

**CHAPTER 45B  
PERSONNEL SERVICES**

**Authority**

N.J.S.A. 34:8-43 et seq. and 56:8-1.1.

**Source and Effective Date**

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).

**Executive Order No. 66(1978) Expiration Date**

Chapter 45B, Personnel Services, expires on September 21, 1997.

**Chapter Historical Note**

Rules concerning Private Employment Agencies were originally adopted by the Commissioner of the former Department of Labor and Industry pursuant to N.J.S.A. 34:8-24 et seq. and were filed and became effective prior to September 1, 1969. Codified at N.J.A.C. 12:55, and comprising Subchapters 1 through 3, the rules were recodified to N.J.A.C. 13:45B 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. Subchapter 4 remained "Reserved". 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). Subsequently, the text of Chapter 45B was repealed and new rules, Personnel Services, were adopted as R.1992 d.357. See: Source and Effective Date.

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of Temporary Help Exempt from N.J.S.A. 34:8-43 et seq., and Subchapter 9, Registration for Consulting Firms, were repealed by R.1995 d.106, effective February 21, 1995.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).

**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 individual 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.

4. An employment agency is not permitted to conduct business at an unlicensed location, unless the agency holds a special permit for an activity, pursuant to N.J.A.C. 13:45B-3.1(b) and pays a fee of \$10.00 as set forth in N.J.A.C. 13:45B-7.1; and

5. Job seekers are clearly informed in writing that a particular position is temporary or permanent.

Amended by R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

#### 13:45B-4.7 Employment agency providing temporary help

An employment agency providing temporary help shall comply with all requirements in this chapter that apply to employment agencies. All personnel acting as representatives for an employment agency, who are soliciting business, furnishing help or employment, or furnishing information as to where help or employment may be obtained, or who manage, operate or carry on the business of an employment agency are required to be licensed.

Amended by 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

#### Authority

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

#### Source and Effective Date

R.1996 d.191, effective April 15, 1996.  
See: 27 N.J.R. 3910(a), 28 N.J.R. 2078(a).

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

(a) A consulting firm that provides temporary help services as defined in N.J.A.C. 13:45B-1.2 pursuant to N.J.S.A. 34:8-64g shall not be required to register as both a consulting firm and a temporary help service firm. Such firm shall annually register as, and pay the registration fee for, a consulting firm.

(b) A consulting firm that provides temporary help services pursuant to N.J.S.A. 34:8-64g shall be required to post a bond of \$1,000 with the Attorney General to secure compliance with N.J.S.A. 56:8-1 et seq., the Consumer Fraud Act. The Director may waive such bond for any corporation or entity having a net worth of \$100,000 or greater. In order to obtain such a waiver, the consulting firm must provide a copy of a certified financial report prepared by a certified public accountant or licensed accountant establishing that the firm has a net worth of \$100,000 or greater.

### SUBCHAPTER 6. ENTERTAINMENT AGENCIES

#### 13:45B-6.1 Purpose and scope

(a) The rules contained in this subchapter implement the Bureau of Employment and Personnel Services Act, N.J.S.A. 34:8-43 et seq., and supplement rules in this chapter that govern the operation of entertainment agencies and agents, under which booking agencies and employment agencies and agents who procure, obtain, offer, promises or attempts to procure or obtain employment or engagements for actors, actresses, performing artists, vocalists, musicians or models in this State.

(b) This subchapter shall apply to all persons, as defined in N.J.A.C. 13:45B-1.2, operating entertainment agencies located in New Jersey, or agencies wherever located that place performing artists in temporary or permanent positions located in New Jersey, or that engage in single or repeated acts of solicitation to employees or job seekers resident in New Jersey, whether by mail, newspaper, magazine, telephone, sales/TV, radio/TV, poster, billboard, or any other media, or in person.

