

SUBCHAPTER 3. FEES
(Approved for Posting 3/4/13)

7:26I-3.1 Purpose

(a) This subchapter specifies the fees and the methodology for the calculation of fees to support the administration of the licensed site remediation professional program of the Site Remediation Reform Act.

(b) The specific fees covered in this subchapter are the application fee, license renewal fee and annual license fee.

7:26I-3.2 Scope

(a) This subchapter contains provisions that specify:

1. The factors the Board uses to calculate the application fees;
2. The factors the Board uses to calculate the license renewal fee;
3. The factors the Board uses to calculate the annual license fee;
4. How a person is to make payments to the Board of the fees in this subchapter.

7:26I-3.3 Application Fees

(a) The Board shall recalculate, if determined necessary based on the complexity of application reviews or other factors, the application fees for the upcoming calendar year as of the November 1 that precedes the upcoming calendar year as follows:

1. The Board shall calculate the application fee with full credential review by multiplying the average number of hours to conduct a full credential review by the projected hourly salary and overhead costs for Department or Board staff to conduct the review. For calendar year 2014, the application fee shall be \$400 for applications requiring full credential review.
2. The Board shall calculate the application fee with limited credential review by multiplying the average number of hours to conduct a limited credential review by the projected hourly salary and overhead costs for Department or Board staff to conduct the review. For calendar year 2014, the application fee shall be \$50 for applications requiring limited credential review.

7:26I-3.4 License Renewal Fee

(a) The Board may institute a license renewal fee for the upcoming calendar year.

(b) Should the Board institute a license renewal fee for the upcoming calendar year, the Board shall calculate the license renewal fee for the upcoming calendar year as of the November 1 that precedes the upcoming calendar year as follows:

1. The Board shall calculate the license renewal fee by multiplying the average number of hours to conduct a credential review for license renewal by the projected hourly salary and overhead costs for Department or Board staff to conduct the review.

7:26I-3.5 Annual License Fee

(a) The Board shall calculate the annual license fee for the upcoming calendar year as of the November 1 that precedes the upcoming calendar year as follows:

1. The Board shall set its budget by determining the dollar amount needed to accomplish all tasks associated with administering the licensed site remediation professional program of the Site Remediation Reform Act. Such tasks include, but are not limited to:

- i. Administration of the program;
- ii. Legal support of the program;
- iii. Development and maintenance of data systems;
- iv. Development and maintenance of the Board Website;
- v. Development and administration of LSRP examinations; and
- vi. Any additional tasks identified by the Board.

(b) The Board shall calculate the annual license fee for the upcoming calendar year as of November 1 preceding the upcoming calendar year as follows:

1. The Board shall project the collection amounts anticipated in the upcoming calendar year from application fees and license renewal fees;

2. The Board shall subtract the projected collection amounts from the projected budget as calculated in (a)1 above, and divide the result by the number of LSRPs holding licenses in the previous calendar year, rounding up to the nearest tenth dollar; or

3. If the number of LSRPs holding licenses in the previous calendar year is projected to significantly change in the upcoming calendar year, the Board shall subtract the projected collection amounts from the projected budget as calculated in (a) 1 above, and divide the result by the number of LSRPs projected to be holding licenses in the upcoming calendar year, rounding up to the nearest tenth dollar.

4. The final annual license fee may be adjusted by incorporating any shortfalls or

surpluses from the previous calendar year.

5. For calendar year 2014, the annual license fee shall be \$900.

(c) The Board shall invoice each LSRP for the annual license fee on or about November 1 of each year.

(d) LSRPs who fail to pay the annual license fee within 90 days of the date of the invoice shall be subject to disciplinary proceedings and penalties pursuant to N.J.A.C. 7:26I-7.1 et seq.

7:26I-3.6 Fee Report and Payment of Fees

(a) Each year, the Board shall prepare an Annual Site Remediation Professional Licensing Board Fee Calculation Report in which it shall include the factors used to calculate each fee in this subchapter.

(b) Beginning October 2014 and each October thereafter, the Board shall publish in the New Jersey Register a notice that includes a summary of the Annual Site Remediation Professional Licensing Board Fee Calculation Report and the Board's budget, and will post this information on the Board Website.

(c) Payment of fees shall be by either:

1. E-check or credit card after the Board posts a notice for either on the Board Website; or
2. Certified check, attorney check, money order, or personal check made payable to "Treasurer, State of New Jersey"; and
3. By mailing payments to the following address unless otherwise indicated on the first page of a billing invoice:

New Jersey Site Remediation Professional Licensing Board
c/o NJDEP Site Remediation Program
P.O. Box 420
Mail Code 401-05A
Trenton, NJ 08625-0420