

Recertification Requirements
Renewal of Board Secretary, Land Use Administrator, and Zoning Official Certificates

1. Five-year renewal cycle
2. **Certificate holders are responsible for keeping track of their own continuing education hours.**
3. Certificate holders will be allowed to renew up to six months after their renewal date without penalty but must submit a written request for an extension to the Program Coordinator.
4. If a certificate holder fails to file for renewal within six months of their renewal date, their certificate will expire. In order to be reinstated, the individual must retake the classes and tests involved.

	Board Secretary	Land Use Administrator	Zoning Official
Required Renewal Credits	15	30	20
Maximum Administrative	5	10	6
Minimum Technical	10	20	14

Guidelines:

1. If an individual holds more than one certificate, s/he may
 - a) Apply any administrative credits accrued to all of the certificates
 - b) Apply the first 10 technical credits earned to each of the certificates, such that if an individual holds all 3 certificates and accrues the maximum number of administrative hours, s/he must accrue an additional 10 credits for LUA renewal and an additional 4 credits for ZO renewal

2. Credits available at the League of Municipalities Conference
 - a) Certificate holders may accrue credits each year by attending those informational sessions at the annual NJ State League of Municipalities Conference that are pre-approved by the NJAPZA. This list of approved sessions will be posted on the Center for Government Services website at <http://cgs.rutgers.edu/planningzoning> prior to the League conference.
 - b) Credits will be given for the educational session offered in conjunction with the annual NJAPZA luncheon.

3. Instructors will receive one hour of CE credit for every 5 hours of teaching up to a maximum per renewal period of:
 - 3 hours for holders of the board secretary certificate
 - 5 hours for holders of the land use administrator certificate
 - 4 hours for holders of the zoning official certificate