



Department of
Environmental Protection
Site Remediation
Program

State of New Jersey

LICENSED SITE REMEDIATION PROFESSIONAL LICENSURE EXAMINATION APPLICATION WITH

LIMITED CREDENTIAL REVIEW

INSTRUCTIONS



Site Remediation
Professional Licensing
Board

IMPORTANT: The Licensed Site Remediation Professional (LSRP) Licensure Examination Application With Limited Credential Review is to be used by the following applicants:

1. Applicants who hold a valid Temporary LSRP License in the State of New Jersey and are taking the examination for the first time.
2. Applicants who hold a valid Temporary LSRP License in the State of New Jersey and have failed to pass the initial examination and are reapplying for up to two additional examinations within the nine (9) month time period that begins with the first date the examination is administered.
3. Applicants who are not Temporary LSRPs and have failed to pass the initial examination and are reapplying for up to two additional examinations.

If you do not meet one of the conditions listed above and wish to apply for licensure examination, you must use the LSRP Licensure Examination Application with Full Credential Review.

NOTE: Applicants who hold a Temporary LSRP License have three (3) opportunities to take and pass the examination within a nine (9) month time period that begins with the date that the first examination is administered. If a Temporary LSRP License holder does not pass the examination within the nine (9) month time period, their Temporary License will be terminated, and they may not apply to retake the examination for a period of at least one (1) year. After the one (1) year period is over, an applicant reapplying for Licensure will be considered a new applicant, and therefore must use the LSRP Licensure Application with Full Credential Review.

Applicants who hold a Temporary LSRP License for the Remediation of Discharges from Underground Storage Tanks Only, and do not pass the examination within the nine (9) month time period may not apply to retake the examination for a period of at least one (1) year, and until all of the education and experience requirements required at [N.J.S.A.58:10C-7d](#) for permanent licensure are met.

Applicants who DO NOT hold a Temporary LSRP License have three (3) opportunities to pass the examination. The nine (9) month time period that is applicable to the Temporary LSRP License holders does not apply, however, the three (3) exams must be taken within four (4) consecutive dates the examination is offered. If an applicant who does not hold a Temporary LSRP License does not pass the examination after taking it a maximum of three (3) times over four (4) consecutive dates the examination is offered, the applicant may not reapply to retake the examination for a period of at least one (1) year. After the one (1) year period is over, an applicant reapplying for Licensure will be considered a new applicant, and therefore must use the LSRP Licensure Application with Full Credential Review.

The following pages provide detailed instructions for the completion of the LSRP Licensure Examination Application with Limited Credential Review. The New Jersey Department of Environmental Protection (NJDEP), on behalf of the New Jersey Site Remediation Professional Licensing Board (SRPLB) will use the information presented in the application to supplement the information you provided to the NJDEP in either your Temporary Licensed Site Remediation Professional Application or your LSRP Licensure Examination Application with Full Credential Review.

Applicants should read the Application Instructions thoroughly before completing the application.

The SRPLB/NJDEP requires typed applications and attachments: Handwritten applications, except for those sections specifically noted in the application, will be deemed incomplete and will not be reviewed. Please use a font size no smaller than 10-point type.

The SRPLB/NJDEP requires that the answers on the application be presented in the space provided unless otherwise noted. Do not submit additional information unless specifically requested to do so by the SRPLB/NJDEP. Information provided by an applicant that is not requested in the application will not be reviewed by the SRPLB/NJDEP.

An applicant has the responsibility to both claim and clearly demonstrate that they meet the requirements for a LSRP license. Applicants should provide information on the application that is relevant to the criteria for a LSRP license as established in guidance to the Site Remediation Reform Act.

Because the LSRP license is issued to an individual, applicants should use the first person singular to describe specifically their own work experience and responsibilities. Do not describe what the firm as a whole did.

Completed applications must be mailed with the application fee of \$50 (payable to “Treasurer, State of NJ”) to the following address:

New Jersey Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional Licensure Program
P.O. Box 420, Mail Code 401-05A
Trenton, NJ 08625-0420

Section 1. Applicant Information

Please provide a clear, full-face passport style photograph (2” x 2”) of your head and shoulders. The photograph must have been taken within the last six months prior to the date of your application. The applicant must print their full name on the back of the photograph and affix it to the application with double sided tape. Please do not staple or clip the photo, since it may damage the photo.

Please type your last name, first name and middle initial **EXACTLY** as it appears on the Government issued photo identification that is required to be presented on the day of the exam. If you have changed your name due to marriage, please include your maiden name as well. Please check the appropriate box if you have changed your name or can be identified under another name. If “yes” is checked, please complete the information by providing your different name.

Mailing and Business name and addresses

Please type your full mailing address and business name and address. Indicate the address that you would like the SRPLB/NJDEP to use for all correspondence.

E-Mail/Internet address

Please type in your full email address. The SRPLB/NJDEP will use this email address in order to distribute new guidance documents and updates regarding the Site Remediation Program (SRP) in New Jersey. If you are issued a license upon passing the LSRP Exam, the SRPLB/NJDEP will also use this email address to contact you in the event there are questions that may arise during an audit.

Telephone Numbers(s):

Please provide all telephone numbers where the SRPLB/NJDEP could reach you in the event there is a question concerning your application. If you are awarded a license upon passing the LSRP Exam, the SRPLB/NJDEP will also use this telephone number to contact you in the event there are questions that may arise during an audit.

Disability Covered under the Americans with Disabilities Act

Please indicate if you have a disability covered under the Americans with Disabilities Act that requires an exam administration modification. If you have answered Yes to this question, you will be contacted in the near future by the Exam Administrator for more information.

Section 2. Temporary LSRP License and Examination Application History

If you are currently a Temporary Licensed Site Remediation Professional within the State of New Jersey, indicate so by checking the appropriate box, and provide your Temporary LSRP Identification Number on line 2.a. If your Temporary LSRP License is for the Remediation of Underground Storage Tank Discharges Only, indicate so on line 2.b.

If you are delinquent on your Temporary LSRP License fee please indicate so on line 2.c. **Any applicant who is not up to date with their annual License fee will not be approved to register for the licensure examination.**

Please select the appropriate box identifying whether this is the first time applying for the LSRP Licensure Examination. If it is not the first time applying to take the examination, provide all previous application dates on the line provided.

Section 3. Relevant Training and Coursework:

As required in a. and b. below, applicants must provide a certificate that demonstrates proof of course completion:

- a. 8-hour health & safety refresher course pursuant to 29 CFR 1910.120 must have been completed **no more than one year prior to application**;
- b. Course approved by NJDEP and the SRPLB on the State's rules and regulations concerning the technical requirements for site remediation. A New Jersey Technical Requirements for Site Remediation course must have been completed **no more than three years prior to application**. The "no more than three years prior to application" requirement is based upon the information provided in your **original** LSRP Licensure Examination Application (this application must have been approved by the Department). Therefore, if you have previously been approved to take the Examination and are now reapplying, the course requirement has been fulfilled.

Section 4. Moral Character and Proficiency

Applicants must demonstrate they possess high moral character because they will be issuing opinions that are relied upon by the LSRP's clients, the NJDEP, and the public.

Section 5. Social Security Number

Pursuant to N.J.S.A. 2A: 17-56.44e, for all licenses issued or renewed in the State after the effective date of C.2A: 17-56.41 et seq., the licensing authority shall record the full name, mailing address, Social Security number and date of birth of the applicant or licensee. All affected licensing authorities shall cooperate and enter into agreements with the Probation Division and the State's child support enforcement program pursuant to Part D of subchapter IV of the Social Security Act (42 U.S.C. s. 651 et seq. ; State IV-D agency) to exchange information to effectuate the purposes of N.J.S.A. 2A: 17-56.41 et seq. The Division of Motor Vehicles in the Department of Transportation and other appropriate licensing agencies shall amend their regulations and public notices to permit Social Security numbers collected by those agencies to be used for child support enforcement purposes. License information obtained through data matches with licensing authorities shall be maintained on the State case registry in the Department of Human Services for future use.

If an applicant chooses not to provide the social security number or does not complete the questionnaire in Section 6, the application will be rejected.

Section 6. Child Support

In accordance with N.J.S.A. 2A:17-56.44d, an answer of "Yes" to any of the questions in 6a through d will result in a rejection of the Licensure Application. Furthermore, any false certification of the above information may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure.

Section 7. Certification of 5,000 hours of relevant professional experience.

Applicants must certify that they have met the minimum of 5,000 hours of relevant professional experience within the State over the five years immediately prior to submission of the application that is of a professional grade and character that indicates the applicant is competent to issue a response action outcome. This was not a requirement to obtain a Temporary LSRP License but is a requirement pursuant N.J.S.A. 58: 10C-7.d(3) to obtain a permanent LSRP License.

Section 8. Application Affidavit

The applicant must sign and have the complete application package notarized.

Before you mail your completed application and fee please ensure the following are included.

**Licensed Site Remediation Professional Licensure Examination Application
With Limited Credential Review
Check List**

Included in Application	Section of Application	Information
		Application Fee of \$50.00 Checks should be made payable to "Treasurer, State of New Jersey"
	1	Passport style photograph. Include full name on back of photograph.
	1	Accurate address, phone number and email address.
	2	Answer all questions related to Temporary LSRP License and application history.
	3	Include proof of 8-hour refresher course completion and proof of completion of a course approved by NJDEP and the SRPLB on the State's rules and regulations concerning the technical requirements for site remediation.
	4	Answer Moral Character and Proficiency questions a through d.
	5	Complete Social Security Number information and sign consent.
	6	Answer questions related to child support.
	7	Sign the certification of 5,000 hours of relevant professional experience.
	8	Include the signed and notarized affidavit.