#### 13:45B-6.2 Definitions

For the purposes of this subchapter, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise:

“Booking agency” means any person which procures, offers, promises or attempts to procure employment for performing artists or athletes not under the jurisdiction of the Athletic Control Board and which collects a fee for providing such employment; a booking agency is licensed as an employment agency.

“Booking agent” means any person, as defined in N.J.S.A. 56:8-1(d), who performs any solicitation or recruiting function for or on behalf of any booking agency; a booking agent is licensed as an employment agent.

“Entertainment” agency means a booking agency or an employment agency which procures, obtains, offers, promises or attempts to procure or obtain employment or engagements for actors, actresses, performing artists, vocalists, musicians or models.

“Performing artists” means musical, theatrical, vaudeville, film, television, or radio performers, as well as models, whether employed or engaged individually or as a group, and athletes not under the jurisdiction of the Athletic Control Board.

#### 13:45B-6.3 Entertainment agency licenses; posting

(a) In every entertainment agency operated and conducted under the Act and this chapter, the license under which the entertainment agency is conducted and operated shall be displayed in a prominent place where it may be easily

seen and read by all persons visiting the entertainment agency.

(b) Each person required to have an agent's license shall display such license in such place and manner as to make it readily visible and legible by persons doing business with such licensee.

(c) There shall be posted in each entertainment agency the agency's schedule of fees, as well as a certified abstract of the Act and this chapter. Such posting shall be in a manner and place as to be readily visible and legible by persons doing business with the agency. The entertainment agency shall also have full copies of the Act and this chapter available for any job seeker's or employer's review. The certified abstract shall be available from the Bureau for a fee of \$5.00.

**13:45B-6.4 Entertainment agency contracts**

(a) Each performing artist shall be supplied with a copy of any contract with the entertainment agency signed by the artist.

(b) Each entertainment agency shall file a copy of the form(s) of any contract used or to be used by the agency with the Regulated Business Section of the Office of Consumer Protection, 124 Halsey Street, P.O. Box 45028, Newark, New Jersey 07102.

(c) Copies of all executed contracts between the entertainment agency and performing artists shall be maintained by the agency in a form suitable for inspection by the Section. These copies shall be made available for inspection by representatives of the Section.

(d) If the entertainment agent's contract with the performing artist includes products, such as, but not limited to, photographs or a photographic publication, the contract shall state the exact quantity, quality, and cost of the item(s) to be supplied, and the date of delivery or publication.

(e) If date of delivery or publication is more than 60 days following the date of the contract, no more than one-third of any fee, charge or commission shall be collected by the licensed entertainment agency for its products prior to delivery.

(f) If the entertainment agency fails to deliver products or services by the date of delivery as specified in the contract, the job seeker is entitled to a full refund of monies paid for the promised service and/or product. The job seeker may waive the right to a refund by acknowledging and waiving the right in writing.

Amended by R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

**13:45B-6.5 Entertainment agency advertising**

(a) All advertisements shall contain the name, address as it appears on the license, and license number of the entertainment agency.

(b) Copies of all entertainment agency advertisements shall be maintained by the agency for two years following publication or dissemination in a form suitable for inspection by the Division, and made available for inspection by representative of the Division.

(c) While performing the functions of an entertainment agent, a booking agent shall carry and provide to job seekers and employers a business card containing his or her license number.

**13:45B-6.6 Information required**

(a) Information required by N.J.S.A. 34:8-43 et seq. and this subchapter shall be provided to the Regulated Business Section, Office of Consumer Protection, 124 Halsey Street, Newark, New Jersey 07102 (Mailing address: P.O. Box 45028, Newark, New Jersey 07101) on January 1 of each year. Where the entertainment agency begins operation after January 1, the information required by N.J.S.A. 34:8-43 et seq. and this subchapter shall be provided with the agency's application. Application forms shall be supplied by the Section.

(b) Completed forms shall be accompanied by the fee required under N.J.S.A. 34:8-50 and the bond required pursuant to N.J.S.A. 34:8-49.

