

HEALTH

PUBLIC HEALTH SERVICES BRANCH

DIVISION OF EPIDEMIOLOGY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH

YOUTH CAMP SAFETY PROGRAM

New Jersey Youth Camp Safety Standards

Proposed Readoption with Amendments: N.J.A.C. 8:25

Proposed Repeals and New Rules: N.J.A.C. 8:25 Appendices A through D

Authorized By: Kaitlan Baston, MD, MSc, DFASAM, Acting Commissioner, Department of Health, in consultation with the Public Health Council.

Authority: N.J.S.A. 26:12-1 et seq.

Calendar Reference: See Summary below for explanation of exception to the calendar requirement.

Proposal Number: PRN 2024-020.

Submit electronic comments to <http://www.nj.gov/health/legal/ecomments.shtml>, or

written comments to the address below, by April 20, 2024, to:

Kimberly Jenkins, Director

Office of Legal and Regulatory Compliance

New Jersey Department of Health

PO Box 360

Trenton, NJ 08625-0360

The agency proposal follows:

Summary

The New Jersey Youth Camp Safety Act (Act) at N.J.S.A. 26:12-1 et seq., directs the Department of Health (Department) to develop youth camp safety standards and promulgate rules to implement the Act. The rules at N.J.A.C. 8:25 fulfill this statutory mandate. The rules proposed for readoption with amendments, repeals, and new rules would continue to provide the regulatory framework to protect the health and safety of children that attend youth camps. The Department would retain the majority of the content of the existing rules but propose amendments, repeals, and new rules to better articulate the responsibilities pursuant to this chapter and make the rules easier to follow. The Department would continue to reference standards set forth by other agencies, including the Department of Environmental Protection (DEP) and the Department of Community Affairs (DCA), as applicable, to youth camp construction and operation.

N.J.A.C. 8:25 was scheduled to expire on December 11, 2022, in accordance with N.J.S.A. 52:14B-5.1. In accordance with N.J.S.A. 52:14B-5.1.c(2), timely filing of a notice of proposed readoption on December 8, 2022, extended the chapter expiration date to June 9, 2023. Additionally, in accordance with N.J.S.A. 52:14B-5.1.d(1), the expiration date of Chapter 25, New Jersey Youth Camp Safety Standards, was extended by gubernatorial directive from June 9, 2023 to June 9, 2024. See: 55 N.J.R. 1291(b).

Reorganization Plan No. 003-2005 (Governor Codey, June 27, 2005), 37 N.J.R. 2735(a), recast the role of the Public Health Council as being of a consultative and advisory nature in relation to the powers of the Commissioner of the Department.

The following is a summary of the rulemaking history of N.J.A.C. 8:25. The Department originally adopted N.J.A.C. 8:25 in 1974. The Department adopted the Youth Camp Safety Act Standards at N.J.A.C. 8:25, which became effective on June 19, 1974. (6 N.J.R. 180(a); 264(b)). In 1983, the Department readopted N.J.A.C. 8:25 with amendments, which became effective on May 20, 1983 (readoption) and June 6, 1983 (amendments). (15 N.J.R. 467(a); 918(b)). The Department made amendments at N.J.A.C. 8:25 in order to clarify the standards, modify the boating standards, eliminate the physical examination standards for staff and campers, change the sampling frequency for natural bathing waters, and provide cross-references for existing standards on sewage, solid waste disposal, and the application of pesticides. In 1988, the Department readopted N.J.A.C. 8:25 with an amendment, which became effective on May 19, 1988 (readoption) and June 20, 1988 (amendment). (20 N.J.R. 463(a); 1428(a)). The Department made an amendment to remove a provision that would have required a parent or guardian to give "advanced consent" for emergency medical treatment of a camper because such consent would not be "informed consent" as the parent or guardian would not know anything about the illness or injury at the time of "advanced consent."

The Department readopted N.J.A.C. 8:25 without change, which became effective on May 11, 1993. (25 N.J.R. 756(a); 2546(b)). In 1998, the Department repealed N.J.A.C. 8:25 and adopted new rules at the same chapter, which became effective on May 4, 1998. (30 N.J.R. 812(a); 1602(b)). The Department repealed the rules at N.J.A.C. 8:25 and adopted new rules to reorganize and expand the rules to include provisions specific to requirements established at N.J.S.A. 26:12-1 et seq., and

changes in the youth camp industry. In the adopted new rules, the Department also included cross-references to the New Jersey Uniform Construction Code and various Department of Environmental Protection rules to make N.J.A.C. 8:25 more complete and easier for consumers to use. The Department readopted N.J.A.C. 8:25 without change, which became effective on July 30, 2003. (34 N.J.R. 3452(a); 35 N.J.R. 4082(a)).

On September 2, 2008, at 40 N.J.R. 4888(a), the Department proposed to readopt the rules at N.J.A.C. 8:25 with amendments, repeals, and new rules. The Department's proposed new rules at N.J.A.C. 8:25-3.2 included requirements for youth camps to complete staff screening consisting of a review of prior employment history, character reference checks, a criminal background check for each staff member through the New Jersey State Police and a sex offender registry, as well as a check for each staff member through the Family Watchdog® website and the New Jersey Sex Offender Internet Registry. The proposed new staff screening rules also included a requirement for recordkeeping. The Department adopted the proposed amendments, repeals, and new rules with technical and substantive changes not requiring additional public notice and comment pursuant to N.J.A.C. 1:30-6.3 on March 2, 2009. (41 N.J.R. 1026(a)). During the public comment period, the Department received comments expressing concerns about the time required to complete the background checks, the costs associated with the background checks, and confusion regarding to whom the background checks would apply. Accordingly, the Department did not adopt the proposed new rules for staff screening at N.J.A.C. 8:25-3.2(g), (h), (i), or (j).

