

Renewal Certification Application Form Instructions

Note: Please type or print clearly on the application form.

Section

1. Enter your Social Security Number (SSN) and six digit DFSID number if previously issued to you. The collection of the SSN is mandatory, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification. Please use the following code numbers to indicate your race/national origin which best applies to your ancestral heritage. (Providing this information is voluntary.)

2. Provide your name, home address, contact telephone numbers, email address, date of birth, gender/race. Use the codes provided at the right for your response.

3. Certification Renewal Requirements:

Please note that N.J.A.C. 5:71-4.5 (c) states that “meeting credits” can only be used to satisfy one-half of the administrative/technical CEU renewal requirements of code enforcement certifications (e.g., Fire Official and Fire Inspector). Credit totals must have been earned in the current certification cycle.

Race/National Origin Codes	
Code	Description
01	American Indian or Alaskan Native
02	Asian or Pacific Islander
03	Black, not of Hispanic origin
04	White, not of Hispanic origin
05	Hispanic

Indicate which certifications and certificates you are renewing. Only renew the higher title in a series. Each certificate is separate from a certification series. Check all that apply.

Example: (1) Fire Official is higher than Fire Inspector.
(2) Fire Instructor 2 is higher than Fire Instructor 1.

Fire Inspector (Certification): 2.0 CEU’s (Technical), including one Code Update Program of instruction for any Fire Inspector who is employed by a Local Enforcing Agency (LEA).

Fire Official (Certification): 3.0 CEU’s (2.0 Technical and 1.0 Administrative), including one Code Update Program of instruction for any Fire Official who is employed by a local enforcing agency.

Fire Instructor Level I or II (Certification): 1.5 CEU’s (Instructor).

Drill Ground Instructor (Certification): 0.5 CEU’s (DGI). *Please note that DGI credit is different from Fire Instructor credit type.*

Fire Investigator (Certification): 1.5 CEU’s (Fire Investigator). *Please note that CEU credit to renew a Fire Investigator certification can be achieved by completing various courses or presentations from law enforcement organizations, fire service associations, IAAL, and Kean University Fire Safety Program seminars. Submit instructional course completion certificates to be reviewed with your application.*

4. If you answer YES to this question, please supply documentation or detailed explanation on another sheet of paper.
5. Please include the required renewal fee with your application. Make a personal check, money order, or municipal purchase order/ voucher payable to “TREASURER, STATE OF NEW JERSEY”. The certification renewal will not be processed unless the required payment is enclosed for all certifications renewed.
6. The application form must be signed and dated. Forward the certification renewal application form and certification renewal fee to:

**Certification Renewal
Office of Training and Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809**

Office Staff Contact Information

Questions about Instructor certification requirements and procedures should be directed to the staff of the Office of Training and Certification at (609) 777-3552 from 8:30 a.m. to 4:00 p.m., Monday through Friday.

Please note that you can download certification applications directly from our Division of Fire Safety “forms folder” at: <http://www.nj.gov/dca/divisions/dfs/forms/>. Scroll down the list to find a specific certification form.