Description

\*Type: Remove

Proof of Insurance 

File:  
Proof of Government Employee.pdf  
100%

\*Description (Maximum 50 characters):  
Proof of insurance 

**Save** **Add** **Remove All**



**Continue Application »**

**Save and resume later**

After you "Add" a required document, you must indicate the document "Type" and enter a very brief "Description". When all is done, you must click "Save" before you "Continue Application".

# Success! Now Continue Application



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.



All documents  
successfully uploaded!

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Review	4 Record Submitted
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When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Credits_Test_photo.jpg</a>	Proof of Credits	784.83 KB	10/02/2020	<a href="#">Actions</a> ▼
<a href="#">Ins_Test_Photo.jpg</a>	Proof of Insurance	759.71 KB	10/02/2020	<a href="#">Actions</a> ▼
<a href="#">Proof_of_Insurance_Generic.pdf</a>	Proof of Credits	156.76 KB	10/02/2020	<a href="#">Actions</a> ▼
<a href="#">Proof_of_Credits-2.pdf</a>	Proof of Credits	160.99 KB	10/02/2020	<a href="#">Actions</a> ▼
<a href="#">Proof_of_Credits-3.pdf</a>	Proof of Credits	157.28 KB	10/02/2020	<a href="#">Actions</a> ▼

< Prev **1** 2 Next >

To be sure your application and uploaded documents can be reviewed without delays, please use standard document or image files e.g. pdf or jpg.

# Review and Certification

## Upper Part of Application

### Step 3: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

## Review and Certification

---

[Edit Application](#)

### Insurance Information

---

Massachusetts Pesticide License Number:

Are you making pesticide applications in your capacity as a government employee?: No

Current Insurance Carrier: Steve Test 5 REN in Prod

Insurance Expiration Date: 09/30/2021

# Review and Certification Lower Section of Application

## Applicant Information

---

Individual  
Steve Kenyon  
251 Causeway ST  
Boston, MA 02114

Telephone #: 123-123-2323  
E-mail: Steve.Kenyon2@mass.gov

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

I have read and agree with the above attestation.

Date:



Continue Application »



After reviewing and checking over your application to be sure it's correct, click on the "Attestation" tick box and "Continue" the application.

Save and resume later

# Choose Payment Method

## Step 4: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

### Application Fees

Fees	Amount
Commercial License	\$150.00

\$150.00



Pay Online »

Pay by Mail»

Choosing to "Pay Online" is the fastest and easiest method to complete your application. The nCourt payment portal will provide you with an email receipt. If you choose to "Pay by Mail" the EIPAS will send you an invoice with the amount due. This will then require that you print the invoice and submit it with your check or money order to the address printed on the invoice.

# Successfully Completed

Home

MDAR Applications

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information

2 Documents

3 Review

4 Pay Fees

5 Record Issuance

### Step 5: Record Issuance



Successfully Completed.

Thank you for using our online services for your submission.  
Your license number is 21-PLIC-0733-REN.



The Record Number assigned to your application, as well as its status will now appear in your list of records. Click Home and then My Records to see your renewal application and its status.

# Await MDAR Review and Approval

- After you have completed your renewal application and successfully submitted your renewal payment, the MDAR must review and approve your renewal.
- Once approved, the system will send you a notification with the License Letter attached.
- The MDAR no longer issues hard copy licenses--save the email notification and attached license letter!

# Check Your Records

The screenshot shows the user interface of the EEA ePlace Portal. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. A red arrow points to the 'My Records' tab. Below the navigation bar, there is a 'Welcome' message and a 'File an Online Application' button. A section titled 'What would you like to do?' lists three options: 'New License, Permit, Certificate, Notification or Registration', 'Renew License, Permit, Certificate or Registration', and 'Amend License, Permit, Certificate or Registration'. A red arrow points to the 'My Records' section below. The 'My Records' section shows a list of records under the heading 'MDAR'. The first record is highlighted in yellow and has a red arrow pointing to the 'Pay Fees Due' link in the 'Action' column. The second record is also highlighted in yellow and has a red arrow pointing to the 'Pay Fee Due for Renewal' link in the 'Action' column.

Home

Dashboard My Records My Account

**Welcome**  
You are now logged in to the Commonwealth's EEA ePlace Portal.

**What would you like to do?**

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

**File an Online Application**

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▼ **MDAR**

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/02/2020	<a href="#">20-PLIC-1116-REN</a>	MDAR - Massachusetts Pesticide License Renewal	Commercial Certification - Agriculture (33)		Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	09/29/2020	<a href="#">CC-0052006</a>	MDAR - Massachusetts Pesticide License Authorization	Commercial Certification	12/31/2020	Renewal Submitted	<a href="#">Pay Fee Due for Renewal</a>

If you did NOT choose to pay your fees online, it's not too late! After clicking on the "Home" button and "My Records", you can find your renewal application listed and click on the "Pay Fees Due" link to complete your online payment.

# Please visit the Mass.gov Examination and Licensing Page

<https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal>

Find Step-By-Step Guides to most actions that will help you make the most of your EEA ePLACE Portal Account.

- Keep your email address and mailing address up-to-date
- Get a copy of your license
- Apply for new exams
- Renew your license

The screenshot shows the Mass.gov Examination and Licensing Page. The URL is displayed at the top: <https://www.mass.gov/guides/applying-for-a-pesticide-exam-license-and-renewal-through-the-eplace-portal>. The page is divided into two main sections: "Key Actions" and "Additional Resources".

**Key Actions**

- Apply for Pesticide Exam, License and Renewal →
- Pesticide Exam & License information →
- How to Renew Your License →
- File Amendment - Update License and Training Credits →

**Additional Resources**

- Applying for a Pesticide Exam or Catch Basin Permit (PDF 1.77 MB)
- Applying for Applicator (Core) License After Passing the (Core) Exam (PDF 2.59 MB)
- Applying for Commercial Certification (CC) License After Passing CC-Exam (PDF 1.63 MB)
- Guide to Accessing Your Pesticide License (PDF 1.41 MB)

Red arrows point to the top right corner of the page, the "File Amendment - Update License and Training Credits" button, and the "Guide to Accessing Your Pesticide License" link.

# ePLACE Technical Support

- **Need Help?** For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For assistance with non-technical questions, please contact the issuing Agency directly using the links below

# Thank You

- Additional Questions?
  - Contact the Pesticide Program Exam and Licensing Team:
    - Voice Mail: (508) 281-6787
    - Email: [pestexamlicense@mass.gov](mailto:pestexamlicense@mass.gov)