

Georgia Department of Agriculture Structural Pest Division

2025 License Renewal Guide

*All Structural Pest Control Licenses will expire on June 30, 2025.
These include Company, Certified Operator, and Registered Employee licenses.*

Renewal notices will be sent by email, please ensure the email addresses on file for all Company and Certified Operator licenses are correct to ensure you receive your renewal notices. Notices will be sent from the email address gdalicensing@agr.georgia.gov.

Important Dates

- June 30 is the renewal deadline
- A late fee will be assessed to any license renewed on or after July 1.
- If a license is not renewed on or before September 30, the licensee must complete all initial licensing requirements to become licensed again. They will also be subject to late renewal fees if they wish to become licensed again within two years of their license's expiration.

☐ Accessing the Renewal Portal

To access the Renewal Portal, please visit: <https://www.kellysolutions.com/ga/login.asp>
Please refer to your renewal notice if you do not know your login credentials.

If you'd like to update your company information before beginning the renewal process, you can log in to your Company Profile to update information at <https://www.kellysolutions.com/ga/Structural/UpdateInfo/Login.asp>

Currently when accessing the Update Info page on your Company profile, this message will display:

Structural Applicators Licenses - Update Info

You are logged in to update your **Georgia Structural Pest Control License Update** data (address, phone, email) for **GA DEPT OF AGRICULTURE TEST COMPANY**
If you need to change any other information, please contact the Structural Pest Division at 404-656-3641 or email Pest@agr.georgia.gov.

This is not the renewal webpage and any payments made here will not count towards the 2025 license renewal. To pay for your license renewal, please visit <https://www.kellysolutions.com/GA/login.asp>



Pro Tip: Make sure you are logging in using your company license number and not logging into your personal account. The company update info page will have different options available.

Note that this is different than the renewal portal.

Company License Renewal

Review and Confirm the Company Contact Information

☐ Review Company Information

When you log in to renew the company license, the contact information will be displayed at the top of the webpage. Please review this information for accuracy. If anything is incorrect the information needs to be updated prior to renewal, either through the company portal online or through the emailed form.

Structural Applicators Licenses - Renewals

You are logged in to renew your GA Structural Pest Control License for **PEST CONTROL COMPANY**.
Enter your Email Address (you will receive a confirmation email):

You are renewing for the following Structural Pest Control Company license in the state of Georgia. You may [Update Your Contact Information](#) online. Please contact the Structural Pest Division at Pest@agr.georgia.gov with any physical address changes.

Company Name:	PEST CONTROL COMPANY
Physical Address:	123 MAIN ST
Mailing Address:	P.O. BOX 1
City, State, Zip:	ATLANTA, GA 30334
Phone:	123-456-7890
Fax:	333-333-3333
County:	FULTON
License Fee:	\$170.00

Review Carefully!



Pro Tip: Be sure the addresses are current and correct! If the renewal is paid with the incorrect mailing address on file and the licenses are mailed to the incorrect address, replacement cards will have to be paid for to have them reissued.

☐ Update Address Information

If any of the information is not correct you can update it by logging on to the [Structural Applicators Licenses – Update Info](#) webpage under the company license number.

Here, companies can update the company mailing address, phone number, fax number, and email address.

Structural Applicators Licenses - Update Info

You are logged in to update your Georgia Structural Pest Control License Update data (address, phone, email) for **GA DEPT OF AGRICULTURE TEST COMPANY**.
If you need to change any other information, please contact Ali Ikner at 404-656-3641 or email ali.ikner@agr.georgia.gov.

Company Name:	GA DEPT OF AGRICULTURE TEST COMPANY				
Contact Person:	NIXON				
Street Address					
Address 1 (View Mapquest)	19 MLK Jr Dr				
Address 2:	Structural Pest - Room 411				
City:	Atlanta State: GA Zip: 30334-3033				
Mailing Address					
Address 1:	<input type="text" value="Room 411"/>				
Address 2:	<input type="text" value="19 Martin Luther King Jr Drive"/>				
City:	<input type="text" value="Atlanta"/>	State:	<input type="text" value="GA"/>	Zip:	<input type="text" value="30334"/>
Phone/Business Company Information					
Phone:	<input type="text" value="123-456-7890"/>				
Fax:	<input type="text" value="333-333-3333"/>				
Email address:	<input type="text" value="jbowen@kellyreg.com"/>				
Password for online renewals:	<input type="password"/>				
Upload Documents	Attach Insurance Document (*) required Attach any document or form				

❑ Update Address Information (continued)

This can also be accessed by clicking the "Update Your Contact Information" link found on the renewal webpage.