After considering the commenters' suggestions and conducting additional research, on March 2, 2009, the Department proposed new N.J.A.C. 8:25-3.2(g), (h), (i), and (j) in order to better communicate the staff screening requirements and to alleviate, as appropriate, some of the challenges that youth camps would have encountered in complying with the requirements as originally proposed. (41 N.J.R. 935(a)). The Department adopted the rulemaking on November 9, 2009. (41 N.J.R. 4115(a)).

The Department readopted the chapter with technical amendments at N.J.A.C. 8:25 on January 19, 2016, in order to update the name of the Department, correct website addresses, update contact information, and update the editions of incorporated documents. (48 N.J.R. 133(a)). This rulemaking follows.

The Department has reviewed at N.J.A.C. 8:25 and determined that, subject to the proposed amendments, repeals, and new rules, the chapter remains necessary, adequate, reasonable, efficient, understandable, and responsive to the purposes for which the Department originally promulgated it. Therefore, the Department proposes to readopt the chapter with amendments, repeals, and new rules. The Department also proposes technical amendments throughout the chapter to reflect changes in nomenclature and to update internet addresses that have changed.

Following is a summary of the chapter and the proposed amendments, repeals, and new rules. Subchapter 1 addresses the general provisions of the chapter. N.J.A.C. 8:25-1.1 would continue to establish the purpose of the chapter. N.J.A.C. 8:25-1.2 would continue to establish the scope of the chapter. The Department proposes to delete the word "private" from N.J.A.C. 8:25-1.2(a) to reflect that N.J.A.C. 8:25 applies to all youth camps, whether private or municipal. N.J.A.C. 8:25-1.3 would continue to

reference incorporated documents. The Department proposes to amend N.J.A.C. 8:25-1.3 to update editions of incorporated documents, to identify where they may be obtained, and to update internet addresses.

N.J.A.C. 8:25-1.4 would continue to provide definitions of words and terms used throughout the chapter. The Department proposes to amend this section by revising the definition of the word “applicant” to include “government entity,” by adding a definition for “criminal history record check,” by adding additional examples of high risk activities to the definition of “high risk activity” to specify that it includes “zip lining” and “off-site field trips,” by improving the readability of the term “single sport youth camp,” by adding a definition of “volunteer,” by improving the readability of the term “youth camp,” and by adding language to specify that a “youth camp operator” may include both a government entity or an individual. N.J.A.C. 8:25-1.5 would continue to establish waiver requirements, by which a youth camp operator may seek to waive sections of the chapter. The Department proposes to amend this section by updating the name of the program from “Public Health Sanitation and Safety Program” to the new name “Public Health and Food Protection Program” and including the project email address to decrease paper submissions and increase electronic communication.

N.J.A.C. 8:25-2 would continue to set forth the requirements for a certificate of approval. N.J.A.C. 8:25-2.1 would continue to require a certificate of approval for any individual, partnership, corporation, or other entity, whether for profit or not-for-profit, to operate a youth camp in New Jersey. The Department proposes to add the term “government entity” to this section to expand applicability to all youth camps operating in the State. N.J.A.C. 8:25-2.2 would continue to establish the application process by

which camp operators apply for licensure from the Department. The Department proposes to amend N.J.A.C. 8:25-2.2(c) to waive the licensing fee for government entities and to include a link to the Department's fee payment page. N.J.A.C. 8:25-2.3 would continue to establish standards for the issuance of a certificate of approval. N.J.A.C. 8:25-2.4 would continue to require the annual renewal of a youth camp's certificate of approval. N.J.A.C. 8:25-2.5 would continue to establish youth camp insurance requirements.

N.J.A.C. 8:25-3 pertains to the administration of camps. N.J.A.C. 8:25-3.1 would continue to establish the provisions concerning the general care of campers. N.J.A.C. 8:25-3.2 would continue to establish staff requirements that include hiring, training, and staff-to-camper supervision ratios. The Department proposes to amend N.J.A.C. 8:25-3.2(f) to require the youth camp operator or director to review and verify that each staff member has a background free of criminal convictions for conduct specified in the rule. The Department proposes to amend N.J.A.C. 8:25-3.2(j) to add language specifying that the youth camp operator or camp director and each adult staff member having unsupervised access to campers shall be required to submit to a fingerprint based criminal history record check. The Department proposes to amend N.J.A.C. 8:25-3.2(j) by specifying that the criminal history record check shall be performed by the New Jersey State Police (NJSP), in accordance with N.J.A.C. 13:59, and to update the NJSP website links. The Department proposes to remove the provision that previously allowed for vendors to conduct name checks. The Department proposes new language at N.J.A.C. 8:25-3.2(j)3 that would exempt currently serving school teachers from the criminal history record check requirement. N.J.A.C. 8:25-3.2(k) would continue to

establish a schedule pursuant to which the proposed requirements for conducting full fingerprint background checks should take effect. The Department proposes to add language specifying that the criminal history record check shall be performed on each adult staff member having unsupervised access to campers. The amendment would require that the criminal history record checks be performed by June 15, 2024, for each new staff member who has not received a fingerprint based criminal history record check, in accordance with N.J.A.C. 8:25-3.2(j)1. The Department proposes to delete existing N.J.A.C. 8:25-3.2(k)1i, ii, and iii and replace these provisions with new language at N.J.A.C. 8:25-3.2(k)1i, ii, and iii that would provide that the youth camp operator or camp director shall conduct a criminal history record check on an existing adult staff member who has had a lapse in employment greater than a continuous 12-month period; that a new adult staff member may start work pending the results of a criminal background check, if such person is supervised while working with campers; and that a new staff member who has been employed at the camp for a continuous 12-month period may not be required to submit to a new criminal history record check, if the staff member provides a notarized statement indicating whether there has been a change with respect to their criminal history record status, respectively. The Department proposes to amend N.J.A.C. 8:25-3.2(k)2 and 3 to set forth a requirement for a full fingerprint background check every five years for all staff. The provision which allows for the notarized letter would remain, but as an additional layer of protection the provision would be modified to require background checks every five years and camp operators may accept the notarized statement in the years between. N.J.A.C. 8:25-3.2(l) would continue to outline the requirements for securing annual sex offender registry checks for

