



State of New Jersey  
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November 15, 2022

ALL INTERESTED APPLICANTS AND CERTIFIED LANDSCAPE IRRIGATION CONTRACTORS

The Board of Landscape Irrigation Contractors has a new website where in you can make an application for a new certification, and also, for those already certified you can update your contact information, obtain a new copy of your certification card, submit and view continuing education credits (CEC's) and renew your certification.

The new site is accessible at <https://njdca4prod.dynamics365portals.us>

You will arrive at a landing page that includes other program(s). Please select Landscape Irrigation and click the First Time User button. For new applicants, you will then need to enter some basic information and proceed with the system prompts to proceed with your application details.

For certified individuals, the same applies except you will also need to enter your authorization code which was emailed to the last email on file and mailed to the address associated with your certification record. The authorization code will allow the system to match your new account up with your existing license and information. If your certification is expired or renews in January of 2023, you may also initiate a renewal of your certification and pay the fees(s) required to renew the certification.

The webpage will also allow you to update and renew your business permit, a separate mailing will be sent very soon with those credentials. In addition to viewing that information, you can process modification requests and designate a certificate holder for the business. The site will also validate that selection via a process with the certificate holder named.

**IMPORTANT! – PLEASE DO NOT ATTEMPT TO RENEW OR UPDATE YOUR BUSINESS PERMIT AT THIS TIME. A SECOND MAILING IS FORTHCOMING WHICH WILL CONTAIN INFORMATION THAT IS NEEDED IN ORDER TO SYNC YOUR NEW ACCOUNT TO YOUR EXISTING BUSINESS PERMIT INFORMATION.**

NOTE: The new system uses the My New Jersey Portal to manage your username and password. If you already have a My New Jersey Portal account, you can link to it during the account registration process. If you don't have a My New Jersey Portal account, you can create one during the account registration process.

If you have any questions or trouble logging in, please email the office at [LIC@DCA.NJ.GOV](mailto:LIC@DCA.NJ.GOV) or call (609) 984-7834.

Sincerely,

Board of Landscape Irrigation Contractors