Structural Applicators Licenses - Renewals

You are logged in to renew your GA Structural Pest Control License for **PEST CONTROL COMPANY**.
Enter your Email Address (you will receive a confirmation email):

You are renewing for the following Structural Pest Control Company license in the state of Georgia. You may [Update Your Contact Information](#) online. Please contact the Structural Pest Division at pest@agr.georgia.gov with any physical address changes.

Company Name:	PEST CONTROL COMPANY
Physical Address:	123 MAIN ST
Mailing Address:	P.O. BOX 1
City, State, Zip:	ATLANTA, GA 30334
Phone:	123-456-7890
Fax:	333-333-3333
County:	FULTON
License Fee:	\$170.00

❑ Alternative Address Update Method

Download the [Change of Address Form](#) from the Related Resources section of the [SPD's website](#).

Related Resources

Certification & Registration <ul style="list-style-type: none">Address Change FormDual Employee Registration FormEmployee Registration Card ApplicationPre-Examination Training FormReplacement Card ApplicationVerification of Lawful Presence / AffidavitEmployee Registration Online Guide	Training <ul style="list-style-type: none">Structural Pest Instructors & Training ProvidersStructural Pest Technician/Employee Registration ManualIntegrated Pest Management for Georgia Schools and Child Care FacilitiesUGA Structural Pest Management Program & Training Center	Company Forms <ul style="list-style-type: none">Company License ApplicationInsurance FormCompany Name Change ApplicationAddress Category FormAddress Change FormDCO Change FormNotification to Change Licensee Form
Honey Bee Removal <ul style="list-style-type: none">Honey Bee Control and RemovalHoney Bee Control and Removal Company License ApplicationHoney Bee Control and Removal Certification ApplicationNotice 21-03 Honey Bee Removal Fact SheetHBR-Manual.pdf	Compliance Resources <ul style="list-style-type: none">Compliance AssistanceCAM LibrarySPCC Guidance PoliciesReporting Unlicensed OperatorsFumigation Notification FormStructural Pest Control Inspection Request Form	Related Content <ul style="list-style-type: none">Consumer InformationStructural Pest Control Commission (SPCC)The Inside Buzz NewsletterSearch for Registered PesticidesSearch for Licensed Structural Pest Companies, Employees, and Operators

Complete the address form and then submit the completed form to pest@agr.georgia.gov.

Please note that if changes are made using the Change of Address Form, they can take several days to appear.

Ensure Current Insurance is on File

A current insurance policy must be on file with the SPD to renew a company license.
If the insurance on file has expired an error message will appear on the Company's Renewals Page.

Expired Insurance Error Message

If you see the error message shown below when attempting to access the renewal portal, it means the insurance SPD has on file for the company has expired.

According to our records, your insurance expired on 1/1/2024.

Please complete the following form and submit it to the GDA at insurance@agr.georgia.gov:
<http://agr.georgia.gov/sites/default/files/documents/pest-control/sps-13-06-insurance-form.pdf>.

☐ Updating Company Insurance

To update your insurance on file with the SPD, you can complete the [Insurance Certification Form](#) and email it to insurance@agr.georgia.gov.

Alternatively, you can submit your current insurance policy documents by logging in to the [Structural Applicators Licenses – Update Info](#) webpage under the company license number and uploading your insurance documents online, as highlighted in the screenshot below.

Structural Applicators Licenses - Update Info

You are logged in to update your Georgia Structural Pest Control License Update data (address, phone, email) for GA DEPT OF AGRICULTURE TEST COMPANY
If you need to change any other information, please contact Ali Ikner at 404-656-3641 or email ali.ikner@agr.georgia.gov.

