How to Submit a Request for an Account with the DCA Certification and License Portal
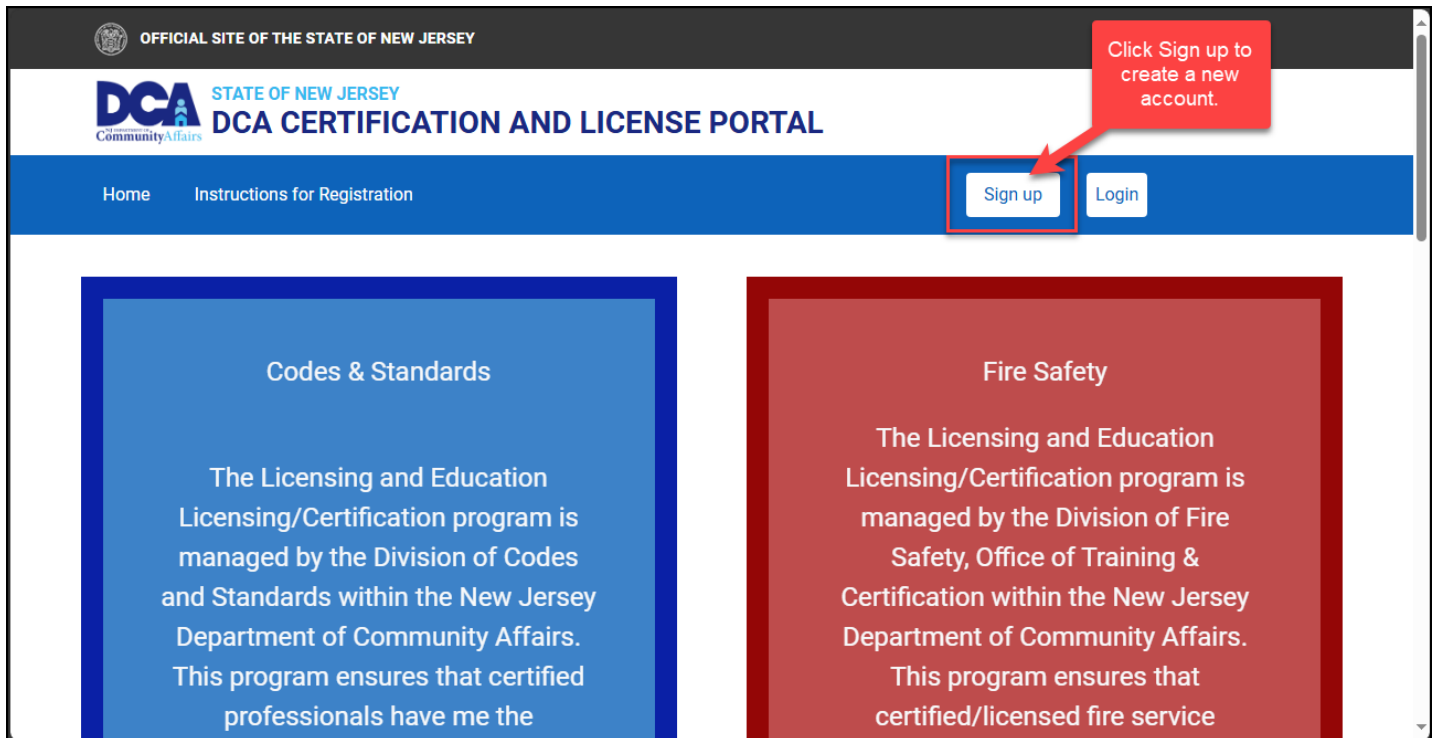
1. Visit the DCA Certification License Portal https://certification.dca.nj.gov/
2. Click on Sign Up to start the registration process

3. If you currently hold, or previously held, a license issued by the UCC, the Division of Fire Safety, or Fire Protection Contractors, you must use an authentication code when creating your account. (Choose YES)
   a. This code connects your new Portal Account with the license information already on file with the DCA.
   b. ⚠️ If you create an account without the authentication code, a duplicate account will be created, and you will not be able to access your existing license data.
   c. If you have not received an authentication code but believe you should have, please contact the DCA for assistance.
      i. For UCC Related accounts please contact
         1. Education Unit at education.unit@dca.nj.gov
      ii. For Division of Fire Safety accounts please contact
         1. 609-777-3352
   d. Note: This requirement does not apply if you or your business only hold a Business Permit. Business Permit holders do not need an authentication code. (Choose NO)
      i. You will be able to request access to your current permit within the portal.

e. If you currently hold, or previously held, a license issued by the UCC, the Division of Fire Safety, or Fire Protection Contractors, you must use an authentication code when creating your account, or if you were already provided an authentication code.
    i. Choose YES
f. If you are a New User and never held any license or are a Business Permit Holder
    i. Choose No

Link DCA Certification and License Portal to
myNewJersey/MBOS
powered by njoit

1 Request access to DCA Certification and License Portal

2 Link DCA Certification and License Portal to your myNewJersey/MBOS account

3 Use DCA Certification and License Portal

Step 1. Request access to DCA Certification and License Portal

Have you ever held a current or expired license or certification issued by the UCC, the Division of Fire Safety, or Fire Protection Contractors?
This does not include companies that have a business permit from the Division of Fire Safety. If you have a business permit only, please choose No.
○ Yes   ○ No

4. If you chose Yes continue to #6
5. If you chose No go to #16
6. Registering with Authentication Code
    a. Enter the Authentication Code that you were provided by the DCA
    b. Enter the Authentication Code a second time to confirm the number
    c. Enter your Last Name (be sure that it is the same last name that is on your current/expired license/certification.
7. The portal will then display the email address that is on file with the DCA
    a. If you do not have an email address on file, then the field will be blank
8. Confirm the email address is correct
    a. Make any changes to the email address as needed
9. Enter the email address again to confirm
10. Type the characters shown in the image into the Verification Code field. If the characters are hard to read, click the image to refresh it and get a new code.
11. Click the "Register Account" Button

This does not include companies that have a business permit from the Division of Fire Safety. If
you have a business permit only, please choose No.