Amended by R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

**SUBCHAPTER 7. FEES AND EXPIRATION DATES**

**13:45B-7.1 Fee schedule**

The following fees shall be charged by the Office of Consumer Protection, Regulated Business Section:

Employment agency annual license . . . . .	\$250.00
Consulting firm annual registration . . . . .	\$175.00
Career consulting or outplacement firm annual registration . . . . .	\$250.00
Health care service firm annual registration, each primary location . . . . .	\$500.00
Job listing service and registration . . . . .	\$250.00
Prepaid computer job matching service annual registration . . . . .	\$250.00
Temporary help service firm annual registration, primary location . . . . .	\$175.00
Temporary help service firm, permit for operation of each other location . . . . .	\$10.00
Agent's annual license . . . . .	\$25.00
Agent's conditional license . . . . .	\$25.00

Transfer of agent's license . . . . .	\$10.00
Agent-registrants . . . . .	\$25.00
Fee for abstract of law . . . . .	\$5.00
Examination fee . . . . .	\$25.00
Late fee for renewals . . . . .	\$25.00
Special (off-premises) permit . . . . .	\$10.00

Amended by R.1995 d.190, effective April 3, 1995.

See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

Amended by R.1996 d.191, effective April 15, 1996.

See: 27 N.J.R. 3910(a), 28 N.J.R. 2078(a).

Decreased fees for consulting firms and temporary help service firms (primary location).

**13:45B-7.2 License and registration expiration**

(a) All licenses shall expire on January 1 of the year following their issuance.

(b) All registrations shall expire on July 1 of each year.

**SUBCHAPTER 8. OUT-OF-STATE BUSINESSES**

**13:45B-8.1 Application**

All provisions of N.J.A.C. 13:45B-1 through N.J.A.C. 13:45B-13 shall apply to any person engaging in any of the activities regulated by N.J.S.A. 34:8-43 et seq. in New Jersey including persons whose residence or principal place of business is located outside of this State.

**13:45B-8.2 Registered agent**

Each out-of-State holder of a New Jersey employment agency license, or out-of-State entity required to be registered under the Act, shall register with the Executive Director the name and address of a New Jersey agent for service of process and other matters.

Amended by R.1995 d.190, effective April 3, 1995.

See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

**SUBCHAPTER 9. (RESERVED)**

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

**13:45B-10.1 Registration process**

(a) The following entities are required to be registered with the Regulated Business Section of the Office of Consumer Protection in order to operate within New Jersey:

1. Career consulting or outplacement organizations, as defined in N.J.A.C. 13:45B-1.2, and every agent authorized and empowered by the owner of the registered organization to solicit business or otherwise act as an agent of the organization.

(b) An application for registration and an abstract of the law covering statutory requirements for the operation in New Jersey of registered services, shall be supplied by the Section upon request.

(c) The application form shall include, but not be limited to:

1. The name and business address of each primary location of the registered service and any fictitious or trade name used;

2. The category of registered service and the types of products and employment and personnel services it will offer;

3. The names and home addresses of the principal owners or officers of the service; and

4. A disclosure statement covering conviction of crime as set forth in N.J.S.A. 34:8-44, if any, of any principal owner or officer or any agent of the service.

(d) Upon application for registration, a prospective registrant shall file with the Section a copy of the form(s) of contract used or to be used by the registrant in providing services to job seekers.

(e) Registrants shall be under a continuing obligation to inform the Section of any change or addition in the application information, such as change of address or conviction of a crime, within 30 days of that change or addition.

(f) The registration fee as set forth in N.J.A.C. 13:45B-7.1 shall be due on July 1, 1991, and annually thereafter.

