

## **SUBCHAPTER 14. APPLICATIONS FOR THE RENEWAL OF EMPLOYEE LICENSES**

- 19:41-14.1 Scope of subchapter; effect of expiration of license
- 19:41-14.2 Time for filing
- 19:41-14.3 Contents of renewal application
- 19:41-14.4 Downgrade of license at renewal
- 19:41-14.5 Processing
- 19:41-14.6 (Reserved)
- 19:41-14.7 Transitional rules governing certain renewals
- 19:41-14.8 Renewal of license after expiration of license term; relation to previous license term

### **19:41-14.1 Scope of subchapter; effect of expiration of license**

(a) This subchapter shall govern applications for the renewal of casino key employee and casino employee licenses.

(b) Except as otherwise provided by N.J.A.C. 19:41-14.4 and 14.5(d), no applicant for the renewal of an employee license may, after the expiration date of that license, be employed on the basis of that license by a casino licensee in any position which requires the possession of a current and valid employee license.

Effective: 01/19/93; Operative: 07/01/93

As amended, effective: 06/05/95

As amended, effective: 01/21/97

### **19:41-14.2 Time for filing**

(a) An application for the renewal of an employee license shall be mailed to each employee licensee at the address on file with the Commission at least seven months prior to the expiration date of his or her license. The completed application for renewal shall be filed with the Commission no later than the

last day of the month which is five months prior to the month in which the current license term expires. The filing deadlines for employee license renewal applications are as follows:

If the Current License Term Expires On the Last <u>Day of:</u>	Then the Renewal Application Must be Filed By the Last <u>Day of:</u>
January	August of prior year
February	September of prior year
March	October of prior year
April	November of prior year
May	December of prior year
June	January of current year
July	February of current year
August	March of current year
September	April of current year
October	May of current year
November	June of current year
December	July of current year

(b) No application shall be considered filed in accordance with (a) above unless:

1. The application contains all application materials required by N.J.A.C. 19:41-14.3; and
2. All application materials have been completed in accordance with the requirements of the Act, the Commission's regulations and any instructions included with the materials.

(c) Any applicant for the renewal of an employee license who files an incomplete renewal application within the filing deadline specified in (a) above shall be promptly notified by the Commission of any deficiency in the renewal application. To qualify as an "incomplete renewal application" for purposes of this section, an application must include, at a minimum, the license renewal fee and an Employee License Renewal Application form (see N.J.A.C. 19:41-14.3). Any licensee filing an incomplete renewal application shall have until the filing deadline established in (a) above or twenty-one days from the date of service of the deficiency notice, whichever is later, to file a complete renewal

application.

(d) Failure of a licensee to file a complete renewal application with the Commission in accordance with the requirements of (a) through (c) above shall be deemed a failure to apply for renewal of the license and shall result in the termination of the license on its stated expiration date.

1. Any licensee whose current license will be terminated pursuant to this section may, prior to the expiration date of the current license, apply for a new license of the same type by filing the appropriate renewal application materials identified in N.J.A.C. 19:41-14.3 and paying the initial license application fee required by N.J.A.C. 19:41-9, or may apply for a downgraded license in accordance with N.J.A.C. 19:41-14.4. After the expiration date of the current license, the former licensee shall be required to file a complete application for the issuance of a new license. Under either circumstance, the filing of the application for a new license shall not affect the termination of the former license on its stated expiration date.

2. Any person whose license expires due to his or her failure to file a complete and timely renewal application in accordance with this section shall not be eligible to receive a temporary license of the same rank until one year after the expiration date of the former license, except as follows:

i. Upon the filing of a signed and dated certification by such person that, at the time of the filing deadline for renewal, he or she was not working in a position which required such license; or

ii. Upon the written petition of such person and for good cause shown, the Commission may permit application for such temporary license in accordance with N.J.S.A. 5:12-89e or 90g, as applicable, at an earlier date.

(e) Any licensee whose license has been suspended by the Commission must continue to file renewal applications during the suspension period in order to remain eligible to return to work immediately should the license be reinstated. The suspended licensee shall be required to file complete renewal

applications in accordance with the requirements of this section as if the suspended license were renewed pursuant to the terms of N.J.S.A. 5:12-94 and (a) above; provided, however, the suspended licensee shall only be required to pay one license renewal fee during the suspension period. Failure of a suspended licensee to file a renewal application in accordance with the requirements of this subsection shall be deemed a failure to apply for renewal of the license but shall not affect the validity of any ongoing proceeding concerning the former licensee's qualification for licensure.

Adopted, effective: 01/19/93; Operative: 07/01/93

As amended, effective: 12/04/95

As amended, effective: 10/18/99

### **19:41-14.3 Contents of renewal application**

(a) An application for the renewal of an employee license shall include:

1. A completed Employee License Renewal Application form signed by the applicant and notarized by a person authorized to administer oaths. This form shall contain all relevant information since the applicant's initial application for licensure or most recent renewal application concerning the following:

- i. Any changes in the name, address or the telephone number of the applicant;
- ii. The name and address of the applicant's present employer and the name of his or her supervisor;
- iii. The applicant's employment history with casino licensees;
- iv. A history of any disciplinary action taken by employers against the applicant;
- v. A history of all action taken by any jurisdiction against any license, work permit, or certificate held by the applicant to work in casino gaming;
- vi. All criminal arrests, charges, custodial confinements,

indictments and convictions of the applicant; and

vii. All civil litigation in which the applicant is named as a defendant or respondent.