all staff 16 years of age and older. The proposed amendment would remove the reference to the Family Watchdog ® website. The rule would permit youth camp operators and directors to identify and secure sex offender registry checks from other trusted sources, such as the National Sex Offender Public Website, available on the internet at www.nsopw.gov. Proposed new N.J.A.C. 8:25-3.2(t) would specify that refusal to submit to the criminal history record check or providing false information are disqualifiers from employment, that the youth camp operator or director shall provide a copy of the criminal history record check to prospective staff members, that a staff member shall have the right to challenge the accuracy of the criminal history record check, and that the youth camp shall not be required to employ an individual who is in the process of challenging the accuracy of a criminal history record check.

N.J.A.C. 8:25-4 pertains to physical plant and environment rules. N.J.A.C. 8:25-4.1 would continue to establish standards for the site where a youth camp is located. N.J.A.C. 8:25-4.2 would continue to establish standards for the buildings in use by the youth camp. The Department proposes to amend N.J.A.C. 8:25-4.2(c) to improve its readability. N.J.A.C. 8:25-4.3 would continue to establish that buildings in use by the youth camp are heated appropriately and precautions to prevent fires and burns from heating elements are implemented. N.J.A.C. 8:25-4.4 would continue to establish that equipment in use by the youth camp is of good quality, does not present an undue risk of injury, and that the camp director shall prohibit power equipment from being stored or left unattended in camp areas.

N.J.A.C. 8:25-5 pertains to health regulations. N.J.A.C. 8:25-5.1 would continue to establish a medical program at all youth camps. The Department proposes to amend

N.J.A.C. 8:25-5.1(e) to update the Department's website address and contact information. The Department proposes to amend N.J.A.C. 8:25-5.1(f) to provide a website where the CB-15 reporting form may be located. N.J.A.C. 8:25-5.2 would continue to require youth camps to have a health director. N.J.A.C. 8:25-5.3 would continue to set forth the requirements for the administration and storage of medication, as well as the establishment of medical policies and procedures. N.J.A.C. 8:25-5.4 would continue to establish standards for first aid supplies. N.J.A.C. 8:25-5.5 would continue to establish standards for health records.

N.J.A.C. 8:25-6 sets forth safety rules. N.J.A.C. 8:25-6.1 would continue to set forth the requirements for the establishment of written emergency procedures to ensure adequate preparation of supervisory staff to take action in the event of an emergency. The Department proposes to amend the section to include the terms "active shooter lockdowns" and "shelter in place" to address the marked uptick in school shootings the nation has experienced over the last 10 years. The Department also proposes that parental communication and reunification procedures be included as a means of safely reuniting families impacted by a tragic event and that emergency procedures address relocation, continuity of operations, accommodation for children with disabilities or chronic medical conditions, and accounting for and retrieving lost camper(s). Finally, the Department proposes to update an internet link for youth camp guidance at N.J.A.C. 8:25-6.1(a)1. N.J.A.C. 8:25-6.2 would continue to set forth requirements for the safe storage and handling of hazardous substances and flammable liquids in accordance with N.J.A.C. 5:23. N.J.A.C. 8:25-6.3 would continue to set forth the requirements to ensure fire extinguishers are inspected and routinely serviced in preparation for use in

the case of an emergency. N.J.A.C. 8:25-6.4 would continue to set forth the requirements for youth camp operators to conform to the requirements of the Forest Fire Prevention and Control Act, N.J.S.A. 13:9-19, and all local and State fire codes and rules.

N.J.A.C. 8:25-7 sets forth food and water rules. N.J.A.C. 8:25-7.1 would continue to set forth the requirements for nutrition and meal service. N.J.A.C. 8:25-7.2 would continue to establish standards for potable water. N.J.A.C. 8:25-7.3 would continue to establish standards for water sampling records.

N.J.A.C. 8:25-8 sets forth transportation rules. N.J.A.C. 8:25-8.1 would continue to ensure that transport vehicles conform with the requirements set forth by the Motor Vehicles and Traffic Regulations, N.J.S.A. 39:1-1 et seq., and the Motor Vehicle Commission rules promulgated thereunder at N.J.A.C. 13:21. N.J.A.C. 8:25-8.2 would continue to outline specific vehicle-related safety practices to ensure the safety of passengers on and off board the transport vehicle. N.J.A.C. 8:25-8.3 would continue to set forth the requirement for transport vehicles to maintain insurance in conformance with applicable State statutes and rules. N.J.A.C. 8:25-8.4 would continue to establish recordkeeping activities to ensure that drivers are properly vetted and the whereabouts of drivers while transporting campers is recorded. N.J.A.C. 8:25-8.5 would continue to set forth requirements for vehicle transport of campers with disabilities to ensure youth camps remain accessible to vulnerable populations.

N.J.A.C. 8:25-9 sets forth waterfront safety rules. N.J.A.C. 8:25-9.1 would continue to establish that youth camp swim activities are conducted at a regulated Public Recreational Bathing facility that has been inspected pursuant to N.J.A.C. 8:26.

N.J.A.C. 8:25-9.2 would continue to establish standards for waterfront staff. N.J.A.C. 8:25-9.3 would continue to reduce the potential for drowning by ensuring for the development of swimming procedures, swimmer buddy checks, and swim ability classification parameters. N.J.A.C. 8:25-9.4 would continue to ensure that watercraft activities are monitored and equipped with the safety tools necessary to reduce drownings.