(g) Upon initial registration with the Section and annually thereafter, every career consultant or outplacement organization and every prepaid computer job matching or listing service shall deposit with the Director an original bond in the sum of \$10,000 with a duly authorized surety company as surety, to be approved by the Director. The bond shall be payable to the State of New Jersey and shall provide that the person applying for registration will comply with the Act and this chapter and will pay all damages occasioned to any person by reason of any misrepresentation, deceptive or misleading act or practice or any unlawful act or omission of any licensed or registered person, agents, or employees, while acting within the scope of their employment, made, committed or omitted in the business conducted under the license or registration or caused by any violation of this act in carrying on the business for which the license or registration is granted. In case of a breach of the condition of any bond, application may be made to the Director by the

person injured by the breach for leave to sue upon the bond, which leave shall be granted by the Director if it is proven to his or her satisfaction that the condition of the bond has been breached and the person has been injured. The person obtaining leave to sue shall be furnished with a certified copy of the bond and shall be authorized to institute suit on the bond in their name for the recovery of damages sustained by the breach.

1. If at any time, in the opinion of the Director, the surety on any bond shall become fiscally irresponsible, the person holding the license or registration shall, upon notice from the Director, by registered mail, return receipt requested, provide a new bond, subject to the provisions of this section. The failure to provide a new bond within 10 days after such notice shall, at the direction of the Director, operate as revocation of the registration. The 10 days shall begin to run on the day following the surety's receipt of the notice. However, revocation may be stayed at the discretion of the Director.

2. If the surety contemplates cancellation of the bond, the surety shall be withdrawn upon 60 days advance written notice by registered mail to the Director. The 60 days shall begin to run from the day following the Director's receipt of the notice. A provision regarding this notice of withdrawal shall appear in the bond.

3. The bond shall be retained by the Section until 90 days after either the expiration or revocation of the registration, as appropriate.

(h) The requirements of this section shall not apply to any person that receives no prepayment for services or products from a job seeker and that:

1. Provides services or products strictly on an hourly basis, with no financial obligation required of the job seeker beyond the hourly fee for services or products rendered; or

2. Provides outplacement services exclusively as part of a job seeker's benefit or severance package with a current or former employer.

Amended by R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

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

### 13:45B-11.1 Registration process

(a) The following entities are required to be registered with the Section in order to operate within New Jersey:

1. Prepaid computer job matching or job listing services, as defined in N.J.A.C. 13:45B-1.2, and every agent authorized and empowered by the owner of the registered organization to solicit business or otherwise act as an agent of the organization.

(b) An application for registration and an abstract of the law, covering statutory requirements for the operation in New Jersey of registered services, shall be supplied by the Section upon request.

(c) The application form shall include, but not be limited to:

1. The name and business address of each primary location of the registered service and any fictitious or trade name used;

2. The category of registered service and the types of products and employment and personnel services it will offer;

3. The names and home addresses of the principal owners or officers of the service; and

4. A disclosure statement covering conviction of crime as set forth in N.J.S.A. 34:8-44, if any, of any principal owner or officer or any agent of the service.

(d) Upon application for registration, a prospective registrant shall file with the Section a copy of the form(s) of contract used or to be used by the registrant in providing services to job seekers.

(e) Registrants shall be under a continuing obligation to inform the Section of any change or addition in the application information, such as change of address or conviction of a crime, within 30 days of that change or addition.

(f) The registration fee as set forth in N.J.A.C. 13:45B-7.1 shall be due on July 1, 1991, and annually thereafter.

(g) Upon initial registration with the Section and annually thereafter, every prepaid computer job matching or listing service shall deposit with the Director an original bond in the sum of \$10,000 and shall be subject to all bonding requirements set forth in N.J.A.C. 13:45B-10.1(g).

Amended by R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

## SUBCHAPTER 12. ADVERTISING AND SOLICITATIONS

### 13:45B-12.1 Advertisements and solicitations

(a) All advertisements offering employment or personnel services or products shall include the advertiser's business name and address as they appear on the license or registration form of the licensed or registered firm. Advertisements for positions within the licensed or registered firm shall also include the advertiser's business name and address as they appear on the license or registration form of the firm.

