

**PROFESSIONAL PLANNERS
EXAMINATION**

MAY 3, 2010

INFORMATION PACKET AND APPLICATION FOR CANDIDATES
NOT LICENSED
IN THE STATE OF NEW JERSEY
AS PROFESSIONAL ENGINEERS, LAND SURVEYORS, REGISTERED
ARCHITECTS AND LANDSCAPE ARCHITECTS

Please be advised that applications must be received by March 15, 2010. Additional documents such as official transcripts and statement of endorsement forms must be received in this office not later than March 31, 2010.

Please be advised that late applications will not be process.

Please note: only “regular size passport style photographs are accepted” as requested on the applications. Paper photos are not accepted. If you attach a paper photograph, your application will not be processed.

**NEW JERSEY STATE BOARD OF PROFESSIONAL
PLANNERS**

**SUBMISSION OF DEADLINES FOR MAY 3 TO 17, 2010
EXAMINATION**

NEW JERSEY PLANNING LAW EXAMINATION

APPLICATION DEADLINE: **March 15, 2010**
DOCUMENT DEADLINE: **March 31, 2010**
EXAMINATION DATE: **May 3 through 17, 2010**

A.I.C.P EXAMINATION

In order to schedule the A.I.C.P examination please contact:

American Institute of Certified Planners
122 So. Michigan Avenue
Chicago, IL 60603
(312) 786-6342

ATTENTION APPLICANTS
PROFESSIONAL PLANNING EXAM APPLICATION CHECKLIST

This application check list should make the exam application review process smoother and quicker for both the applicant and the Board staff.

Please make sure that you complete the application in its entirety. If the information is missing, your application will be returned to you for completion. An application that may be returned to you completion must reach our office by the same deadline that is set for all applications. Sending it too close to the deadline or without full information risks waiting a year for the next exam. The deadline is a firm one because we must maintain the schedule set by the testing service.

PLEASE MAKE SURE THAT YOU HAVE:

Check

- () 1. FULLY AND LEGIBLY COMPLETED application
- () 2. SIGNED application
- () 3. NOTARIZED application
- () 4. ENCLOSED \$75.00 application fee by certified check or money order
- () 5. AICP CERTIFICATION - see page 2 of instructions
- () 6. REFERENCES - see page 3 of instructions
- () 7. TRANSCRIPTS - see page 3 of instructions
- () 8. COMPLETED "Recognized Planning Subjects Form" (to be completed by applicants without planning degree only. See page 3 of instructions)

INSTRUCTIONS FOR APPLICANTS

The enclosed application is for the Professional Planner examination . It may be taken as either a Professional Planner candidate or a Planner-in-Training candidate.

There are two parts of the examination. Applicants must pass both parts in order to obtain the New Jersey Professional Planner license or New Jersey Planner-in-Training certification. The second part is a test of the candidate's knowledge of New Jersey Planning Law.

The Board of Professional Planners uses the national AICP examination to test the candidate's generalized knowledge of planning.

The Professional Planner or Planner-in-Training status which the applicant is applying for should be indicated by checking the appropriate box on the application. The requirements for licensing as a Professional Planner and Planner-in-Training are included as a part of these instructions.

The application must be completed in **FULL, TYPEWRITTEN, SIGNED BY THE INDIVIDUAL APPLYING AND NOTARIZED**. Applications not conforming to these instructions will not be accepted. If the allotted space on the application form is not of sufficient size to furnish the necessary information, typed or printed sheets of the same size and format may be used.

APPLICATION FEE

The application fee is \$75.00. An applicant is required to enclose with the application a certified check or money order made payable to the "State Board of Professional Planner". **Application fees are not refundable nor transferable.**

EXAMINATION FEE

When an applicant has been certified by the Board as meeting the requirements to take the examination, he/she will be notified by mail. At that time the applicant will be required to submit the examination fee (only certified check or money order will be accepted). The fee schedule is included with these instructions. **Examination fees are not refundable nor transferable.**

AICP CERTIFICATION

If the applicant currently has AICP certification which was received by passing the written AICP examination, on the Board must receive written verification, sent directly from AICP to the Board, indicating that the applicant passed the written examination. The applicant then will only be required to take the New Jersey Planning Law portion of the examination

The New Jersey State Board of Professional Planners is not affiliated with the American Institute of Certified Planners. New Jersey licensure does not guarantee AICP Certification, nor does AICP Certification guarantee New Jersey licensure.