2. A Release Authorization signed by the applicant and notarized by a person authorized to administer oaths in the State of New Jersey, which Release Authorization shall direct all courts, probation departments, selective service boards, employers, educational institutions, banks, financial and other institutions, and all governmental agencies, to release any and all information pertaining to the applicant as requested by the Division or Commission;

3. Either a certification by the Division that the applicant has been fingerprinted or fingerprint impression cards in accordance with N.J.A.C. 19:41-7.7;

4. Payment of the appropriate license renewal fee due in accordance with N.J.A.C. 19:41-9; and

5. The documents required for identification by N.J.A.C. 19:41-7.2A.

(b) In addition to the materials identified in (a) above, an application for the renewal of a casino key employee license shall include:

1. A Personal Financial Statement certified and signed by the applicant containing a detailed, itemized list of the applicant's assets and liabilities in a form required by the Commission; and

2. Copies of any Federal income tax returns filed by the applicant with the Internal Revenue Service since the applicant's initial license was granted or most recent application for renewal was filed, whichever occurred later.

(c) In addition to the materials identified in (a) above, an application for the renewal of a junket representative license shall include, in a form required by the Commission, designation of an agent to receive service of process in this State and an affirmation that the applicant submits to the jurisdiction of this State.

Adopted, effective: 01/19/93; Operative: 07/01/93  
As amended, effective: 04/19/93; Operative: 07/01/93  
As amended, effective: 06/19/95  
As amended, effective: 12/04/95  
As amended, effective: 03/18/96; Operative: 07/01/96  
As amended, effective: 01/06/03; Operative: 01/20/03

#### **19:41-14.4 Downgrade of license at renewal**

(a) An applicant for the renewal of a casino key employee license may, in lieu of renewing his or her current license, apply to downgrade his or her current license at renewal to a casino employee license by filing an Application to Downgrade Employee License as set forth in N.J.A.C. 19:41-5.5C and a complete renewal application in accordance with N.J.A.C. 19:41-14.2 and 14.3.

(b) An applicant for renewal of a casino key employee license or casino employee license may, in lieu of renewing his or her current license, apply to downgrade his or her current license at renewal to a casino service employee registration by complying with the requirements of N.J.A.C. 19:41-7.1B and filing an Application to Downgrade Employee License as set forth in N.J.A.C. 19:41-5.5C, including the fee required by N.J.A.C. 19:41-9.15.

(c) Any applicant who has filed a complete and timely renewal application may, no later than the last day of the month which is two months prior to the month in which the current license term expires, apply to downgrade his or her license pursuant to (a) or (b) above. Such applicant shall not be entitled to a refund of any license renewal fee previously paid for his or her current license (see N.J.A.C. 19:41-9.19).

Effective: 01/19/93; Operative: 07/01/93  
As amended, effective: 06/05/95  
As amended, effective: 10/18/99

#### **19:41-14.5 Processing**

(a) Upon the receipt of a complete renewal application within the time

period required by N.J.A.C. 19:41-14.2, the renewal application shall be transmitted to the Division which shall conduct such investigation as it deems necessary to determine the continued qualification of the applicant.

(b) The Commission shall consider each complete and timely application for the renewal of an employee license no sooner than one month prior to, but no later than, the expiration date of the current license. If the Division does not file an investigative report on a complete and timely application for renewal of an employee license, the Commission may grant the renewal of the license unless the Division requests in writing no later than 40 days prior to the expiration date of the current license that such application for renewal not be considered until an investigative report has been submitted by the Division.

(c) Nothing in this section shall be deemed to be inconsistent with the authority of the Division pursuant to N.J.S.A. 5:12-94 to request the Commission to reconsider the status of any license at any time.

(d) If an applicant for renewal requests a hearing in accordance with the provisions of N.J.A.C. 19:42-3, or the Commission finds that the Division has requested that consideration of an application be delayed until an investigative report is submitted, the Commission shall provide the applicant with a document permitting the applicant to remain employed under his or her existing license credential until such application has been finally determined by the Commission; provided, however, nothing herein shall be deemed to relieve an applicant for renewal of the obligation to file any subsequent application for renewal which is due pursuant to N.J.A.C. 19:41-14.2 during the course of the hearing process.

(e) The Commission shall notify an applicant in writing when a renewal application is granted and the applicant shall appear in person at the Commission's Casino Employee License Information Unit in Atlantic City within 30 days of the notice to obtain his or her new license credential. Should the applicant fail to appear as required by this subsection, the Commission may notify casino licensees that the applicant can no longer be employed in the

licensed position after the expiration of the applicant's current license credential until the applicant appears as required and receives his or her new license credential.

Effective: 01/19/93; Operative: 07/01/93

**19:41-14.6 (Reserved)**

Effective: 01/19/93; Operative: 07/01/93  
As amended, effective: 05/02/94  
As amended, effective: 06/05/95  
Repealed, effective: 01/06/03; Operative: 01/20/03

**19:41-14.7 (Reserved)**

Effective: 01/19/93; Operative: 07/01/93  
Repealed, effective: 09/08/09

**19:41-14.8 Renewal of license after expiration of license term; relation to previous license term**

(a) The term of any employee license which is renewed by the Commission after the date on which the previous license term would normally have expired in accordance with the requirements of N.J.S.A. 5:12-94 shall relate back to and begin on the day following the expiration date of the previous license term.

(b) Notwithstanding (a) above, the term of any employee license which has been suspended by the Commission and which is reinstated and renewed by the Commission after the date on which the previous license term would normally have expired in accordance with the requirements of N.J.S.A. 5:12-94 shall begin on the day following the date of the Commission vote reinstating and renewing the license.

Effective: 01/19/93; Operative: 07/01/93

