OFFICE OF PEST MANAGEMENT SUBSTANTIVE POLICY STATEMENT **Renewal of Temporary Qualifying Party Licenses**	DIVISION/ PROGRAM OPM POLICY SP 11-01 SIGNATURE August 26, 2011 EFFECTIVE DATE

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

1. BACKGROUND

The Acting Director has authority to issue a renewable and revocable temporary qualifying party license to a licensed applicator who is a representative of a business licensee if the qualifying party becomes disassociated with the business licensee. A.R.S. § 32-2304(D)(15). If the Acting Director issues a renewable and revocable temporary qualifying party license, the license is valid for sixty calendar days and may be renewed only on approval of the Acting Director if good cause is established for delay in the procurement of a qualifying party license. A.R.S. § 32-2314(F).

2. POLICY

The Acting Director views the following non-exclusive situations, if established by the business licensee, as constituting good cause for delay in the procurement of a qualifying party license when fewer than six months have elapsed since the qualifying party who previously qualified the business disassociated from the business:

- The temporary qualifying party licensee or another licensed applicator of the business licensee has applied for a qualifying party license and has the practical experience required for licensure and:
    - The qualifying party applicant has submitted a fingerprint card and the fingerprint card processing fee, but the Office has yet to receive the results of the background investigation; or
    - The qualifying party applicant completed all requirements to obtain a license, but the Office was unable to consider the qualifying party applicant before the temporary qualifying party license expired.

- The business licensee has conducted a diligent, but unsuccessful, search for a new qualifying party in the last 60 days as evidenced by providing to the Office:
    - The name, license number, and mailing address, email address or telephone number of each qualifying party licensee contacted in the last 60 days regarding search; and
    - The date and time when each qualifying party licensee was contacted.

The Acting Director requests all applicants for renewal of a temporary qualifying party license to also submit a statement explaining why renewal is needed and the business licensee's contingency plan in the event the request for renewal is denied.

3. EFFECTIVE DATE

This Substantive Policy Statement is effective as of the date indicated above.