APPLICATION FOR CERTIFICATE RENEWAL
Planning & Zoning Administration Program
Center for Government Services

RUTGERS
Continuing Studies

Part A: Certificate Information

Please use separate renewal applications for each certificate you hold.

I wish to renew the following certificate:
- ☐ Planning/Zoning Board Secretary Certificate
- ☐ Land Use Administrator Certificate
- ☐ Zoning Official Certificate

Certificate Expiration (Month/Year): _____

Please attach a copy of your certificate.

Part B: Contact Information

Date of Application _____

Name (as it is to appear on renewal certificate)

_____

Home Address _____

_____

Home Phone _____ Mobile Phone _____

Employer _____

Business Address _____

_____

Work Phone _____ E-mail _____

Official Title _____

Important Note: Certificate holders are responsible for maintaining records of his/her own accumulated continuing education hours.

Part C: Continuing Education Contact Hours

List in chronological order the continuing education contact hours you have accumulated during this five year renewal cycle. List only those credits that have already been approved by Rutgers CGS. If you have sought approval for non-Rutgers CGS courses and have submitting *Multi-Purpose Continuing Education Forms* either before or after attending the applicable programs, you must submit copies of these documents with this renewal application. See the *Multi-Purpose Continuing Education Form* for specific information on the associated documents that must also be submitted.

If you have attended programs and have not sought approval for them, you must complete a continuing education form and provide the required information with this application.

Contact hours: Administrative contact hours typically involve courses/programs that are administrative in nature such as computer and human resources topics. Technical contact hours cover topics specifically related to land use. Please indicate the type of credit associated for each program you attended.

Please indicate "A" for Administrative and "T" for Technical.

Date	Type (A/T)	Program Title	# of CE Hrs

Total Number of CE Hours Accumulated _____

Signature _____

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.