Company Name: GA DEPT OF AGRICULTURE TEST COMPANY
Contact Person: NIKKI

Street Address

Address 1 (View Mapquest) (view GoogleMap): 19 MLK Jr Dr
Address 2: Structural Pest - Room 411
City: Atlanta State: GA Zip: 30334-3033

Mailing Address

Address 1: Room 411
Address 2: 19 Martin Luther King Jr Drive
City: Atlanta State: GA Zip: 30334

Miscellaneous Company Information

Phone: 123-456-7890
Fax: 333-333-3333
Email address: jbowen@kellyreg.com
Password for online renewals: [Redacted]

Upload Documents

Attach Insurance Document (* required)
Attach any document or form

Company Categories

FUM - Fumigation: ☐ (DCO's) for FUM category:
DCO Temporary DCO Certified Operator Name:



Pro Tip: It can take several days from submission of insurance for the new expiration date to update.

If your company insurance is out of date with the SPD, you will not be able to renew your Company License. Please submit insurance verification accordingly.

Renew a Designated Certified Operator (DCO) License

At least one Designated Certified Operator (DCO) must be renewed prior to or at the same time the company license is renewed.

☐ Renewing a DCO

All DCO(s) who are eligible to be renewed can be selected by checking the "Renew?" box next to their names, visible in the screenshot below.

The following is a list of Designated Certified Operators currently associated with your company license. Please indicate which Designated Certified Operators are to be renewed (Certified Operators may also renew their licenses individually if not selected below).

Renew?	DCO Name	License	Email (optional)	Fee
<input type="checkbox"/>	LAST, FIRST	SP00013		\$100.00

DCO Error Message

If a company attempts to renew without a DCO, an error message will display.

Structural Applicators Licenses - Renewals

You are logged in to renew your GA Structural Pest Control License for PEST CONTROL COMPANY.

At least 1 Designated Certified Operator MUST be renewed to be able to renew this business license.

☐ Renewing Certified Operators

Other Certified Operators under the company license may also be renewed at this time. Check the box for any Certified Operator licenses you would like to renew. If their renewal has already been paid for, it will be indicated in the "Renew?" column and they will not be selectable.

The following is a list of Certified Operators currently associated with your company license. Please indicate which Certified Operators are to be renewed (Certified Operators may also renew their licenses individually if not selected below).

Renew?	Certified Operator Name	License	Email (optional)	Fee
Already Paid	LAST, FIRST	SP00008		\$100.00
<input type="checkbox"/>	LAST, FIRST	SP00009		\$100.00
<input type="checkbox"/>	LAST, FIRST	SP00010		\$100.00
Already Paid	LAST, FIRST	SP00011		\$100.00
<input type="checkbox"/>	LAST, FIRST	SP00012		\$100.00

Please note, even if the company pays for a Certified Operator's renewal, the license card will still be mailed to the address on file for the Certified Operator.

Renew Registered Employees

*Careful review is key! Ensure all information is correct before renewing.
Employees must be registered with a company to have their license renewed.*

☐ Review Eligibility

Before a Registered Employee can be renewed, they must satisfy one of the requirements below:

- Earn the required CEUs in their licensed categories prior to March 1st, 2025.
The required hours are: 8 CEUs in HPC, 8 CEUs in WDO, 3 CEUs in FUM.
- Or pass the Employee Registration Exam after October 1st, 2024.

The Registered Employees who are eligible for renewal in at least one category will be indicated by a green check in the "Renew?" column.

If a Registered Employee failed to satisfy the renewal requirements for any of their licensed categories, the categories to be cancelled will be listed in this column as well. The listed categories will be dropped from their license when the renewal is processed.

The following is a list of **Registered Employees** currently associated with your company license. Please indicate which Registered Employees are still working for your company. Each Registered Employee must have the following credits for the current renewal year. If the exam date is after October 1, 2024, the employee is eligible for renewal without the required re-registration training.