(b) No person shall misrepresent the identity of an individual or the identity of a company in an advertisement or in a personal, telephoned, telecopied, or mailed solicitation.

All advertising and solicitations by any person must disclose the name of the company offering the employment services or products.

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

(a) No license or registration required by the provisions of the Act shall be issued until it has been established to the satisfaction of the Director that all of the provisions of the Act and this chapter relative to the issuance of such license or registration have been fully complied with.

(b) Prior to any suspension, revocation or refusal to renew a license or registration, the licensee or registrant shall have the right to request a hearing which shall be conducted pursuant to the Administrative Procedure Rules, N.J.A.C. 1:1.

**SUBCHAPTER 14. HEALTH CARE SERVICE FIRMS****Authority**

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

**Source and Effective Date**

R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

**13:45B-14.1 Authority, purpose and scope**

(a) The authority for this subchapter is derived from N.J.S.A. 34:8-43 under the definition of "employment agency."

(b) Firms providing health care services are licensed and/or registered under several categories pursuant to the Consumer Fraud Act, N.J.S.A. 56:8-1 et seq., and the Employment and Personnel Services Act, N.J.S.A. 34:8-43 et seq. In order to consolidate these firms into an appropriate category and subject all firms operating in a similar manner to uniform regulation, the Director is hereby identifying a new class of licensure: "health care service firm."

(c) This subchapter applies to all persons operating a health care service firm, as defined by N.J.A.C. 13:45B-14.2, including persons whose residence or principal place of business is located outside of this State.

**13:45B-14.2 Definitions**

As used in this subchapter, the following terms shall have the following meanings unless the context clearly indicates otherwise:

"Health care service firm" means any person who operates a firm that employs individuals directly or indirectly for the purpose of assigning the employed individuals to provide health care services either directly in the home or at a caregiving facility, and who, in addition to paying wages or salaries to the employed individuals while on assignment, pays or is required to pay Federal social security taxes and

State and Federal unemployment insurance; carries or is required to carry worker's compensation insurance; and sustains responsibility for the action of the employed individuals while they render health care services.

"Health care services" means:

1. Any services rendered for the purpose of maintaining or restoring an individual's physical or mental health; or
2. Any health related services for which licensure is required as a pre-condition to the rendering of such services.

**13:45B-14.3 Initial registration requirements**

(a) Except as set forth in N.J.A.C. 13:45B-14.4, each health care service firm shall register with the Division by submitting the following, on forms provided by the Director:

1. A registration form which shall include the following information:
  - i. The name of the health care service firm and any fictitious or trade name used in its operation;
  - ii. Each primary location including street and street number of the building(s) and place(s) where its business is to be conducted;
  - iii. The name and residence address of each officer, director, and principal;
  - iv. The name, residence and business street address, and business telephone number of each person with an ownership interest of 10 percent or more in the agency and the percentage of ownership held; and
  - v. The name, residence and business street address and business telephone number of each person who is a managing agent of the agency; or, if the managing agent is a corporation, association or other company, its name, street address and telephone number and the names and addresses of its officers and directors;
2. A certification of each officer, director, principal or owner setting forth whether he or she has ever been convicted of a crime as set forth in N.J.S.A. 34:8-44; and
3. A bond of \$10,000 to secure compliance with P.L. 1989, c. 331 (N.J.S.A. 34:8-43 et seq.). The Director may waive the bond requirement for any corporation or entity having a net worth of \$100,000 or more. In order to obtain a waiver, the health care service firm shall provide a copy of a certified financial report prepared by a certified public accountant or licensed accountant establishing a net worth of \$100,000 or greater.

(b) A health care service firm shall provide the information set forth in (a)iv and v above prior to any change in ownership or management.

(c) If any information required to be included on the application changes, the health care service firm shall provide that information to the Section, in writing, within 30 calendar days of the change.

