

8. Two members selected from a list prepared by educational institutions in the State conducting courses in water supply or wastewater treatment operations, or which conducted an appropriate course in the immediately preceding academic year; and

9. The Director of the Office of Continuing Professional Education at the New Jersey Agricultural Experiment Station, Rutgers, the State University of New Jersey.

(c) If a vacancy should occur on the committee during the term of a member, the Commissioner may fill the vacancy by appointing a qualified person for the time remaining in the term.

(d) The Advisory Committee shall meet at least once each year.

1. Minutes shall be kept.

2. A copy of all recommendations and minutes shall be sent to each member and the Chairman of the Board.

(e) Administrative support for the Advisory Committee shall be provided by the Examination and Licensing Unit.

Amended by R.1997 d.48, effective February 3, 1997.
See: 28 N.J.R. 4300(a), 29 N.J.R. 480(c).

Substantially amended (b); in (d), decreased minimum number of meetings each year from two to one, and deleted reference to the Director of the Division of Water Resources; and in (e), substituted the Bureau of Revenue for the Division of Water Resources.

Amended by R.2000 d.406, effective October 2, 2000.
See: 32 N.J.R. 2279(b), 32 N.J.R. 3585(a).

Added (a)6; in (e), substituted "Examination and Licensing Unit" for "Bureau of Revenue".

Amended by R.2008 d.381, effective December 15, 2008.
See: 40 N.J.R. 3785(a), 40 N.J.R. 6961(a).

In (b)9, substituted "the New Jersey Agricultural Experiment Station, Rutgers" for "Cook College".

7:10A-1.6 Applications

(a) An application for a license shall be submitted on forms furnished by the Department and shall be filed with the Department on or before the prestamped closing date on the application form.

1. All applications shall be completed to the satisfaction of the Department and shall be accompanied by documentary evidence supporting education and experience, and the nonrefundable application fee.

2. Applicants shall be advised at least two weeks in advance regarding admission to examinations.

(b) Any applicant who submits false information when applying for a license may be disqualified from taking the examination or receiving the license. In addition, any licensee whose eligibility for a license was based on the submission of false information is subject to having that license suspended or revoked by the Department.

Amended by R.1997 d.48, effective February 3, 1997.
See: 28 N.J.R. 4300(a), 29 N.J.R. 480(c).

7:10A-1.7 Examination results

An applicant who passes the examination and pays the appropriate license fee shall be issued the license of the classification for which the applicant was examined.

7:10A-1.8 Fees

(a) The fee schedule is based upon the approximate cost to the Department to process the action requiring the fee. All fees submitted to the Department are nonrefundable. The following fees must be received by the Department before any action shall be taken on the matter requiring the fee:

1. Application Fee	\$70.00
2. Initial License Fee	\$50.00
3. Annual License Fee	\$50.00
4. Late Renewal Fee	\$20.00

Amended by R.2008 d.381, effective December 15, 2008.
See: 40 N.J.R. 3785(a), 40 N.J.R. 6961(a).

In the fee table in (a), updated the fee amounts.

7:10A-1.9 License renewal requirements

(a) Each license shall be valid from its issue date until the following October 1.

(b) Each license holder shall renew his or her license by submitting a complete renewal application which shall include the nonrefundable annual license fee to the Division, for a new license prior to September 30, of each year.

1. Any renewal application which does not contain all required information, including documentation that the applicant has completed the required number of TCHs under (d) below and the nonrefundable annual license fee, shall be deemed incomplete and returned to the license holder without substantive review.

2. A licensee who does not submit his or her renewal application prior to the renewal date shall be subject to a late renewal fee.

(c) A licensee who fails to renew his or her license within one year following the renewal date of the license, shall not receive a new license unless he or she meets the current requirements of the license and until he or she successfully passes another qualifying examination.

1. The provisions of (c) above shall not, in any way, extend the time requirements imposed by (d) below, for purposes of accumulating TCHs.