REFERENCES - STATEMENTS OF ENDORSEMENT

An applicant for licensure is required to furnish names of five references unrelated to the applicant. Three of these five references must be Professional Planners who have knowledge of the applicant's planning experience or education. Statement of Endorsement forms are enclosed with this application packet.. They must be completed and mailed by the individuals listed as references on the application no later than the documents deadline. An applicant for the Planner-in-Training certificate is required to furnish names of three references, one of these three must a Professional Planner in New Jersey.

EDUCATION

Official transcripts for all undergraduate and graduate degrees listed on the application are required, and they should be directly to the Board by the colleges or universities. Copies of transcripts will not be accepted. Those candidates with foreign degrees must submit the original or a recently notarized copy of an original translation of the transcript. Please note that if you are reapplying and submitted your transcripts in the past, you do not have to do it again.

If the applicant does not have a graduate degree in planning but is claiming to have completed a minimum of 21 credit hours in RECOGNIZED PLANNING SUBJECTS (see page 6), the enclosed NOTICE TO APPLICANTS WITHOUT PLANNING DEGREE form must be completed and attached to the application. All courses must be identified. If the name of the course will not provide the Board with enough information to clearly determine that it is a recognized planning subject, the applicant must include supplemental information from the course catalogue description or such other descriptive information as may be available.

EXPERIENCE

The detailed statement of experience must include only experience obtained in the United States Experience gained outside the United States will not be accepted. Please number each work experience, beginning with the most recent position and working back in time. For each position include the engagement number, starting date, ending date, hours per week and calendar months that this position was held. The statements of duties should be as detailed as possible. Use additional pages if necessary.

DEADLINES

All material supplemental to the application must be received in the Board office by deadline date. Failure to submit supporting documents by the deadline will result in deferral of the application to the next examination period.

The Board will notify applicant if the application is incomplete. However, **it is the responsibility of the applicant to determine whether the appropriate documents are on file by the deadline.**

REQUIREMENTS FOR PLANNER-IN-TRAINING CERTIFICATE

A graduate or undergraduate degree in planning (minimum 21 credit hours) **and** successfully passing both parts of planning examination:

National AICP
New Jersey Planning Law Exam

or

A specific record of four years or more of active practice in planning work **and** successfully passing both parts of planning examination:

National AICP
New Jersey Planning Law (see page 8)

PLANNERS-IN-TRAINING UPGRADE

When a Planner-in Training completes the required course work or work experience to meet the requirements for licensure as a Professional Planner, the documentation should be submitted to the Board for review and upgrade.

REQUIREMENTS FOR PROFESSIONAL PLANNER LICENSE

EDUCATION

EXPERIENCE

A graduate degree in Professional Planning or	and	Two (2) years of full time experience in the “Practice of Professional Planning” (see definition below)
An undergraduate degree in a field other than professional planning from an accredited college	and	Four (4) years of full experience in the “Practice of Professional Planning” (see definition below)
An undergraduate degree offering a major or option comprising a minimum of 21 credit hours in recognized planning subjects or	and	Three (3) years o full time experience in the “Practice of Professional Planning” (see definition below)
An undergraduate degree in a field other than professional planning from an accredited college or university or	and	Four (4) year of full time experience, or its equivalent in the “Practice of Professional Planning” (see definition below)
Graduation from a secondary school	and	Eight (8) years of full time experience in the “Practice of Professional Planning (see definition below)

NJSA: 14A-2© term “practice of professional planning” within the meaning and intent of this Act shall mean the administration, advising, consultation or performance of professional work in the development of master plans in accordance with the provisions of chapter 27* and 55 of Title 40 of the Revised Statutes**, as amended and supplemented, and other professional planning services related thereto intended primarily to guide governmental policy for the county, regional and metropolitan land areas, and the State or portions thereof. The work of the professional planner shall not include or supersede any of the duties of an attorney at law, a licensed professional engineer, land surveyor or registered architect of the State of New Jersey.

Upon approval of the above in qualifications applicant must pass the following examinations:

- National AICP Examination
- New Jersey Planning Laws Examination (see page 8)

*section 40:27-1 et seq.
**section 40:55-1 et seq.

RECOGNIZED PLANNING SUBJECTS

Applicant is required to have completed an undergraduate or graduate degree in planning or to have completed a minimum of 21 credit hours in recognized planning subjects which include planning courses such as:

PLANNING THEORY

PLANNING METHODS

HISTORY OF CITY PLANNING

PRINCIPLES OF LAND USE PLANNING

PLANNING PROJECT DESIGN

PLANNING LAW

PLANNING ADMINISTRATION

If the application does not have an undergraduate or graduate degree in planning but is claiming to have completed a minimum of 21 credit hours in RECOGNIZED PLANNING SUBJECTS, the applicant must complete the form enclosed with this packet and identify those subjects. If the name of the course will not provide the Board with enough information to clearly determine that it is a recognized planning subject, the applicant must include supplemental information from the course catalogue description of such other descriptive information as may be available.

