

Certificate Renewal Information

If you hold a PLANNING/ZONING BOARD SECRETARY CERTIFICATE, you must renew it every 5 years by documenting 15 hours of approved continuing education training. Only 5 of those hours can be for general administrative topics.

If you hold a ZONING OFFICIAL CERTIFICATE, you must renew it every 5 years by documenting 20 hours of approved continuing education training. Only 6 of those hours can be for general administrative topics.

If you hold a LAND USE ADMINISTRATOR CERTIFICATE, you must renew it every 5 years by documenting 30 hours of approved continuing education training. Only 10 of those hours can be for general administrative topics.

Additional information can be found by viewing the *Recertification Requirements* online at <http://cgs.rutgers.edu/programs/planning-and-zoning>.

Send this form, supporting materials, and a non-refundable application renewal fee of \$25 (payable to Rutgers University) to:

**Planning & Zoning Administration Program
Rutgers, The State University of New Jersey
Center for Government Services
303 George Street, Suite 604
New Brunswick, NJ 08901**

If you have questions about the certification renewal process, please call CGS at (732) 932-3640.