N.J.A.C. 8:25-10 sets forth sanitation rules. N.J.A.C. 8:25-10.1 would continue to set forth the provision to ensure that plumbing and plumbing fixtures conform to the requirements of the New Jersey Uniform Construction Code pursuant to N.J.A.C. 5:23. N.J.A.C. 8:25-10.2 would continue to set forth the provision to ensure sewer lines and appurtenances conform to the requirements of the Pollutant Discharge Elimination System established at N.J.A.C. 7:14A. N.J.A.C. 8:25-10.3 would continue to establish standards to ensure storm water and sewers are not comingled, thereby preventing contamination of water discharge systems. N.J.A.C. 8:25-10.4 would continue to set forth provisions to ensure the sound construction and maintenance of sewage disposal facilities on site at youth camps. N.J.A.C. 8:25-10.5 would continue to establish standards for flush toilets. N.J.A.C. 8:25-10.6 would continue to establish standards for the sound construction and maintenance of privies and pit-toilets.

N.J.A.C. 8:25-11 sets forth water closets and showers rules. N.J.A.C. 8:25-11.1 would continue to establish standards for water closets and shower facilities on site at youth camps. N.J.A.C. 8:25-11.2 would continue to require camp directors to prohibit the use of common towels.

N.J.A.C. 8:25-12 sets forth solid waste rules. N.J.A.C. 8:25-12.1 would continue to set forth provisions to ensure the sound storage, collection, and disposal of solid waste to prevent health hazards, rodent harborage, insect breeding, air pollution, and accident hazards.

N.J.A.C. 8:25-13 sets forth miscellaneous rules. N.J.A.C. 8:25-13.1 would continue to set forth provisions to ensure the camp's electrical systems, equipment, and grounding conform with the requirements of the New Jersey Uniform Construction Code, N.J.A.C. 5:23. N.J.A.C. 8:25-13.2 would continue to require that the camp's buildings conform to the New Jersey Uniform Construction Code, N.J.A.C. 5:23, and Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, N.J.A.C. 8:24. N.J.A.C. 8:25-13.3 would continue to establish standards for insect, rodent, and weed control thereby addressing communicable disease concerns associated with vectors. N.J.A.C. 8:25-13.4 would continue to establish standards to ensure farm and domestic animals are cared for in a sanitary condition away from the living quarters, kitchens, and mess halls used for youth attending camp so as to reduce the potential of zoonotic disease transmission. The Department proposes an amendment to the section to update the edition of a referenced document. N.J.A.C. 8:25-13.5 would continue to set forth provisions to ensure the youth camp site is maintained in a clean, safe, and sanitary condition.

N.J.A.C. 8:25-14 sets forth single sport youth camps rules. N.J.A.C. 8:25-14.1 would continue to set forth the designation of a single sport youth camp and the policies and procedures associated with operating this type of designated camp. The Department proposes to delete N.J.A.C. 8:25-14.1(a) to remove the prohibition against

a single sport youth camp having a high-risk activity as its primary activity. The remaining provisions would continue to establish policies and procedures for the operation of single sport youth camps.

N.J.A.C. 8:25-15 sets forth enforcement procedures rules. N.J.A.C. 8:25-15.1 would continue to establish standards to ensure the youth camp operators operate in compliance with the provisions of the chapter and Act. N.J.A.C. 8:25-15.2 would continue to establish standards to ensure that regulated facilities are routinely inspected by local health authorities. N.J.A.C. 8:25-15.3 would continue to outline penalties for violating the provisions of the chapter or Act. N.J.A.C. 8:25-15.4 would continue to establish administrative hearing rights for youth camps.

The Department proposes to repeal N.J.A.C. 8:25 Appendices A through D and replace them with new N.J.A.C. 8:25 Appendices A through D. N.J.A.C. 8:25 Appendix A would establish the Application for a Certificate of Approval to Operate a Youth Camp. N.J.A.C. 8:25 Appendix B would establish the Application for a Certificate of Approval to Operate a Single Sport Youth Camp. N.J.A.C. 8:25 Appendix C would establish the form for the Annual Accident Report pursuant to N.J.A.C. 8:25-5.1(f). N.J.A.C. 8:25 Appendix D would establish the list of Current Recognized Certifications and Agencies. N.J.A.C. 8:25 Appendix E would continue to establish a list of Health Center Supplies.

As the Department has provided a 60-day comment period for this notice of proposal, this notice is excepted from the rulemaking calendar requirement, pursuant to N.J.A.C. 1:30-3.3(a)5.

Social Impact

The rules proposed for readoption with amendments, repeals, and new rules would have a beneficial social impact on approximately 1,000 youth camps that have a certificate of approval on file with the Department, and all campers throughout New Jersey. The proposed expansion of the definitions to include government entities will hold all operating organizations to the same minimum standards for health and safety within youth camp communities. Equally, the new and existing staff screening requirements, including a full fingerprint criminal history background check for all adult staff and the inclusion of specific disqualifying employment factors, would assist youth camp operators in ensuring that the background check results being provided by the NJSP are specific to the identity for which the check was conducted and add an additional layer of security during the hiring process to ensure staff members have a background appropriate to work in a setting where responsibilities include direct supervisory contact with children. As a result, the Department believes that the rules proposed for readoption with amendments, repeals, and new rules would also have a beneficial social impact on the safety and well-being of campers.

