

GEORGIA DEPARTMENT OF AGRICULTURE

COMMISSIONER TYLER J HARPER

Compliance Assistance Module

Company Renewals





Objectives

To better understand the company renewal process and be able to renew a company, DCO's, CO's, and registered employees online.

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Renewal Information

- Renewals occur every odd year (2023, 2025, 2027, etc.)
- June 30th is the renewal deadline and late fees apply from July 1st through September 30th
- On September 30th, any licenses not renewed will expire and the licensee must complete all initial licensing requirements to become licensed again

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Renewal Portal

- Renewals may be completed online at:
<https://www.kellysolutions.com/ga/login.asp>
- Update company information on
<https://www.kellysolutions.com/ga/Structural/UpdateInfo/Login.asp> before renewing to ensure licenses are mailed to the correct address
- Your insurance must be up to date before you can complete the renewal process





Renewing Registered Employees

Renew?	License #	Employee Name	HPC	WDO	FUM	Eligible by exam?	Fee	No Longer Employed? (unassigns the employee from your company)
Not eligible for FUM Not eligible for HPC	SP00000	Name Here	0	0	0		\$10.00	No Longer Employed
Not eligible for HPC	SP00000	Name Here	0	0	0		\$10.00	No Longer Employed
✓	SP00000	Name Here	16	22	12		\$10.00	No Longer Employed



- The green check shows employees that are eligible to be renewed
- The chart shows CEU hours and exam status, and will tell you what categories each employee is eligible for
- You can also add or remove employees

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Renewing Certified Operators

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"/>	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00

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	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00
Already paid	Name Here	SP00000	youremailhere@gmail.com	\$100.00

- Check the box under "Renew?" for any DCO or CO's you would like to renew
- If a company does not renew a DCO they will NOT be able to renew the company
- CO's are also able to renew on their own and not through the company

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Payment

- Payment options are at the bottom of the page
 - We can not accept payment over the phone

Pay by Credit Card or Pay by ACH (Bank Account) or Send a Check by Mail



- The “Send a Check by Mail” option will give you a file to print out and send with your check
 - IF YOU DO NOT ATTACH THIS FORM WE WILL NOT RECEIVE YOUR PAYMENT

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Common Issues

- If your insurance is out of date, you won't be able to renew and you will see this error

You are logged in to renew your GA Structural Pest Control License for GA DEPT OF AGRICULTURE TEST COMPANY.

According to our records, your insurance expired on 6/30/2024.

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>.

If, after reviewing the Insurance Certification Form, you have further questions, please contact the Structural Pest Division at 404-656-3641 or email at Pest@agr.georgia.gov

- After completing and sending [the insurance form](#), your insurance should be updated in 1-3 days

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Common Issues

- Certified Operator licenses are sent directly to the address on file for that CO, even if the company pays for their renewal

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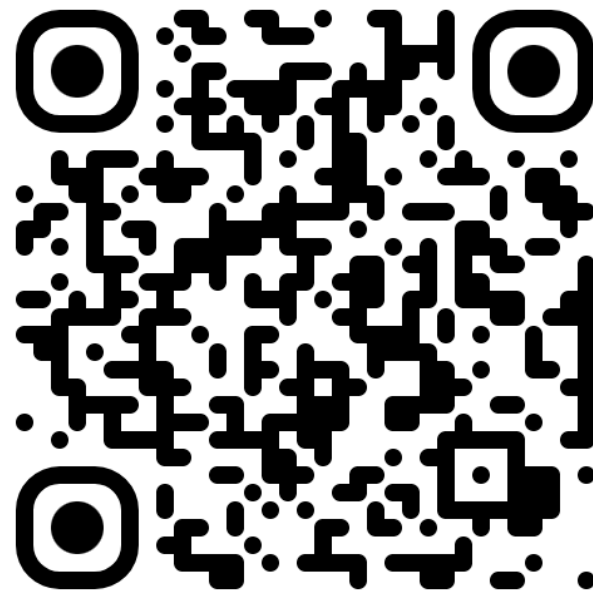
Online Resources

More Information:
[Structural Pest License Renewals](#)

Renewal Portal:
[GA Dept of Agriculture](#)

Full Guide:
[SPD License Renewal Guide
2025.pdf](#)

Scan to View the
CAM Library



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GDA is here for you!

We're standing by to take your questions.



STRUCTURAL PEST

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Give us a call

404-656-3641

Send us an e-mail

pest@agr.georgia.gov

