



Applicator Licensing Guide

4 Steps to Licensing

1. Demonstrate Competence by

- Approved ISDA exam(s), or a Letter of Good Standing from a reciprocal state, or approved ISDA Training.

2. Submit an Application

- Complete the appropriate application form for the license and submit the document either in person, by mail or email to:
PesticideLicensing@ISDA.Idaho.Gov

3. Submit Required Documents

- **Professional, Apprentice and Dealer Licenses** require an active General Liability Policy on either an Acord form or the [ISDA Insurance Form](#)
- **Chemigation Licenses** requires a [Chemigation Inventory Form](#)

4. Payment

- Mark the box at the bottom of the application to get an invoice via email with a link and instructions to [make the payment Online](#) (Online payments take 3-5 business days for processing)
- Mail a check
- Cash is only accepted IN PERSON (must be exact)

Further Details

- **Licensing Process Timeline:** Please allow 8-10 business days for processing from the date of application submission.
- **Notification:** Applicators will be notified via email regarding the activation of their license.
- **Physical License Delivery:** A physical license will be mailed to the applicators address, provided on the application.
- **The license is inactive until a notification of license activation is received.** The license information will also populate on the ISDA License Lookup tool here: [Look up an Applicator](#)

Fee Schedule & License Cycles

Professional Applicator, Dealer, Private Applicator and Chemigation licenses are valid for 5 years.

Commercial Apprentice Licenses expire two years from the issue date and are non-renewable

PROFESSIONAL APPLICATORS: \$300.00
All Professional licenses expire December 31st of the fifth year. Must acquire 40 Recertification Credits during license cycle to renew.

DEALER: \$250.00
Follows Professional Applicator License cycle. The license will be pro-rated to correspond with an active Professional Applicators License.

COMMERCIAL APPRENTICE: \$120.00
Expires 2 years from the issue date

PRIVATE APPLICATORS: \$25.00
All Private Applicators expire March 31st of the fifth year. Must acquire 15 Recertification Credits during the license cycle to renew.

CHEMIGATION LICENSE: \$50.00
Chemigation licenses will expire March 31st of the fifth year.

*There are no charges for adding additional license categories (excluding the cost of testing)

Helpful Links

- [All ISDA Laws and Rules | Idaho State Department of Agriculture](#)
- [ISDA Forms & Applications](#)
- [Online Payment](#)
- [Applicator Portal](#)
- [Testing](#)
- [License Recertification Seminars](#)

Note: *This document serves as a general guide to aid in the licensing process. It should NOT be used as a replacement for the Rules Governing Pesticide and Chemigation Use and Application IDAPA 02.03.03 And Law.*

Please refer to the ISDA website, join our newsletter or contact the licensing department for the most up-to-date licensing information.