● Yes ○ No

Enter Authentication Code

Authentication Code *(Required)*

[   ]

Confirm Authentication Code

Confirm Authentication Code *(Required)*

[   ]

Please enter the authentication code provided by the DCA. If you received an authentication code please contact the DCA for assistance. UCC registrations please email the unit at education.unit@dca.nj.gov. For DFS registrations please call 609-777-3352

Enter Last Name

Last Name *(Required)*

[   ]

If the email address below is incorrect or blank, then please enter your current email address.

If you ahave email address on file with DCA it will automatically populate. Make any appropriate corrections.

Email *(Required)*

[   ]

Type the characters shown in the image into the Verification Code field. If the characters are hard to read, click the image to refresh it and get a new code.

Enter your email again to confirm.

Confirm Email *(Required)*

[   ]

Verification Code *(Required)*

[   ]   **TuAwT**

In order to properly link your DCA Certification and License Portal account with your existing myNewJersey/MBOS account, please be prepared to enter your myNewJersey logon ID and password on the next page.

[Register Account]

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Back
to top

12. You will then be directed to connect your account to a MyNJ Account.
    a. If you already have a MyNJ account Choose Yes
    b. Enter your MyNJ Credentials, to have the Portal access added to your MyNJ Account

OFFICIAL SITE OF THE STATE OF NEW JERSEY

my NJ

Link DCA Certification and Registration to myNewJersey

Do you have a myNewJersey Logon ID?

● Yes
○ No

Information about your existing myNewJersey account:

myNewJersey Logon ID:

[   ]

Password:

[   ]

Continue

c. If you do not have a MyNJ account Choose NO
   i. Complete the registration for the MyNJ account

13. After you complete the process the new tile will be added to your MyNJ Account.
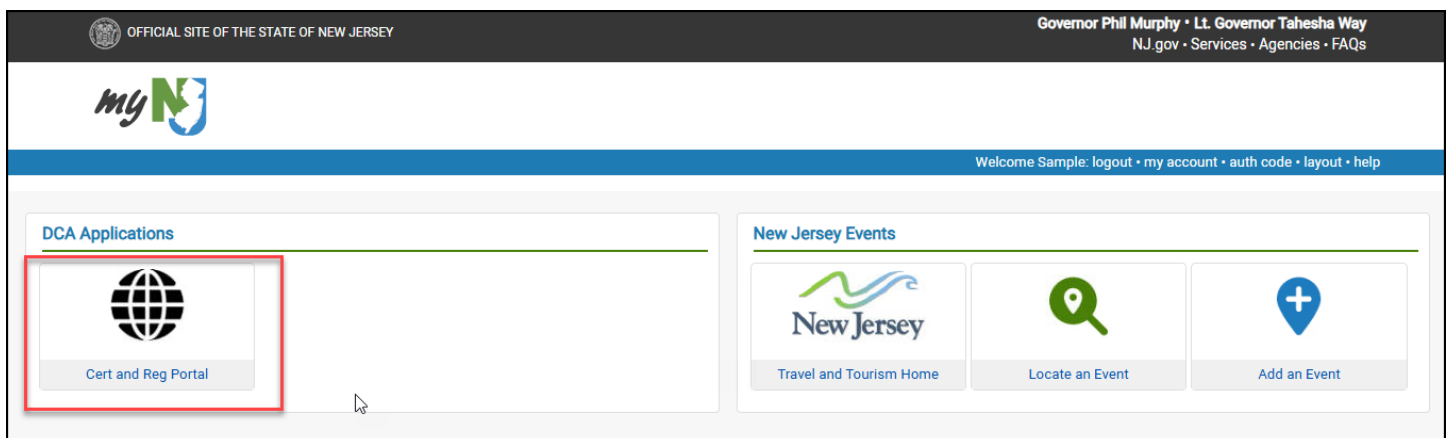
14. You will not be able to access the portal until you verify your email address. Please check the email that you registered with and follow the instructions in the email to verify.
15. After you verify your email address you can access the portal by clicking on the tile.

16. Registering with an Authentication Code (New User or Business Permit Holder)
17. Choose NO

a. Complete the registration form by entering minimally the required information
    i. First Name
    ii. Last Name
    iii. Date of Birth
    iv. Address
    v. City
    vi. County (if not from NJ, choose "Out of State"
    vii. State
    viii. Zip
    ix. Phone Number
    x. Email
    xi. Confirm Email
    xii. Verification (Captcha Code)
        1. If you have any issue with reading the code, click on the image and it will refresh with new characters.

18. Click Register Account
19. You will then be directed to connect your account to a MyNJ Account.
    a. If you already have a MyNJ account Choose Yes
    b. Enter your MyNJ Credentials, to have the Portal access added to your MyNJ Account

    c. If you do not have a MyNJ account Choose NO
        i. Complete the registration for the MyNJ account

20. After you complete the process the new tile will be added to your MyNJ Account.

21. You will not be able to access the portal until you verify your email address. Please check the email that you registered with and follow the instructions in the email to verify.
22. After you verify your email address you can access the portal by clicking on the tile.