(d) As of October 1, 2000, all licensees shall accumulate TCHs to meet the continuing education requirements for license renewal. Effective October 1, 2003, all licensees shall demonstrate to the Board that they have completed the required number of TCHs, within the prior three year period, for license renewal. Every three calendar years after October 1, 2003 (that is, October 1, 2006, October 1, 2009, October 1, 2012, etc.), a licensee shall demonstrate that he or she has

completed the required number of TCHs, within the prior three year period, for license renewal. The TCH's requirements are as follows:

<u>License Classification</u>	<u>Training Contact Hours</u>
3 and 4	36
CN, NS, NN, 1 and 2	18
VSWS	12

1. For purposes of accumulating TCHs pursuant to this chapter, any seminar, workshop, training course or college course related to the water and/or wastewater field and approved by the International Association for Continuing Education and Training is approved by the Department.

2. The Department shall review and approve, on an individual case basis, any other seminar, workshop, training course, college course or other means of training, related to the water and/or wastewater field, which the Department determines substantially meets the criteria used by the International Association for Continuing Education and Training for the approval of a seminar, workshop, training course or college course.

(e) A licensee who has been licensed for less than three years is not required to demonstrate that he or she has completed the required number of TCHs. If a license upgrade is approved within the three year period, the TCH requirement for the lesser classification shall apply. TCHs are required for all water (T, W and VSWS) and wastewater (S, C, N, NS, CN, NN) licenses. Any TCHs approved for a water license applies to all water licenses. Any TCHs for a wastewater license applies to all wastewater licenses. A licensee who holds both water and wastewater licenses shall obtain the required number of TCHs for each category of license.

(f) As part of the license renewal requirements specified in (d) above, the Department shall accept only up to one third of the required TCHs per license classification for completion of safety training. In addition, the Department shall not accept TCHs for the same course completed within the time period specified in (d) above.

(g) The Department shall extend the renewal date of the license of any licensee in the military service of the United States, of the State of New Jersey or of another state, who is deployed or ordered to active duty by Federal or State authorities, until 60 days following the end of such deployment or active duty, to allow the licensee an opportunity to renew his or her license, as required by this section. The licensee shall demonstrate that he or she was deployed or on active duty by providing the Department a copy or copies of the executed deployment and/or activation orders, or a letter from the licensee's commanding officer, on appropriate letterhead, and providing the information required, at the time the licensee submits his or her renewal application.

(h) A license holder who fails to renew his or her license within the time period set forth in this section, or complete his

or her TCHs in accordance with (d) above, due to a medical condition or other hardship, may request an extension of his or her license renewal date in accordance with (i) through (k) below, to allow him or her to renew the license without a late fee, and complete the required TCHs.

1. The written request, along with any supporting documentation, shall be submitted to:

New Jersey Board of Examiners
c/o NJDEP Examinations & Licensing Unit
P.O. Box 441
Trenton, New Jersey, 08625-0441

2. The request shall:

i. Explain in detail why the extension of the license renewal date is needed, including a statement of the type and the nature of the medical condition or hardship that prevented the timely renewal of the license or completion of the TCHs; and

ii. Provide appropriate documentation as necessary to support the request for the extension.

(i) The Department shall approve an extension request under (h) above only if it determines that the request and documentation demonstrate that:

1. By reason of a medical condition or other hardship, the applicant was precluded from renewing his or her license during the time period provided in this section, or complete his or her TCHs within the time period provided at (d) above; and

2. The circumstances supporting (h) above were not created by the applicant, and the approval of the extension will not unreasonably interfere with the orderly administration of this licensing program.

(j) The Department shall provide written notice to the applicant of its decision to approve or deny the request for extension of the renewal date.

(k) The denial of a request for an extension of the license renewal date may be appealed pursuant to the procedures outlined in N.J.A.C. 7:10A-2.8.

Amended by R.1997 d.48, effective February 3, 1997.

See: 28 N.J.R. 4300(a), 29 N.J.R. 480(c).

Substantially amended (c).

Amended by R.2000 d.406, effective October 2, 2000.

See: 32 N.J.R. 2279(b), 32 N.J.R. 3585(a).

In (b), substituted a reference to the Division for a reference to the Bureau; and added (d) and (e).

Amended by R.2002 d.192, effective June 17, 2002.

See: 34 N.J.R. 407(a), 34 N.J.R. 2046(a).

In (b), substituted "which shall include" for "and" following "application" in the introductory paragraph and added 1; added (c)1.

Amended by R.2008 d.381, effective December 15, 2008.

See: 40 N.J.R. 3785(a), 40 N.J.R. 6961(a).

Added (b)2 and (f) through (k).