Economic Impact

The Department believes that youth camps may incur additional costs due to the proposed requirement for a full fingerprint criminal history record check conducted by the New Jersey State Police or its out-of-State equivalent for each adult staff member, where applicable. The potential costs to camp operators and owners are lower as set forth in this rulemaking since the Department is only requiring full fingerprint criminal history record checks for existing and new adult staff members every five years; and there is an established process by which an annual notarized statement indicating there

is no change in criminal history would be acceptable in place of a new check each year. Currently, the Department requires camps to conduct a criminal history name check and a sex offender registry check for staff members. Accordingly, the requirement to conduct some form of background check is not entirely new territory for the regulated industry.

Youth camps may incur additional administrative costs in terms of staff time to complete the required full fingerprint criminal history checks and potential wait times associated with all requests for full fingerprint background checks going through the State Police. The Department believes that there is sufficient time prior to the operative date of the proposed rules for camps to begin the criminal history record checks.

Federal Standards Statement

The Department is proposing this rulemaking pursuant to the authority of N.J.S.A. 26:12-1 et seq., particularly 26:12-5. Although this State statute does not incorporate or otherwise refer to Federal law, it does authorize the Commissioner to consult with other State officials and to consider other State rules and standards. To this end, the Department has consulted with the New Jersey Department of Human Services (DHS), which administers the Child Care Development Block Grant (CCDBG) established pursuant to 42 U.S.C. §§ 9801 et seq. Pursuant to the CCDBG program, eligible children receive benefits for child care services that subject child care center staff to the criminal background check requirements established pursuant to 42 U.S.C. § 9858f. The CCDBG benefits follow each eligible child, and when an eligible child is enrolled at a youth camp, the youth camp becomes subject to the criminal background check requirements established pursuant to 42 U.S.C. § 9858f in the same manner that

a child care center regulated by DHS would be. Whereas, DHS has the statutory authority to promulgate rules that require each child care center to comply fully with the criminal background check requirements established pursuant to 42 U.S.C. § 9858f, the Department does not. Accordingly, the Department is proposing amendments to the criminal background check requirements for youth camps that come as close as possible to the standards established pursuant to 42 U.S.C. § 9858f, given the constraints established by the Department's statutory authority at N.J.S.A. 26:12-1 et seq. Specifically, the Department does not have the statutory authority to promulgate rules that would require Federal Bureau of Investigation (FBI) background checks or New Jersey Child Abuse Record Information (CARI) checks. The proposed amendments would establish the list of disqualifying offenses from 42 U.S.C. § 9858f and ensure that they apply to youth camp operators and staff to the fullest extent allowed pursuant to current State law. None of the rules proposed for readoption with amendments, repeals, or new rules exceed the standards established by Federal law.

Jobs Impact

The Department believes that the rules proposed for readoption with amendments, repeals, and new rules outlining specific disqualifying offenses may slightly decrease the pool of those eligible for employment within the youth camp community. However, ensuring the health and safety of the children attending youth camps far outweighs the minor decrease in the number of individuals eligible for employment at youth camps due to a criminal background that is inconsistent with the operation of a youth camp. Therefore, the Department believes that this rulemaking is unlikely to result in the generation or loss of jobs in the State.

Agriculture Industry Impact

The rules proposed for readoption with amendments, repeals, and new rules, have not had, and, upon the adoption of the proposed amendments, new rules, and repeals, would not have, an impact on the agriculture industry of the State.

Regulatory Flexibility Analysis

The rules proposed for readoption with amendments, repeals, and new rules have imposed, and, upon the adoption of the proposed amendments, new rules, and repeals, would continue to impose, requirements on youth camp operators and owners, who mostly employ fewer than 100 full-time individuals, meeting the definition of small business of the Regulatory Flexibility Act, N.J.S.A. 52:14B-16 et seq. Inasmuch as the vast majority of youth camps are small businesses, there is no distinction to be made in contrast to large businesses in connection with establishing reduced regulatory requirements. The standards imposed by this chapter are the minimum necessary to ensure the public health and safety in the operation of youth camps. The rules proposed for readoption would continue to require each youth camp operator or camp director to maintain background records and training records for each staff member, a written camper disciplinary policy, and camper health records as provided by the parents of campers. The proposed amendments would add a requirement that each youth camp operator shall maintain a record of the status of any teacher who is not required to have a background check by virtue of active employment at a school. The youth camp operator or director would be required to produce any of these records to the health authority upon request. The Department does not anticipate that professional services

would be required to comply with the reporting, recordkeeping, or compliance requirements imposed by N.J.A.C. 8:25.

Housing Affordability Impact Analysis

The rules proposed for readoption with amendments, repeals, and new rules, have had, and, upon the adoption of the proposed amendments, new rules, and repeals, would continue to have, no impact on the affordability of housing in New Jersey and there is an extreme unlikelihood that the rules would evoke a change in the average costs associated with housing because the rules proposed for readoption with amendments, repeals, and new rules would continue to establish standards that apply only to youth camps, which has no bearing on housing costs.

Smart Growth Development Impact Analysis

The proposed rulemaking would have an insignificant impact on smart growth and there is an extreme unlikelihood that the rules would evoke a change in housing production in Planning Areas 1 or 2, or within designated centers, pursuant to the State Development and Redevelopment Plan in New Jersey because the rules concern requirements applicable only to youth camps.

Racial and Ethnic Community Criminal Justice and Public Safety Impact

The Department has evaluated this rulemaking and determined that it will not have an impact on pretrial detention, sentencing, probation, or parole policies concerning adults and juveniles in the State. Accordingly, no further analysis is required.

Full text of the rules proposed for readoption may be found in the New Jersey Administrative Code at N.J.A.C. 8:25.

Full text of the rules proposed for repeal may be found in the New Jersey Administrative Code at N.J.A.C. 8:25 Appendices A through D.

Full text of the proposed amendments and new rules follows (additions indicated in boldface **thus**; deletions indicated in brackets [thus]):

SUBCHAPTER 1. GENERAL PROVISIONS

8:25-1.2 Scope

- (a) This chapter applies to all [private] youth camps operating in New Jersey.
- (b)-(c) (No change.)

