

**CHAPTER 45B
PERSONNEL SERVICES**

Authority

N.J.S.A. 34:8-54 and 56:8-1 et seq.

Source and Effective Date

R.1997 d.421, effective September 12, 1997.
See: 29 N.J.R. 2622(a), 29 N.J.R. 3509(b), 29 N.J.R. 4291(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 45B, Personnel Services, expires on March 11, 2003. See: 34 N.J.R. 3448(a).

Chapter Historical Note

Chapter 45B, Private Employment Agencies, was originally codified in Title 12 as Chapter 55, Private Employment Agencies, consisting of Subchapters 1 through 3, and was filed and became effective prior to September 1, 1969. Chapter 55 of Title 12 was recodified as Chapter 45B of Title 13 after jurisdiction of the subject matter was transferred to the Division of Consumer Affairs within the Department of Law and Public Safety pursuant to N.J.S.A. 52:17B-139.1 et seq., approved August 4, 1972 to become effective 90 days thereafter. Subchapter 5, Booking Agencies, was adopted as R.1989 d.209, effective April 17, 1989. See: 20 N.J.R. 2684(a), 21 N.J.R. 1016(c). Subchapter 6, Fees, was adopted as R.1990 d.317, effective June 18, 1990. See: 22 N.J.R. 906(a), 22 N.J.R. 1941(b), 22 N.J.R. 2182(a).

Chapter 45B, Private Employment Agencies, was repealed and a new Chapter 45B, Personnel Services, was adopted as R.1992 d.357, effective September 21, 1992. See: 23 N.J.R. 2470(a), 23 N.J.R. 2919(a), 24 N.J.R. 3316(a). Subchapter 5, Providers of Temporary Help Exempt from N.J.S.A. 34:8-43 et seq., and Subchapter 9, Registration for Consulting Firms, were repealed by R.1995 d.106, effective February 21, 1995. See: 26 N.J.R. 4316(a), 27 N.J.R. 732(a). Subchapter 14, Health Care Service Firms, and Subchapter 15, Placement of Health Care Practitioners, were adopted as R.1995 d.190, effective April 3, 1995. See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a). Subchapter 5, Consulting Firms, was adopted as R.1996 d.191, effective April 15, 1996. See: 27 N.J.R. 3910(a), 28 N.J.R. 2078(a).

Pursuant to Executive Order No. 66(1978), Chapter 45B was re-adopted as R.1997 d.421, effective September 12, 1997. See: Source and Effective Date.

CHAPTER TABLE OF CONTENTS

**SUBCHAPTER 1. PURPOSE AND SCOPE;
DEFINITIONS**

- 13:45B-1.1 Purpose and scope
- 13:45B-1.2 Definitions

SUBCHAPTER 2. EMPLOYMENT AGENCIES

- 13:45B-2.1 Employment agency license requirements
- 13:45B-2.2 Posting
- 13:45B-2.3 Bond required
- 13:45B-2.4 Records
- 13:45B-2.5 Agreements; fee schedules
- 13:45B-2.6 Employment agent's license qualifications
- 13:45B-2.7 Employment agent's conditional license qualifications
- 13:45B-2.8 Identification and introductory card

SUBCHAPTER 3. BUSINESS LOCATIONS

- 13:45B-3.1 Business locations; special permits

**SUBCHAPTER 4. EXAMINATIONS AND VARIOUS
CLASSIFICATIONS OF EMPLOYMENT AND
PERSONNEL SERVICES**

- 13:45B-4.1 Examination subjects
- 13:45B-4.2 "Aeronautical" classification
- 13:45B-4.3 (Reserved)
- 13:45B-4.4 (Reserved)
- 13:45B-4.5 "Career counseling" classification
- 13:45B-4.6 Temporary placement operation (functioning in conjunction with an employment agency and integrated)
- 13:45B-4.7 Employment agency providing temporary help

SUBCHAPTER 5. CONSULTING FIRMS

- 13:45B-5.1 Consulting firm providing temporary help services

SUBCHAPTER 6. ENTERTAINMENT AGENCIES

- 13:45B-6.1 Purpose and scope
- 13:45B-6.2 Definitions
- 13:45B-6.3 Entertainment agency licenses; posting
- 13:45B-6.4 Entertainment agency contracts
- 13:45B-6.5 Entertainment agency advertising
- 13:45B-6.6 Information required

SUBCHAPTER 7. FEES AND EXPIRATION DATES

- 13:45B-7.1 Fee schedule
- 13:45B-7.2 License and registration expiration

SUBCHAPTER 8. OUT-OF-STATE BUSINESSES

- 13:45B-8.1 Application
- 13:45B-8.2 Registered agent

SUBCHAPTER 9. (RESERVED)

**SUBCHAPTER 10. REGISTRATION FOR CAREER
CONSULTING OR OUTPLACEMENT
ORGANIZATIONS**

- 13:45B-10.1 Registration process

**SUBCHAPTER 11. PREPAID COMPUTER JOB
MATCHING OR JOB LISTING SERVICES**

- 13:45B-11.1 Registration process

**SUBCHAPTER 12. ADVERTISING AND
SOLICITATIONS**

- 13:45B-12.1 Advertisements and solicitations

SUBCHAPTER 13. VIOLATIONS

- 13:45B-13.1 Violations
- 13:45B-13.2 Standards for issuance and renewal of licenses and registrations

