

## Applying for a Pesticide/ Arborist Business Registration

To login go to: <https://www.elicense.ct.gov/>

If you already hold a pesticide certification and have not been sent your login information, please contact the Pesticide Management Program by [email](#).

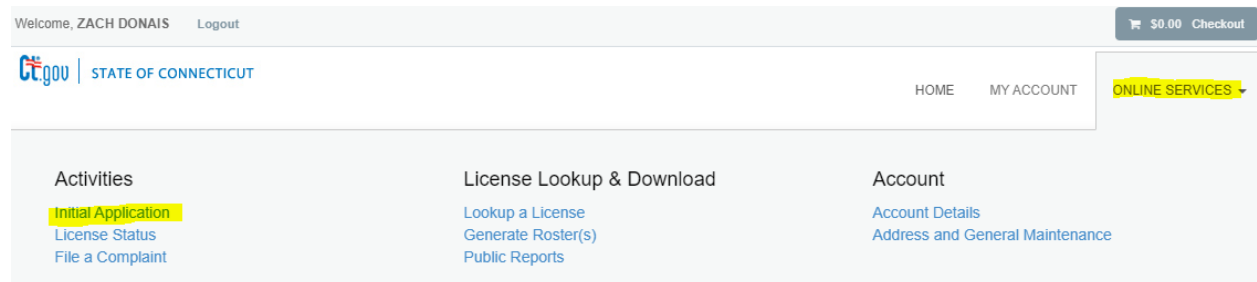
You will need to have a separate account for your business registration and your personal certifications as one is an individual's account and one is an organization's account.

Having difficulties logging in? Use the "forgot password" and/or "forgot username" tool. If you believe you already have an account and still cannot login, please contact the program by [email](#).

If you do not already have an account, see the "registering for a new account" instructions page.

Once you are logged in click on "online services" on the top right of your page and then click on "Initial Application".

If you already have a business registration that has lapsed, you will see a reinstatement option here, click on that instead of initial application.



The screenshot shows the top navigation bar of the Connecticut State Government website. The user is logged in as ZACH DONAIS. The navigation menu includes HOME, MY ACCOUNT, and ONLINE SERVICES. The ONLINE SERVICES dropdown menu is open, showing three categories: Activities, License Lookup & Download, and Account. Under Activities, 'Initial Application' is highlighted in yellow. Under License Lookup & Download, there are links for 'Lookup a License', 'Generate Roster(s)', and 'Public Reports'. Under Account, there are links for 'Account Details' and 'Address and General Maintenance'.

Scroll down on the screen until you get to Pesticide Management Program (DEEP), click on it.

There you should be able to see the certification types you are able to apply for.

Click on the "start" link across from Pesticide Commercial Supervisor Certification.



	License	Board
<b>Start</b>	Pesticide Application Business Registration	Pesticide Management Program
This License type can only be held by Individuals, your account is registered as an Organization	Pesticide Commercial Operator Certification	Pesticide Management Program
This License type can only be held by Individuals, your account is registered as an Organization	Pesticide Commercial Supervisor Certification	Pesticide Management Program
This License type can only be held by Individuals, your account is registered as an Organization	Pesticide Private Applicator Certification	Pesticide Management Program

Once you click “start” you should be brought to the welcome page of the online application.

Address information should automatically load from when you created an account but be sure to verify the information is correct.

Any field with an asterisk next to it ‘\*’ must be filled in.

If you are unable to complete your application in one sitting, you may click on the “save and close” button to save your progress on the application.

#### **Adding Supervisors and Operators:**

- You will be presented with a drop-down list, if you start typing in their name the list is searchable
- If you do not see them on the list, they do not have a current certification, and you should check with your employee to get that resolved.

#### **Question 12, Fee Exemptions:**

- If your business only employs one person with a supervisor certification (including the owner) and that supervisor does not hold the arborist category (3D) you may select yes.
- If your business has an individual with an arborist category (3D), select no.
- If your business employs any operators, select no.
- If your business has a subcontractor, select no.

Once you have completed your application you will be brought to a review screen where you can see all your question responses on one page, once you are sure there are no errors you may click “add to invoice”.

Your fee will then be added to your shopping cart and bring you to the screen where you may pay the invoice. All major credit and debit cards are accepted along with E-checks.

**Note: Fees cannot be refunded or transferred after completing this application**

Once your payment is processed you will be brought to a receipt screen, that receipt will also be emailed to the email address you provided in your application.

The Pesticide Management staff will review your application and contact you with any concerns. Once processed you will be emailed your new Business Registration Certificate.

Note: you must update your operators and supervisors within 30 days of someone being hired, fired, or obtaining a new certification.