8:25-1.3 Incorporated documents

(a) The Department incorporates by reference, as amended and supplemented, in this chapter the following:

1. (No change.)
2. Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, [2011] **2017**, published by the Centers for Disease Control in the Morbidity and Mortality Weekly Report, [May 6, 2011, Volume 60] **December 1, 2017, Volume 251**, Number [RR-4] **11** and available at the following webpage, [<http://stacks.cdc.gov/view/cdc/5995>, or the “Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2013,” published by the National Association of State Public Health Veterinarians, and available at <http://nasphv.org/Documents/AnimalContactCompendium2013.pdf>]
<http://nasphv.org/Documents/AnimalContactCompendium2017.pdf>.

(b) The Department incorporates by reference the following documents in this chapter:

1. Recognized Certifications (CPR-First Aid-Lifeguarding-Trained Pool Operator), available at [chapter] **N.J.A.C. 8:25** Appendix D, which is developed by the Department and lists certification agencies that grant certifications acceptable in order to comply with this chapter[; and].

i. This document is also available at the following Department webpage, [<http://www.state.nj.us/health/phss/>]
<https://www.nj.gov/health/ceohs/phfpp/youthcamps/certification.shtml>.

2. Health Center Supplies, available at [chapter] **N.J.A.C. 8:25** Appendix E, which is developed by the Department and [contains] **includes** the minimum items required in a first aid kit or in stock at a youth camp.

i. This document is also available at the following Department webpage, <https://www.nj.gov/health/ceohs/phfpp/youthcamps/certification.shtml>.

(c) The Department incorporates by reference, **the** following forms and instructions in this chapter:

1. (No change.)

2. Application for Certification of Approval to Operate a Single Sport Youth Camp and SSYC Location List (CB-14), available at [chapter] **N.J.A.C. 8:25** Appendix B, is the form and list required of each applicant for a certificate of approval or renewal certificate of approval, as indicated by the appropriate selection on the form, that wishes to operate a single sport youth camp in this State[; and].

i. The CB-14a document is the form to be used to list additional site locations operated by the owner/operator; and

3. Annual Accident Report Youth Camp Safety Act (CB-15) (with accompanying instructions and codes) available at [chapter] **N.J.A.C. 8:25** Appendix C, is the form for reporting accidents resulting in death or serious injury that every youth camp is required to submit **to** the Department [on an annual basis] **annually**.

(d) The Department's forms and instructions listed [in] **at** (c) above are also available electronically at the Department's webpage,

[<http://web.doh.state.nj.us/apps2/forms/subforms.aspx?pro=eoh/phss> and at the Public Health Sanitation and Safety Program webpage at

<http://www.nj.gov/health/phss/index.shtml>]

<https://healthapps.state.nj.us/forms/index.aspx>.

8:25-1.4 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

...

"Applicant" means any **government entity**, private individual, partnership, corporation, or other entity, whether for profit or nonprofit, who applies to the Department pursuant to N.J.A.C. 8:25-2.2 for the purpose of requesting a certificate of approval to operate a youth camp.

...

“Criminal history record check” or “fingerprint based criminal history record information (FBCHRI) check” means a fingerprint background check of a criminal history registry or repository conducted on an applicant who desires to

serve in a role overseeing children without another staff person present in a youth camp setting.

...

“High risk activity” means any recreational component, sport, or activity of a youth camp, which exposes a camper to a life-threatening or serious injury because of the inherent danger of the recreational component, sport, or activity and which requires a high level of adult supervision at all times.

1. A high risk activity includes, but is not limited to, archery, swimming and other aquatic activities, horseback riding, riflery, rope courses, motorized vehicles, **zip lining, off-site field trips**, and rock climbing.

2. The Department may determine whether any recreational component, sport, or activity of a youth camp is a high risk activity based on a Departmental review of the components of the activity.

...

“Single sport youth camp” or “SSYC” means a camp in which all campers attend in order to specifically practice, play, learn, and understand the rules of the individual sport [that] **taught by** the camp [teaches].

...

“Volunteer” means any unpaid person within the youth camp setting who is not subject to criminal history record checks and shall not be left unsupervised with campers.

...

"Youth camp" or "camp" means any parcel or parcels of land having the general characteristics and features of a camp as the term is generally understood, used wholly or in part for recreational or educational purposes that accommodates five or more children under 18 years of age, other than counselors or lifeguards, for a period of, or portions of, two days or more within the same week and includes a site that is operated as a day camp or as a resident camp.

1. – 2. (No change.)

3. A resident camp is a youth camp that as a matter of its business has the campers **routinely** stay overnight [on a regular basis].

"Youth camp operator" means any **government entity**, private **individual**, agency, organization, or person, and any individual, who operates, controls, or supervises a youth camp, whether such camp is operated for profit or not-for-profit.

8:25-1.5 Waiver

(a) (No change.)

(b) The youth camp operator seeking a waiver of the standards in this chapter shall apply, in writing, to:

Public Health [Sanitation and Safety] **and Food Protection** Program

c/o Youth Camp Safety Project

Consumer, Environmental and Occupational Health Service

NJ Department of Health

PO Box 369

Trenton, New Jersey 08625-0369

1. The Department encourages communication through email at youth.camps@doh.nj.gov.

(c)-(f) (No change.)

SUBCHAPTER 2. CERTIFICATE OF APPROVAL

8:25-2.1 Certificate of approval

Any **government entity**, private individual, partnership, corporation, or other entity, whether for profit or not-for-profit, desiring to operate or conduct a youth camp in New Jersey shall obtain a certificate of approval from the Department.

8:25-2.2 Application for certificate of approval

(a)-(b) (No change.)

(c) The applicant shall submit a filing fee of \$50.00 for a day camp and \$100.00 for a resident camp.

1. The applicant shall make the fee payable to "Treasurer, State of New Jersey."

i. (No change.)

ii. **Government entities are exempt from paying licensure application fees.**

2. Fees may be submitted online through check or money order at:

https://dohepay.nj.gov/epayment/PaymentServlet?mode=verify&EFTCODE=14090&linkSeq=1021&amount=0&_gl=1*xbbg53*_ga*MTYyNjM1MDk0OC4xNjM4ODA3NzE4*_ga_5PWJJG6642*MTY2MzM1NzgyMS4xNzluMS4xNjYzMzU3ODI3LjAuMC4w

SUBCHAPTER 3. ADMINISTRATION

8:25-3.2 Staff

(a)-(e) (No change.)

(f) The youth camp operator or camp director shall **review and** verify that each staff member has a background free of [conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers] **convictions for the following criminal and/or disorderly persons offenses, as the case may be, in New Jersey or in any other jurisdiction:**

1. **Murder;**
2. **Child abuse or neglect;**
3. **A crime against children, including child pornography;**
4. **Spousal abuse;**
5. **A crime involving rape or sexual assault;**
6. **Kidnapping;**
7. **Arson;**
8. **Physical assault or battery; or**
9. **A drug related offense committed during the preceding five years.**

(g)-(i) (No change.)

(j) The youth camp operator or camp director shall conduct a criminal history **record** check for **themselves and** each adult staff member **having unsupervised access to campers** through [either of] the following method[s]:

1. Making a request for **fingerprint based criminal history record information** [(CHRI) (**FBCHRI**)] for noncriminal justice purposes, in accordance with N.J.A.C. 13:59,

and the procedures established by the New Jersey State Police at the following website, [http://www.njsp.org/about/serv_chrc.html] <https://nj.gov/njsp/criminal-history-records/chri-nj-res.shtml>.

i. For adult staff members whose permanent residence is not New Jersey (out-of-State and international), the youth camp operator or camp director[, where practical,] shall also obtain from the staff member's place of residence, a **fingerprint based** criminal history [check] **record information** or its recognized equivalent[; and].

[2. Using a vendor that provides information at least comparable to the information available through the New Jersey State Police as set forth in (j)1 above and is able to provide criminal history information from New Jersey for New Jersey residents.

i. For adult staff members whose permanent residence is not New Jersey (out-of-State and international), the youth camp operator or camp director, where practical, shall also obtain from the staff member's place of residence, a criminal history check or its recognized equivalent.]

ii. Information about the New Jersey State Police full fingerprint criminal history record information process can be found at the following website, <https://nj.gov/njsp/criminal-history-records/chri-nj-res.shtml>.

2. The youth camp operator or camp director may exempt a currently employed school teacher from the criminal history record check requirement if the school teacher provides the youth camp operator or camp director with a notarized statement signed by the school superintendent or principal confirming that the school teacher has previously submitted to a fingerprint based criminal

history record information and is currently employed and in good standing with the school district.

i. The youth camp operator or director shall maintain the notarized statement in the staff member's file and produce it to the health authority upon request.

(k) The youth camp operator or camp director shall conduct a criminal history **record** check for each adult staff member **having unsupervised access to campers** according to the following schedule:

1. By June 15, [2010] **2024**, the youth camp operator or camp director shall conduct a criminal history **record** check for each [existing] **new** adult staff member [that has not had a lapse of employment greater than a continuous 12-month period] **who has not received a criminal history record check in accordance with (k)1 above.**

[i. The Department shall accept a criminal history check that the youth camp operator or camp director completed for an existing adult staff member on or after June 15, 2009, as satisfying the requirement in (k)1 above;

ii. If the youth camp operator or camp director completed a criminal history check for an existing adult staff member prior to June 15, 2009, then the operator or director shall require the staff member to complete and submit a notarized statement indicating whether or not there was a change to his or her criminal history status since completion of the criminal history check, in order to satisfy the requirement in (k)1 above; and

iii. If the existing adult staff member indicates that there has been a change in his or her criminal history status then the youth camp operator or director shall complete a new criminal history check and follow up with the staff member;]

i. The youth camp operator or camp director shall treat an existing adult staff member who has had a lapse of employment at any point greater than a continuous 12-month period as a new adult staff member for the purposes of this section.

ii. The youth camp operator or director may allow a new adult staff member to start work prior to receiving the criminal history background check results, either buddied with a properly vetted staff member or solely in administrative functions/roles, but the operator or director shall ensure that the new staff member is supervised while working with campers until receipt of satisfactory results.

iii. Once a new staff member has been employed by the camp without a lapse of employment greater than 12 continuous months, the youth camp operator or director shall comply with the standards established at (k)2 below.

2. The youth camp operator or camp director shall require each existing adult staff member, [that] **who** has not had a lapse of employment greater than a continuous 12-month period, to complete a notarized statement[, on an annual basis] **annually**, indicating whether [or not] there was a change to [his or her] **their** criminal history status.

