

DLGS Implements New Professional Certification Forms

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After several years of planning, on November 20, 2002 the Division moved to an automated method of renewing professional certifications issued to RMCs, CMFOs, CCFOs, CTCs, and CPWMs. This new procedure will be more efficient and greatly reduce the amount of time from when renewal applications are received and the actual renewal is mailed.

Under the new procedure, a computer-generated form will be issued when a licensee submits their renewal application. The new form includes a perforated renewal certificate that shows the renewal and expiration dates of the certification and a wallet-size card containing helpful telephone numbers and web addresses. The renewal certificate is the same type of certificate used by other state agencies for professional certifications. It also includes a form to submit if the licensee's address or name changes. Blank CEU tracking and renewal applications are no longer included in the mailing, but these can be obtained either from the Division's web site, www.state.nj.gov/dca/lgs, or by contacting the Certification Unit.

This action completes an effort that began several years ago. In February 2000, the Division issued Local Finance Notice CERT-2000-1 (available for downloading at our web site) to all licensees of the Division's certification programs notifying them that we would be moving to this type of State standardized system. Originally, we had hoped to move to such a system that year, however, due to circumstances beyond our control, it was delayed until now.

As noted above, this procedure is used by many other State agencies that issue professional certifications and licenses, including the Department of Community Affairs' Division of Fire Safety, the State Board of Accountancy, and other licensing boards within the Department of Law and Public Safety. This change provides consistency among agencies and helps control costs.

Secondly, the new procedure will be more efficient than the previous system in which we had to order renewal certificates from our Department's graphics office, which often resulted in delays in processing the renewals. The turnaround time from receipt of a renewal application to issuance of the actual renewal will now be greatly reduced. The first group of new computerized certificates was issued in November 2002 to RMCs waiting for their certification renewal. Licensee's for the other certification programs administered by the Division should be receiving their renewals throughout the month of January 2003.

Finally, the Division will continue issuing formal certificates to individuals upon their initial certification. These original certificates are suitable for framing in that only the initial date of certification is noted. There is no expiration date noted on the original

certificates. We recommend that the renewal certifications be kept with the initial certificates.

We hope you will find this information helpful. If you have any questions regarding the new procedure, please contact Daniel Kaminski of the Certification Unit at (609) 292-9757, or by e-mail at dkaminski@dca.state.nj.us.