

**CHAPTER 53****NEW JERSEY BOARD OF RECREATION EXAMINERS****Authority**

N.J.S.A. 13:1C-7.

**Source and Effective Date**

R.2004 d.15, effective December 15, 2003.  
See: 35 N.J.R. 2799(b), 36 N.J.R. 172(a).

**Chapter Expiration Date**

Chapter 53, New Jersey Board of Recreation Examiners, expires on December 15, 2008.

**Chapter Historical Note**

Chapter 53, New Jersey Board of Recreation Examiners, was adopted as R.1998 d.313, effective July 6, 1998. See: 30 N.J.R. 1129(b), 30 N.J.R. 2431(b).

Chapter 53, New Jersey Board of Recreation Examiners, was re-adopted as R.2004 d.15, effective December 15, 2003. See: Source and Effective Date.

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**SUBCHAPTER 1. GENERAL PROVISIONS****5:53-1.1 Purpose**

The New Jersey Board of Recreation Examiners was established for the purpose of providing a permissive certification program for recreation administrators and recreation supervisors. This chapter provides the requirements for individuals who wish to obtain initial certification and for recertification of those individuals.

**5:53-1.2 Scope**

These rules apply to all applicants for certification and recertification as recreation administrators or recreation supervisors within the State of New Jersey.

**5:53-1.3 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Application” means the form produced by the Office of Recreation and completed, signed and dated by the applicant which contains the name, address, telephone number, education and recreation employment experience of the applicant.

“Board” means the Board of Recreation Examiners established pursuant to N.J.S.A. 13:1C-1 et seq.

“Continuing education unit (CEU)” means 10 contact hours of instructional participation in an organized continuing education experience which meets the criteria of N.J.A.C. 5:53-1.4. “Continuing education unit” does not include an activity or program such as: association membership and leadership activities; committee meetings; entertainment and recreation; individual scholarship, that is, personal reading or study; mass media programs or any meetings, conventions or exhibitions not approved for CEU purposes in accordance with this chapter.

“Office of Recreation” means the Office of Recreation in the Department of Community Affairs.

“Recreation administrator” means the executive head or assistant to the executive head administering a major recreation program for the State, a county or municipality, or any agency or public institution within the State and who has been certified as such in accordance with these rules.

“Recreation supervisor” means a person who has been certified as such in accordance with these rules and is responsible for the planning, organization and supervision of a part of a program administered by a recreation administrator.

“Successful recreation employment experience” means employed in a programming, supervisory or administrative recreation position with at least satisfactory performance, as measured by employee performance reports.

**5:53-1.4 Recreation administrator**

(a) Prior to applying for certification as a recreation administrator, an applicant shall:

1. Hold a baccalaureate degree in recreation from an accredited college or university and have a minimum of 12 months of recreation employment experience;
2. Hold a baccalaureate degree in a field related to recreation, such as group work, sociology or physical education from an accredited college or university and

have a minimum of 24 months of recreation employment experience;

3. Hold a baccalaureate degree from an accredited college or university and have a total of 36 months of successful recreation employment experience; or

4. Have six or more years of successful administrative and supervisory recreation employment experience.

(b) In order to meet the requirements of (a) above, an applicant may substitute an additional year of specialized graduate training in recreation for one year of recreation employment experience.

#### 5:53-1.5 Recreation supervisor

(a) Prior to applying for certification as a recreation supervisor, an applicant shall:

1. Hold a baccalaureate degree in recreation from an accredited college or university in one or more specialized fields of recreation and have a minimum of nine months of successful recreation employment experience;

2. Hold a baccalaureate degree in a field related to recreation, such as group work, sociology or physical education from an accredited college or university and have a minimum of 21 months of successful recreation employment experience;

3. Hold a baccalaureate degree from an accredited college or university and have a minimum of 30 months of successful recreation employment experience; or

4. Have four or more years of successful recreation employment experience.

(b) In order to meet the requirements of (a) above, an applicant may substitute an additional year of specialized training in recreation for one year of successful recreation employment experience.

#### 5:53-1.6 Continuing education units

(a) The continuing education units have been designed as a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individuals who are participating in non-credit education. A continuing education unit (CEU) shall be equal to 10 hours of instruction from a continuing education program that is under responsible sponsorship, with capable direction and qualified instruction and which is approved by the Board in accordance with this chapter. Five units shall equal 50 hours of such instruction.

(b) An organized continuing education experience shall have the following characteristics:

1. Each activity shall be planned in response to the identified educational needs of the target audience;

2. Each activity shall have clear and concise written statements of intended learning outcomes;

3. Certified instructional personnel shall be involved in planning and conducting each activity;

4. Content and instructional methods shall be appropriate for the intended learning outcome of each activity;

5. Participants shall demonstrate their attainment of the intended learning outcomes;

6. Each learning activity shall be evaluated by the participants;

7. The sponsor shall have an identifiable unit, group, or individual with clearly defined responsibilities for the development and administration of learning activities;

8. The sponsor shall have a review process in operation that ensures that the CEU criteria contained in this chapter are met;

9. The sponsor shall maintain a complete record of each individual's participation for a minimum of seven years, and shall provide a copy of that record to the Office of Recreation upon request; and

10. The sponsor shall provide a learning environment and support services appropriate to the subject and the participants.

(c) Either college credits or continuing education units approved by the Board in accordance with these rules may be submitted for renewal.

(d) Continuing education units may be obtained in any of the following ways:

1. Participation in a program which meets the qualifications of the International Association for Continuing Education and Training, 1200 19th Street, Suite 300, Washington, DC 20036.

2. Participation in an established continuing education program sponsored by an accredited college or university, at the rate of one CEU for each semester credit hour in a course in the parks, recreation, and leisure services field.

## SUBCHAPTER 2. CERTIFICATION

### 5:53-2.1 Initial certification

(a) Any person seeking certification as a recreation administrator, in accordance with N.J.A.C. 5:53-1.4, or a recreation supervisor, in accordance with N.J.A.C. 5:53-1.5, shall request an application from the Board by contacting the Secretary, New Jersey Board of Recreation Examiners, Office of Recreation, Department of Community Affairs, PO Box 800, Trenton, New Jersey 08625-0800.

(b) Applicants shall: