

## IMPORTANT: INDIVIDUAL RENEWAL INFORMATION

All individuals holding a UST certification are required to complete a course on the department's rules and regulations concerning underground storage tanks within the year prior to the expiration date of their certification. Approved course providers are listed below. You are reminded that this course **must** be completed at the time you submit your renewal invoice for processing. **By submitting your renewal invoice, you are indicating that you have met the requirements set forth in 7:14B-13.6 and or 7:14B-16.7 and have submitted proof of completing the course to the Department. If you are not able to meet the requirement you must re-apply for certification. You are not eligible to renew.**

### Approved course providers:

**Rutgers University (Cook College)**

(732) 932-9271  
www.rutgers.edu

**Petroleum Equipment Contractor Association (PECA)**

Sam Saba, [samsaba@peca.net](mailto:samsaba@peca.net)  
(973) 729-2108

**Fuel Merchants Association of New Jersey**

Dianna Gann, [dgann@fmanj.org](mailto:dgann@fmanj.org)  
973-467-1400

**Montclair University**

Continuing Professional Education Services (CPES), LLC  
Julianne Mosolgo, [mosolgo@cpesmontclair.com](mailto:mosolgo@cpesmontclair.com)  
(973) 842-7720  
<http://cpesmontclair.com/>

NOTE: An individual has up to, but no greater than 90 days after the date of expiration of their license to attend the course and renew their license. If an individual does not attend the course within the 90 days' post license expiration and submit renewal payment, he/she is no longer eligible to renew the license. Those individuals must register to retake the UST exams to obtain a new license. Also, note that if your license has expired and you are within the 90-day window you are not permitted to perform work until the license has been renewed.

### **Directions for renewing Online:**

1. <http://www.state.nj.us/dep/online/Select DEP Online>
2. Under Non-Registered Service Select Pay for a License
3. Type in PI number (license Number) and Invoice Number
4. Follow prompts
5. Email completed course certificate to [Tiana.Grant@dep.nj.gov](mailto:Tiana.Grant@dep.nj.gov)

### **Directions for renewing via mail:**

1. Write check out to "*Treasurer State of New Jersey*"
  2. Enclose photo copy of course certificate
  3. Address Envelope: Department of Revenue, PO Box 417 Trenton, NJ 08625-0417
- \*\* If you wish to expedite a payment, payment must be done online.**