NOTICE TO APPLICANTS WITHOUT PLANNING DEGREE ONLY:

You must list those courses which you are claiming as “Recognized Planning Subjects”. A minimum of 21 credits hours in recognized planning subjects is required.

DATE			APPLICANT’S NAME:		
COURSE NAME	CREDITS/ FINAL GRADE		SCHOOL NAME	SEMESTER YEAR	

PROFESSIONAL PLANNERS EXAMINATION (two parts)

(I) NATIONAL AICP EXAMINATION

The AICP examination is written and administered by the American Institute of Certified Planners. It consists of approximately 150 questions in the areas of knowledge and skills as described in the enclosed information. It is a three hour examination.

Please contact AICP for its examination manual

To register for AICP Examination.
American Institute of Certified Planners
122 So. Michigan Avenue
Chicago, IL 60603

Phone: (312) 786-6342

(II) NEW JERSEY PLANNING LAW EXAMINATION

The New Jersey Planning Law examination covers county, state and regional planning, master plans, subdivision and site plan regulations, municipal land use law, the Board of Adjustment, Planning Board, and Zoning Ordinance. In grading the test, the questions have been weighed to reflect the degree of difficulty of the question. It is a two hour examination.

Both parts of the examination consist chiefly of multiple choice questions.

For information concerning examination review courses contact:

Amy Sarrinikolaou, PP/AICP
asarrini@hotmail.com (E-Mail Preferred)
732-615-2289
www.njapa.org

NEW JERSEY PLANNING LAW EXAM

The questions on the New Jersey Planning Law exam have been allocated to cover specific areas of New Jersey planning law as follows:

County, Regional, and State Planning	40%
Master Planning and Zoning Ordinance.....	25%
Subdivision and Site Plan Review.....	20%
Planning Board and Board of Adjustment Activities.....	15%

The percentages are approximate. The questions have been weighted to recognize the degree of difficulty of the question.

The following statutes, rules and regulations will be useful in preparing for the New Jersey planning law section of the examination.

The applicant must have a thorough knowledge of the following:

The Municipal Land Use Law: NJSA 40:55D-1 et seq.

Copies may be purchased from the New Jersey Planning Official (NJPO) @ (908) 412-9592.

The applicant must have a good knowledge of the following:

County Planning Act: NJSA 40:27-1 et seq.

State Planning Act: NJSA 52:18A-196 et seq.

Fair Housing Act: NJSA 52:27D-301 et seq.

Council on Affordable Housing Procedural and Substantive Rules and Regulations: NJAC 5:91-1 et seq. & 5:93-1 et seq.

Fresh Water Wetlands Act and Regulations: NJSA 13: 9B-I et seq. & NJAC 7:7A-1 et seq.

The applicant should have a general knowledge of the following:

The Pinelands Comprehensive Management Plan: NJAC 7:50-1 et seq.

Coastal Area Facilities Review Act and regulations: NJSA 13:19-1 et seq. & NJAC 7:7E-1 et seq. & NJAC 7:7-1 et seq.

Hackensack Meadowlands Master Plan: NJAC 193-1 et seq.

State Highway Access Management Act: 27:7-89 et seq.

A limited number of questions may be based on the following:

Soil Erosion and Sedimentation Control Act: NJSA 4:24-1 et seq.

Flood Hazard Area Control Act (Stream Encroachment): NJSA 58:16A-50 et seq.

Realty Improvement Sewerage and Facilities Act: NJSA 58:11-23 et seq.

NJSA 13:20 Highlands Water Protection and Planning Act

Zoning and Land Use Administration is a good reference book on municipal land use. It is available at law and most college libraries.

The examination consists chiefly of multiple questions.

**STATE BOARD OF PROFESSIONAL PLANNERS
FEE SCHEDULE**

Application for a Professional Planner license or Planner-in-Training certificate \$ 75.00

Examination Fees:

State Examination \$ 200.00

AICP - As determined by AICP

Initial License Fee:

During the first year of a biennial license period\$ 130.00

During the second year of a\$ 65.00

License Fee:

Biennial License Fee and Renewal\$ 130.00

Late Renewal Fee\$ 50.00

Reinstatement Fee\$ 200.00

Name Change\$ 25.00

Duplicate License\$ 25.00

Duplicate Wall certificate \$ 25.00