

(e) An individual with an inactive license whose license has expired while inactive may reactivate his or her license by applying for renewal of the license pursuant to N.J.A.C. 7:26I-2.11 no later than 12 months after the license expiration date. If more than 12 months have passed since the license expiration date the individual may not apply for renewal of the license pursuant to N.J.A.C. 7:26I-2.11, but shall apply for a new license pursuant to N.J.A.C. 7:26I-2.4 through 2.10.

(f) An individual with an inactive license shall pay the annual fee for any calendar year in which he or she is active for one or more days in the calendar year.

(g) If the Board selects an individual with an inactive license for an audit, the Board may determine whether to defer the audit until the license becomes active again. The Board shall not defer an audit or complaint investigation that is pending at the time the LSRP becomes inactive, and the inactive LSRP shall meet all obligations as set forth in N.J.A.C. 7:26I-5 and 7.

SUBCHAPTER 3. FEES

7:26I-3.1 Purpose

This subchapter identifies and describes the fees and the methodology for the calculation of fees to support all tasks associated with the Board's duties.

7:26I-3.2 Scope

(a) This subchapter contains:

1. The fees and the factors the Board uses to calculate each fee, including the:
 - i. Application fee at N.J.A.C. 7:26I-3.3;
 - ii. Renewal fee at N.J.A.C. 7:26I-3.4; and
 - iii. Annual license fee at N.J.A.C. 7:26I-3.5;
2. The requirements for the Site Remediation Professional Licensing Board Fee Calculation Report at N.J.A.C. 7:26I-3.6; and
3. The method for the payment of fees at N.J.A.C. 7:26I-3.7.

7:26I-3.3 Application fee

(a) The Board shall annually recalculate the application fee, if the Board determines that the current fee does not cover the Board's costs to process and review license applications.

1. The Board shall calculate the application fee by multiplying the average number of hours to process and review a license application by the projected hourly salary and

overhead costs of Board staff processing and reviewing the license application.

2. Beginning calendar year 2015, the application fee shall be \$400.00.

3. The Board shall provide notice in the New Jersey Register of any change to the application fee in subsequent years.

(b) The Board shall not return the application fee to an applicant, regardless of the outcome of the license application.

7:26I-3.4 Renewal fee

(a) The Board shall annually recalculate the license renewal fee, if the Board determines that the current fee does not cover the Board's costs to process and review license renewal applications.

1. The Board shall calculate the renewal fee by multiplying the average number of hours to process and review a license renewal application by the projected hourly salary and overhead costs of Board staff processing and reviewing the license renewal application.

2. Beginning calendar year 2015, the renewal fee shall be \$100.00.

3. The Board shall provide notice in the New Jersey Register of any change to the renewal fee in subsequent years.

(b) The Board shall not return the renewal fee to an applicant, regardless of the outcome of the license renewal application.

7:26I-3.5 Annual license fee

(a) The Board shall annually recalculate the annual license fee, if the Board determines that the current fee does not cover the Board's costs as set forth in the annual budget.

1. The Board shall set its budget by estimating the dollar amount needed to accomplish all tasks associated with the Board's duties. Such tasks include, but are not limited to:

- i. The Board's administrative functions;
- ii. Legal support of the Board;
- iii. Development and maintenance of data systems;
- iv. Development and maintenance of the Board website;
- v. Development and administration of LSRP examinations; and
- vi. Any additional tasks the Board identifies that are necessary to carry out its duties and responsibilities as articulated in the SRRA and this chapter.

2. The Board shall project the collection amounts anticipated in the upcoming calendar year from application fees and renewal fees;

3. The Board shall subtract the projected collection amounts as described in (a)2 above from the budget estimated in (a)1 above, and divide the result by the number of LSRPs holding licenses in the current calendar year, rounding up to the nearest 10.00 dollars; or if the number of LSRPs holding licenses in the current calendar year is projected to significantly change in the upcoming calendar year, the Board shall subtract the projected collection amounts as described in (a)2 above from the budget estimated in (a)1 above, and divide the result by the number of LSRPs projected to be holding licenses in the upcoming calendar year, rounding up to the nearest 10.00 dollars;

4. The Board shall adjust the final annual license fee as necessary to account for any shortfall or surplus in funds from the previous calendar year.

(b) Beginning calendar year 2015, the annual license fee shall be \$900.00.

(c) The Board shall provide notice in the New Jersey Register of any change to the annual license fee in subsequent years.

(d) The Board shall invoice each LSRP for the annual license fee on or about November 1 of each year.

(e) Each LSRP shall pay to the Board the annual license fee no later than 60 days after his or her receipt of the Board's annual license fee invoice.

(f) An LSRP's license shall immediately expire 90 days after the LSRP's receipt of the Board's annual license fee invoice if the LSRP fails to pay the annual license fee within that 90-day period.

7:26I-3.6 Fee report

(a) Each calendar year, the Board shall prepare an Annual Site Remediation Professional Licensing Board Fee Calculation Report, which shall:

1. Be based on the Board's proposed budget produced pursuant to N.J.A.C. 7:26I-3.5; and

2. Include:

i. The factors used to calculate each fee included in this subchapter; and

ii. Each of the fees that shall be due and payable for the following calendar year.

(b) Beginning October 2015, and each October thereafter, the Board shall:

1. Publish in the New Jersey Register a notice that includes:

i. A summary of the Annual Site Remediation Professional Licensing Board Fee Calculation Report and the Board's budget; and

ii. A notice that the full report is available on the Board website at www.nj.gov/lsrpboard; and

2. Post on the Board website at www.nj.gov/lsrpboard the Annual Site Remediation Professional Licensing Board Fee Calculation Report and the Board's budget.

(c) Until the first day of the calendar year following the Board's approval and publication of the Annual Site Remediation Professional Licensing Board Fee Calculation Report and the Board's budget, the fees shall be as follows:

1. An application fee as established or recalculated pursuant to N.J.A.C. 7:26I-3.3;

2. A renewal fee as established or recalculated pursuant to N.J.A.C. 7:26I-3.4; and

3. An annual license fee as established or recalculated pursuant to N.J.A.C. 7:26I-3.5.

7:26I-3.7 Payment of fees

(a) Any person required to pay a fee pursuant to the SRRA or this chapter shall make payment of fees by:

1. A certified check, attorney check, personal check, or money order, made payable to "Treasurer, State of New Jersey"; or

2. An e-check or credit card after the Board posts a notice of availability of this method of payment on the Board website at www.nj.gov/lsrpboard.

(b) Payments shall be mailed to the following address, unless otherwise indicated on the billing invoice:

New Jersey Site Remediation Professional
Licensing Board
c/o New Jersey Department of Environmental
Protection
Site Remediation Program
Office of the Assistant Commissioner
PO Box 420
Mail Code 401-06
401 East State Street
Trenton, NJ 08625-0420

SUBCHAPTER 4. CONTINUING EDUCATION

7:26I-4.1 Purpose

(a) This subchapter establishes:

1. The mandatory continuing education requirements to be met by each LSRP during each three-year license term in order to renew his or her license; and