SUBCHAPTER 14. HEALTH CARE SERVICE FIRMS

- 13:45B-14.1 Authority, purpose and scope
- 13:45B-14.2 Definitions
- 13:45B-14.3 Initial registration requirements
- 13:45B-14.4 Firms registered prior to April 3, 1995 and meeting the definition of health care service firm
- 13:45B-14.5 Registration renewal
- 13:45B-14.6 Prohibited acts

**SUBCHAPTER 15. PLACEMENT OF HEALTH CARE
PRACTITIONERS**

- 13:45B-15.1 Definitions
- 13:45B-15.2 Application form; minimum information required

13:45B-15.3 General duties
 13:45B-15.4 Duty to refer only licensed individuals
 13:45B-15.5 Duty to match credentials to need
 13:45B-15.6 Duty to verify work history
 13:45B-15.7 through 13:45B-15.8 (Reserved)
 13:45B-15.9 Duties relating to placements in home care settings

SUBCHAPTER 1. PURPOSE AND SCOPE; DEFINITIONS

13:45B-1.1 Purpose and scope

(a) The rules contained in this chapter implement N.J.S.A. 34:8-43 et seq. and N.J.S.A. 56:8-1.1, and regulate the operation of persons offering, promising, attempting to procure and/or supplying, procuring, obtaining or assisting in procuring or obtaining employment or personnel services or products in the State of New Jersey.

(b) This chapter shall apply to any person engaging in any of the activities regulated by N.J.S.A. 34:8-43 et seq., including persons whose residence or principal place of business is located outside of this State.

13:45B-1.2 Definitions

The following words and terms, when used in this chapter and in license application forms and licenses, shall have the following meanings unless the context clearly indicates otherwise:

“Accepting employment” means that a job seeker has entered into an agreement with an employer which includes:

1. The terms and conditions of employment;
2. The salary or wages and any benefits to be paid to the job seeker as compensation for employment; and
3. The date, time and place employment will commence.

“Act” means P.L. 1989, c.331, (N.J.S.A. 34:8-43 et seq.), an Act regulating certain employment agencies, services and firms, supplementing Title 52 of the Revised Statutes and repealing P.L. 1951, c.337 and Section 6 of P.L. 1981, c.500.

“Advertisement” means any advertisement as defined by N.J.S.A. 56:8-1(a) of any service or product, including any statement appearing in a newspaper, periodical, pamphlet, circular, or other publication, in direct mail literature, on a display or any exterior or interior sign, or radio or television broadcast, or transmitted by telecopier, telex, or telephone, that offers a service or product for sale, whether or not the statement includes a price.

“Agent” means any individual who performs any function or activity for or on behalf of any person, the purpose of which is to provide services or products to individuals seeking employment, career guidance or counseling, or employment-related services or products.

“Agent-registrant” means a person authorized and empowered by the owner of a service registered pursuant to N.J.S.A. 34:8-43 et seq. to solicit business or otherwise act as an agent of the registered service.

“Applicant” means any person applying for licensing or registration under the Act.

“Bona fide job order” means an accurate written or recorded description of a job or jobs to be filled, with an address or location where the job is to be performed, the range of salary, the conditions of employment offered, the date of order, the name of the individual placing the order, and the name of the interviewer to be contacted by the job seeker.

“Booking agency” means any person who procures, offers, promises, or attempts to procure employment for performing artists, or athletes, not under the jurisdiction of the Athletic Control Board, and who collects a fee for providing those services. Under N.J.S.A. 34:8-43 et seq., a booking agency is licensed as an employment agency.

“Broker” means a person who acts, works or performs duties as an agent for others, in return for a fee, charge or commission.

“Career consulting or outplacement organization” means any person required to be registered under N.J.S.A. 34:8-65, providing or rendering services, with or without related products, in connection with advice, instruction, analysis, recommendation or assistance concerning past, present, or future employment or compensation for an individual’s time, labor or effort where the products or services are paid for by the job seeker.

“Career counseling service” means any person who, through its agents or otherwise, procures or represents itself as procuring employment or employment assistance or advertises in any manner the following services for a fee paid by the job seeker: career counseling; vocational guidance; aptitude, achievement or vocational testing; executive consulting; personnel consulting; career management, evaluation, or planning; the development of resumes and other promotional materials relating to the preparation for employment; or referral services relating to employment or employment qualifications. Pursuant to N.J.S.A. 34:8-43 et seq., a career counseling service is licensed as an employment agency. A career counseling service shall not include career consulting or outplacement organizations required to be registered under N.J.S.A. 34:8-65.

“Consulting firm” means any person required to be registered under N.J.S.A. 34:8-64 who: identifies, appraises, refers or recommends individuals to be considered for employment by the employer; and is compensated for services solely by payments from the employer and is not in any instance, compensated, directly or indirectly, by an individu-

al who is identified, appraised, referred or recommended. (Consulting firms are commonly known as “executive search firms” or “headhunters.”)

“Director” means the Director of the Division of Consumer Affairs or his or her designee.