

# How to Access Your Pesticide License through the EEA ePLACE Portal

## 1. Login to your ePLACE Portal Account

The screenshot shows the EEA ePLACE Portal login page. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this is the "EEA ePLACE Portal" header with a "Home" button. A "Login" section contains input fields for "User Name or E-mail:" and "Password:", and a "Login" button. A "Welcome to the Commonwealth of Massachusetts ePLACE Portal" message is displayed on the left. Below the login section, there are "Options for Licensees and Applicants:" including "Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration" and "Make Payments Online".

## 2. Click on the "My Records" button

The screenshot shows the navigation bar with three buttons: "Dashboard", "My Records", and "My Account". A red arrow points to the "My Records" button, and a yellow box with the text "Click on 'My Records'" is positioned above it.

## 3. System will take you to a list of all your Records, click on the **Pesticide License or Certification Record** for which you want a copy of the **License or Certification Letter**.

The screenshot shows the "My Records" page. At the top, there is a navigation bar with "Dashboard", "My Records", and "My Account" buttons. Below this is a "MDAR" section with a "Showing 1-2 of 2" indicator and links for "Download results" and "Add to collection". A table lists two records:

Date	Record Number	Record Type	Category	Expiration Date	Status	Action
01/31/2020	<a href="#">20-PLIC-0480-REN</a>	MDAR - Massachusetts Pesticide License Renewal	Applicator (Core) License		Approved	
01/18/2019	<a href="#">AL-0010384</a>	MDAR - Massachusetts Pesticide License Authorization	Applicator (Core) License	12/31/2020	Active	<a href="#">Amendment</a>

A red arrow points to the "AL-0010384" record, and a yellow box with the text "Click License Record" is positioned below it.

4. Wait patiently!

The screenshot shows a web application interface with a dark theme. At the top, there is a 'Home' button and a navigation bar with 'Dashboard', 'My Records', and 'My Account' buttons. Below this, a dropdown menu is open for 'MDAR'. The main content area displays a table with the following data:

<input type="checkbox"/>	Date	Record Number	Record Type	Date	Status	Action
<input type="checkbox"/>	01/31/2020	20-PLIC-0480-REN	MDAR - Massachusetts Pesticide License Renewal		Approved	
<input type="checkbox"/>	01/18/2019	AL-0010384	MDAR - Massachusetts Pesticide License Authorization	Applicator (Core) License 12/31/2020	Active	Amendment

A white modal box with a circular loading icon and the text 'Please wait...' is overlaid on the table.

Be patient!

5. Click on "Record Info" button.

The screenshot shows a web application interface with a light theme. At the top, there is a 'Home' button and a navigation bar with 'MDAR Applications' button. Below this, a record card is displayed for 'Record AL-0010384'. The card shows the record status as 'Active' and the expiration date as '12/31/2020'. A yellow button labeled 'Click Record Info' is highlighted. To the right of the card is a blue button labeled 'Add to collection'. Below the card, there is a navigation bar with three buttons: 'Record Info' (highlighted with a red arrow), 'Payments', and 'Education'. Below the navigation bar, there is a blue text instruction: 'If applicable, to schedule an examination, click on the Education Menu and click on Examination. Then click on the Action menu and select Schedule.' Below this, there is a section titled 'Record Details' with a 'Project Description' field containing 'Applicator (Core) License'. A 'More Details' link is visible, and at the bottom, there is a blue button labeled 'Create Amendment'.


6. Go to "Attachments" tab.

Home

MDAR Applications

Record AL-0010384: [Add to collection](#)  
Record Status: Active  
Expiration Date: 12/31/2020

Record Info ▾ Payments ▾ Education ▾

Record Details  
Processing Status  
Related Records  
Attachments 

Applicator (Core) License

More Details [Click Attachements](#)

Create Amendment

7. The Approval Letter will be attached to the record.

Home

MDAR Applications


Record AL-0010384: [Add to collection](#)  
Record Status: Active  
Expiration Date: 12/31/2020

Record Info ▾ Payments ▾ Education ▾

If applicable, to schedule an examination, click on the Education Menu and click on Examination. Then click on the Action menu and select Schedule.

Attachments [Click on MDAR Approval Letter - mm/dd/yyyy](#)

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
 MDAR Approval Letter - 1/31/2020	AL-0010384	MDAR - Massachusetts Pesticide License Authorization	Record	MDAR Approval Letter	130.12 KB	01/31/2020	Action

8. To download the Approval Letter – click on the Name of the document

Record Info ▾
Payments ▾
Education ▾

If applicable, to schedule an examination, click on the Education Menu and click on Examination. Then click on the Action menu and select Schedule.

**Attachments**

When uploading file document(s) the maximum file size allowed is 50 MB. The 'File Name' (including file extension) MUST NOT exceed 75 characters in length. The document 'Description' MUST NOT exceed 50 characters in length. Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process. .exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
MDAR Approval Letter - 1/31/2020	AL-0010384	MDAR - Massachusetts Pesticide License Authorization	Record	MDAR Approval Letter	130.12 KB	01/31/2020	Actio
Reports - 1/31/2020	AL-0010384	MDAR - Massachusetts Pesticide License Authorization	Record	Reports	125.04 KB	01/31/2020	Actio
Reports - 1/18/2019	AL-0010384	MDAR - Massachusetts Pesticide License Authorization	Record	Reports	129.96 KB	01/18/2019	Actio
Reports -	AL-0010384	MDAR - Massachusetts Pesticide License	Record	Reports	130.24 KB	01/18/2019	Actio

Do you want to open or save **MDAR Approval Letter - 1\_31\_2020.pdf** (130 KB) from [permitting.state.ma.us](http://permitting.state.ma.us)?
Open
Save ▾
Cancel
✕

Click Save or Open and then Save to your computer or simply print without saving a copy to you Computer. It's your choice.

9. The system will download the Pesticide License or Certification Letter and below is a sample copy of it.

January 31, 2020

John Q. Public  
251 Causeway ST; Suite 500  
Boston, MA 02114-2141

Dear John Q. Public

The Department of Agricultural Resources, Pesticide Program has reviewed your application for the Applicator (Core) License . The Department is pleased to inform that you have complied with the procedures set forth in State Pesticide Regulations and are qualified for Pesticide Licensure in the Commonwealth. The below credentials must be on your person at all times.

Your Massachusetts Pesticide License Number is AL-0010384 and is valid until 12/31/2020.  
If you have any questions regarding this Massachusetts Pesticide License or the responsibilities of the professional holding this certificate, please contact Steven Antunes-Kenyon at 617-626-1784 or via email at [steve.kenyon@state.ma.us](mailto:steve.kenyon@state.ma.us)

Sincerely,  


Steven Antunes-Kenyon  
Pesticide Operations Coordinator  
MDAR - Pesticide Program

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Your 3-year training cycle ends on the date below, at which time, you may be audited to verify all contact hours (credits) earned during the prior 3-years. 07/01/2021.

Directions:

- Sign license document.
- Carefully cut out credential
- Laminate for its protection

COMMONWEALTH OF MASSACHUSETTS  
Department of Agricultural Resources  
PESTICIDE CERTIFICATION/LICENSE

John Q. Public  
251 Causeway ST; Suite 500  
Boston, MA 02114 2141

License Type	Date Issued
Applicator (Core)	1/31/2020
License Number	Expiration Date
AL-0010384	12/31/2020

Sign here