HPC: 8 credits
WDO: 8 credits
FUM: 3 credits

Renew?	License #	Employee Name	HPC	WDO	FUM	Eligible by exam?	Fee	No Longer Employed? (unassigns the employee from your company)
✓	SP00001	LAST, FIRST	5	0	0	4/29/2025	\$10.00	No Longer Employed
✓	SP00002	LAST, FIRST	8	14	5		\$10.00	No Longer Employed
✓	SP00003	LAST, FIRST	0	0	0	10/1/2024	\$10.00	No Longer Employed
✓ FUM category will be cancelled	SP00004	LAST, FIRST	8	8	0		\$10.00	No Longer Employed
Not eligible for FUM Not eligible for WDO	SP00005	LAST, FIRST	0	1	0		\$10.00	No Longer Employed
✓	SP00006	LAST, FIRST	8	8	3		\$10.00	No Longer Employed
Already Paid	SP00007	LAST, FIRST	18	24	12		\$10.00	No Longer Employed

Review Carefully!

☐ CEUs

The number of CEUs earned by each Registered Employee will be listed by category. If you believe there are any uncredited hours, please refer to the Employee's Training Summary (you can look up their profile using [the license search page](#)) to determine which courses have not been credited. You can email the attendance verification forms for any uncredited courses to Pest@agr.georgia.gov.

Please keep in mind that only courses taken between 3/1/2023 and 2/28/2025 will count towards this renewal.

The following is a list of **Registered Employees** currently associated with your company license. Please indicate which Registered Employees are still working for your company. Each Registered Employee must have the following credits for the current renewal year. If the exam date is after October 1, 2024, the employee is eligible for renewal without the required re-registration training.

HPC: 8 credits
WDO: 8 credits
FUM: 3 credits

Renew?	License #	Employee Name	HPC	WDO	FUM	Eligible by exam?	Fee	No Longer Employed? (unassigns the employee from your company)
✓	SP00001	LAST, FIRST	5	0	0	4/29/2025	\$10.00	No Longer Employed
✓	SP00002	LAST, FIRST	8	14	5		\$10.00	No Longer Employed
✓	SP00003	LAST, FIRST	0	0	0	10/1/2024	\$10.00	No Longer Employed
✓ FUM category will be cancelled	SP00004	LAST, FIRST	8	8	0		\$10.00	No Longer Employed
Not eligible for FUM Not eligible for WDO	SP00005	LAST, FIRST	0	1	0		\$10.00	No Longer Employed
✓	SP00006	LAST, FIRST	8	8	3		\$10.00	No Longer Employed
Already Paid	SP00007	LAST, FIRST	18	24	12		\$10.00	No Longer Employed

☐ Eligible by Exam

The "Eligible by exam?" column will display an exam date of 10/1/2024 or later for those who satisfied their reregistration requirement by taking the Registration Exam.

If an employee tested after that date but no exam date displays, please submit their new exam score to the SPD to be updated. Scores can be emailed to Pest@agr.georgia.gov.

The following is a list of **Registered Employees** currently associated with your company license. Please indicate which Registered Employees are still working for your company. Each Registered Employee must have the following credits for the current renewal year. If the exam date is after October 1, 2024, the employee is eligible for renewal without the required re-registration training.

HPC: 8 credits
WDO: 8 credits
FUM: 3 credits

Renew?	License #	Employee Name	HPC	WDO	FUM	Eligible by exam?	Fee	No Longer Employed? (unassigns the employee from your company)
✓	SP00001	LAST, FIRST	5	0	0	4/29/2025	\$10.00	No Longer Employed
✓	SP00002	LAST, FIRST	8	14	5		\$10.00	No Longer Employed
✓	SP00003	LAST, FIRST	0	0	0	10/1/2024	\$10.00	No Longer Employed
✓ FUM category will be cancelled	SP00004	LAST, FIRST	8	8	0		\$10.00	No Longer Employed
Not eligible for FUM Not eligible for WDO	SP00005	LAST, FIRST	0	1	0		\$10.00	No Longer Employed
✓	SP00006	LAST, FIRST	8	8	3		\$10.00	No Longer Employed
Already Paid	SP00007	LAST, FIRST	18	24	12		\$10.00	No Longer Employed


☐ Removing Registered Employees

Carefully review the list of Registered Employees prior to renewing. The GDA cannot issue refunds if an employee is renewed on accident. If any are no longer employed by your company, please select the "No Longer Employed" link by their name.