(d) In the event an officer, director, principal or owner is convicted of a crime subsequent to filing the affidavit required by (a) above, the health care service firm shall obtain a new affidavit from that individual and shall file the affidavit with the Section within 30 days of the conviction.

**13:45B-14.4 Firms registered prior to April 3, 1995 and meeting the definition of health care service firm**

(a) A firm registered prior to April 3, 1995 and meeting the definition of a health care service firm shall not be required to comply with the initial registration requirements of N.J.A.C. 13:45B-14.3(a)1 and 2. Such entity shall, however, comply with the provisions of N.J.A.C. 13:45B-14.3(a)3 by ensuring that it has filed a \$10,000 bond with the Director, unless the Director has waived the bond requirement for the reasons set forth therein.

(b) The firm shall return the old certificate of registration to the Division by May 3, 1995. The Division will issue a new certificate within 15 days after receipt of the old certificate.

**13:45B-14.5 Registration renewal**

(a) A health care service firm shall renew registration on or prior to July 1 of each year by submitting the following, on forms provided by the Director.

1. A renewal application which shall provide the information set forth in N.J.A.C. 13:45B-14.3(a)1 above: a certification that no new principals or owners have been added since the previous renewal; and a list of primary locations.

2. A \$10,000 bond, unless the health care service firm has a perpetual bond or the Director has waived the bond requirement for the reasons set forth in N.J.A.C. 13:45B-14.3(a)3.

**13:45B-14.6 Prohibited acts**

(a) A health care service firm shall not:

1. Provide or offer to provide health care services without first obtaining a registration;

2. Charge a fee or a liquidated damage charge to any individual employed by the health care service or in connection with employment by the firm. If a fee or liquidated damage charge is imposed, the health care service firm shall obtain a license as an employment agency pursuant to N.J.A.C. 13:45B-2;

3. Prevent or inhibit, by contract, any of the individuals it employs from becoming employed by any other person. If the health care service firm charges an individual pursuant to such contract a fee when the individual becomes employed by any other person, the health care service firm shall obtain a license as an employment agency pursuant to N.J.A.C. 13:45B-2; or

4. Knowingly send individuals it employs to, or knowingly continue to render services to, any health care facility not under the jurisdiction of the National Labor Relations Board where a strike or lockout is in progress, for the purpose of replacing individuals who are striking or who are locked out.

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

**Authority**

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

**Source and Effective Date**

R.1995 d.190, effective April 3, 1995.  
See: 26 N.J.R. 4316(a), 27 N.J.R. 1430(a).

**13:45B-15.1 Definitions**

As used in this subchapter, the following terms shall have the following meanings unless the context clearly indicates otherwise:

“Agency” means a health care service firm as defined in N.J.A.C. 13:45B-14.2 or an employment agency licensed pursuant to N.J.S.A. 34:8-47 and 48 and operating as a nurses’ registry. Agency also means any holder of an employment agency license who places or employs a health care practitioner.

“Health care practitioner” means an individual placed or employed by an agency for the purpose of rendering health care services, as defined in N.J.A.C. 13:45B-14.2, to an individual. Health care practitioner shall include, but not be limited to, an acupuncturist, athletic trainer, chiropractor, dentist, marriage counsellor, optometrist, orthotist, prosthetist, pharmacist, physician assistant, physician or surgeon, physical, occupational or speech therapist, podiatrist, psychologist, registered nurse, licensed practical nurse, nurse practitioner, a home health aide, or a nurse’s aide, respiratory therapist or social worker. The term shall also include an individual placed by an agency for the purpose of rendering health care services where a license under State law is not required.

“Health care practitioner supervisor” means a New Jersey licensed physician, or a registered nurse in good standing holding a Bachelor of Science degree in nursing and two years combined public health nursing and progressive professional responsibilities in public health nursing; or three years combined public health nursing and progressive professional responsibilities in public health nursing.