



December 28, 2015

TO: ALL BRANCH 3 FIELD REPRESENTATIVES

The Structural Pest Control Board (SPCB) is currently conducting an occupational analysis of the Branch 3 Field Representative (FR) profession. The purpose of the occupational analysis is to identify the important tasks that are currently performed by practicing licensed Branch 3 FRs and the knowledge required to perform those tasks. The results of the occupational analysis will be used to update the Branch 3 FR licensing examination. Your participation is essential to ensure that we have the most up-to-date and relevant information regarding the current practice of Branch 3 FRs.

As part of the study, a survey questionnaire has been developed to identify the important tasks that licensed Branch 3 FRs perform upon entry into the profession. The survey will be available online from **January 1 to February 5, 2016**, 24 hours a day, 7 days a week.

The SPCB is requesting your assistance in this process. Please take the time to complete the online survey questionnaire as it relates to your profession and current practice as a licensed Branch 3 FR. Your responses on the questionnaire will be combined with responses of other Branch 3 FRs to determine the tasks and knowledge needed for independent practice.

The survey should take approximately 30 to 60 minutes to complete. For your convenience, once you have started the survey, you can exit at any time and return to it later without losing your responses, as long as you are accessing the survey from the same computer.

Your individual responses will be kept confidential. The information you provide will not be recorded or stored in connection with your personal information.

If you are willing to assist us with this important project, please:

- **Go to: https://www.surveymonkey.com/r/SPCBFR3_2015OA**

If you prefer to complete a paper copy of the survey, you may request that one be mailed to you along with a prepaid return envelope. Please contact the SPCB by calling (916) 561-8700 or emailing your request to elizabeth.chervenak@dca.ca.gov no later than February 5, 2016.

We appreciate your dedication to your profession and to our mission of protecting California consumers by licensing qualified and competent professionals.

Sincerely,

A handwritten signature in cursive script that reads "Susan Saylor".

Susan Saylor
Executive Officer