The following is a list of **Registered Employees** currently associated with your company license. Please indicate which Registered Employees are still working for your company. Each Registered Employee must have the following credits for the current renewal year. If the exam date is after October 1, 2024, the employee is eligible for renewal without the required re-registration training.

HPC: 8 credits
WDO: 8 credits
FUM: 3 credits


Renew?	License #	Employee Name	HPC	WDO	FUM	Eligible by exam?	Fee	No Longer Employed? (unassigns the employee from your company)
✓	SP00001	LAST, FIRST	5	0	0	4/29/2025	\$10.00	No Longer Employed
✓	SP00002	LAST, FIRST	8	14	5		\$10.00	No Longer Employed
✓	SP00003	LAST, FIRST	0	0	0	10/1/2024	\$10.00	No Longer Employed
✓ FUM category will be cancelled	SP00004	LAST, FIRST	8	8	0		\$10.00	No Longer Employed
Not eligible for FUM Not eligible for WDO	SP00005	LAST, FIRST	0	1	0		\$10.00	No Longer Employed
✓	SP00006	LAST, FIRST	8	8	3		\$10.00	No Longer Employed
Already Paid	SP00007	LAST, FIRST	18	24	12		\$10.00	No Longer Employed

 Click to remove a registered employee

☐ Adding Registered Employees

If any employees who were previously registered have been hired, they can be transferred to the company license from the renewal webpage. To do so, click the "Add Additional Registered Employees" link and search for the employee using their license number.

Renew?	License #	Employee Name	HPC	WDO	FUM	Eligible by exam?	Fee	No Longer Employed? (unassigns the employee from your company)
✓	SP00001	LAST, FIRST	5	0	0	4/29/2025	\$10.00	No Longer Employed
✓	SP00002	LAST, FIRST	8	14	5		\$10.00	No Longer Employed
✓	SP00003	LAST, FIRST	0	0	0	10/1/2024	\$10.00	No Longer Employed
✓ FUM category will be cancelled	SP00004	LAST, FIRST	8	8	0		\$10.00	No Longer Employed
Not eligible for FUM Not eligible for WDO	SP00005	LAST, FIRST	0	1	0		\$10.00	No Longer Employed
✓	SP00006	LAST, FIRST	8	8	3		\$10.00	No Longer Employed
Already Paid	SP00007	LAST, FIRST	18	24	12		\$10.00	No Longer Employed

 Click to add a registered employee

Note: Please take this opportunity to: [Add Additional Registered Employees](#)

Pay the Renewal Fees

Renewal fees must be paid for renewals to be processed.

☐ Choose Payment Method

When you are finished, scroll down to the bottom of the page and select one of the payment options.

Credit Card and ACH Payments can be processed instantly, selecting send a check by mail will generate a payment coupon and instructions on how to pay by mail with a check.

Pay by Credit Card

or Pay by ACH (Bank Account)

or Send a Check by Mail



DISCOVER

☐ Review Total Fees Due

After selecting a payment option, the payment screen will list the total fees due.

Structural Applicators Licenses - Renewals

Payment for GA Structural Pest Control Company License

State License Fee:	\$170.00
License Fee (4 Registered Employees):	\$40.00
License Fee (1 Certified Operators):	\$100.00
<hr/>	
Total Amount Due:	\$310.00

☐ Process Payment

Fill out all of the payment information on the payment screen and then click on the "Process" button at the bottom of the screen to process the payment.

Process this Credit Card

Or

Process this ACH Transaction

If you are choosing to submit payment via check by mail, click the "Generate" button at the bottom of the page to create a printable renewal form to include with your check in the mail.

Generate the Renewal Form (as an Adobe PDF file)

☐ Receive License Cards

If after renewing you have not received your new license cards in 60 days, please reach out to the SPD.

*If you have any questions about renewals,
please contact us at pest@agr.georgia.gov or call 404-656-3641.*