

### Renewal of Board Secretary, Land Use Administrator and Zoning Official Certificates

- 1) Five-year renewal cycle.
- 2) Certificate-holders are responsible for keeping track of their own continuing education hours.
- 3) Renewal notices will be sent out approximately one month before renewal date.
- 4) Certificate-holders will be allowed to renew up to six months after their renewal date without penalty, but a written request for an extension must be sent to Rutgers.
- 5) If a certificate-holder fails to file for renewal within six months of their renewal date, the certificate will expire. In order to be reinstated, the individual must retake the classes and tests involved.

	<u>Board Secretary</u>	<u>LUA</u>	<u>Zoning Official</u>
Required Renewal Credits	15	30	20
<b>Maximum</b> Administrative	5	10	6
<b>Minimum</b> Technical	10	20	14

#### Guidelines:

- 1) If an individual holds more than one certificate, s/he may:
  - a) apply any administrative credits accrued to all of the certificates.
  - b) apply the first 10 technical credits earned to each of the certificates, such that if an individual holds all 3 certificates and accrues the maximum number of administrative hours, s/he must accrue an additional 10 credits for LUA renewal and an additional 4 credits for ZO renewal.
- 2) Credits available at the annual League of Municipalities Conference
  - a) Certificate holders may accrue credits each year by attending those informational sessions at the annual NJ State League of Municipalities Conference that are pre-approved by the NJAPZA and staffed with an NJAPZA representative.
  - b) Credits will be given for the educational session offered in conjunction with the annual NJAPZA luncheon.
- 3) During each renewal period, instructors will receive one hour of CE credit for every 5 hours of teaching up to a maximum of:
  - 3 hours for holders of the board secretary certificate.
  - 4 hours for holders of the zoning official certificate.
  - 5 hours for holders of the land use administrator certificate.