[i. If the existing adult staff member indicates that there has been a change in his or her criminal history status then the youth camp operator or director shall complete a new criminal history check and follow up with the staff member; and

3. The youth camp operator or camp director shall conduct a criminal history check for each new adult staff member hired on or after June 15, 2010, prior to the staff member's start date.

i. The youth camp operator or camp director shall treat an existing adult staff member that has had a lapse of employment at any point greater than a continuous 12-month period as a new adult staff member for the purposes of this section.

ii. The youth camp operator or director may allow an adult staff member to start work prior to receiving the results of a criminal history background check, but the operator or director shall ensure that the new staff member is supervised while working with campers until receipt of satisfactory results.

iii. Once a new staff member has been employed by the camp without a lapse of employment greater than 12 continuous months, the youth camp operator or director shall comply with the standards established at (k)2 above.]

i. If the youth camp operator or camp director completed a FBCHRI check for an existing adult staff member prior to June 15, 2024, that is less than four years old (or had been conducted in the four years prior to the current youth camp season), then the operator or director shall require the staff member to complete and submit a notarized statement indicating whether there was a

change to their criminal history status since completion of the criminal history check.

ii. If the youth camp operator or camp director did not complete a FBCHRI for an existing staff member prior to June 15, 2024, that is less than four years old (or had not been conducted in the four years prior to the current youth camp season), then the youth camp operator or camp director shall conduct a criminal history record check for the existing staff member in the manner set forth at (k)1 above.

iii. If the existing adult staff member indicates that there has been a change in their criminal history status, then the youth camp operator or director shall complete a new FBCHRI for the existing staff member.

3. Every five years a new FBCHRI shall be conducted for every owner, operator, and staff member supervising campers.

(l) The youth camp operator or director shall complete a sex offender registry check for each staff member annually through the following methods:

1. [Family watchdog ®, a national sex offender registry, at <http://www.familywatchdog.us/>, or any] **Any** national sex offender registry or a vendor that can retrieve national sex offender registry information; and

2. (No change.)

(m)-(s) (No change.)

(t) Refusal to submit to a criminal history record check or sex offender registry check, or providing false information in connection with either, shall disqualify an

individual from employment. The youth camp operator or director shall provide a copy of the criminal history record check to prospective staff members.

1. An individual shall have the right to challenge the accuracy of their criminal history record check with the agency that performed it.

2. The youth camp operator or director shall not be required to employ an individual who is in the process of challenging the accuracy of a criminal history record check.

SUBCHAPTER 4. PHYSICAL PLANT AND ENVIRONMENT

8:25-4.2 Buildings

(a)-(b) (No change.)

(c) The camp director in a resident youth camp shall ensure that each camper is provided with [his or her] **their** own bed and not less than 300 cubic feet of air space in his or her sleeping quarters, with at least two feet of space between the sides of each bed.

1. (No change.)

(d)-(f) (No change.)

SUBCHAPTER 5. HEALTH

8:25-5.1 Health program

(a)-(d) (No change.)

(e) The camp director shall report all serious injuries to the Department's Youth Camp Safety Project within 24 hours **by emailing the project at youth.camps@doh.nj.gov or by phone** at (609) [588-3124 or by fax at (609) 588-4621] **913-5115**, including:

1.-4. (No change.)

(f) On or before September 15, of each year, every camp director shall report to the Department all accidents resulting in death or serious injury, using the "Annual Accident Report Youth Camp Safety Act" (CB-15) form, available at [chapter] **N.J.A.C. 8:25 Appendix C** or on the internet at **<https://healthapps.state.nj.us/forms/>**.

1. (No change.)

SUBCHAPTER 6. SAFETY

8:25-6.1 General provisions

(a) Each camp director shall ensure that the youth camp establishes written emergency procedures that address, at a minimum, **active shooter lockdowns and shelter in place**, evacuation of the camp[,] **for** fires, natural disasters, serious accidents, illness or injury, **relocation, continuity of operations, accommodation for children with disabilities or chronic medical conditions**, and **accounting for and retrieving** lost camper(s).

1. Camp directors may use, **as guidance**, information provided by the New Jersey State Police, Office of Emergency Management at [\[http://www.state.nj.us/njoem/programs/field_training.html\]](http://www.state.nj.us/njoem/programs/field_training.html), as guidance] **<https://nj.gov/njoem/training/index.shtml>**.

2. The camp director shall inform each staff member of [his or her] **their** duties in case of an emergency.

3. Policies and procedures shall address communication and reunification with parent/guardian(s) after an emergency.

(b)-(c) (No change.)

SUBCHAPTER 13. MISCELLANEOUS

8:25-13.4 Farm and domestic animals

(a)-(d) (No change.)

(e) The camp director shall ensure that the youth camp meets the requirements of the "Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, [2013] **2017**."

SUBCHAPTER 14. SINGLE SPORT YOUTH CAMPS

8:25-14.1 Single sport youth camps

[(a) Single sport youth camps shall be prohibited from having sports that are considered high risk activities as their primary activity.

1. If an SSYC offers non-instructional swimming as a secondary activity, the SSYC shall follow all of the requirements of N.J.A.C. 8:25-9.]

Recodify existing (b)-(c) as **(a)-(b)** (No change in text.)

APPENDIX A



New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health and Food Protection Program
PO Box 369, Trenton, NJ 08625-0369

APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A YOUTH CAMP (AUTHORITY: N.J.S.A. 26:12-6)

Instructions: This form works best when using ADOBE READER (desktop application only). Only electronic submissions will be accepted. Submit one form per Camp Owner or Corporation. After you have completed all sections of the form, you will email your completed form to youthcamps@doh.nj.gov.

CAMP STATUS			
NJDOH Camp ID#: <small>(initial applicants should enter 0000)</small>			
Application Type:	<input type="checkbox"/> Initial / Renewal (will operate this season) <input type="checkbox"/> Inactive (will not operate this season) <input type="checkbox"/> Out of Business (no longer in operation)		
Camp Type	<input type="checkbox"/> Municipal <input type="checkbox"/> Private		
CAMP IDENTIFICATION			
Owner or Corporation Information	Name:	Address:	City / State / Zip
	Phone Number:	Email Address:	<input type="checkbox"/> I would like to receive updates via email
Assessment Questions			Yes No
1. Will your organization participate in the Child Care Resource & Referral (CCR&R) childcare subsidy program? i. Approximately, how many children under your care will receive child care subsidy?			<input type="checkbox"/> <input type="checkbox"/>
2. Is your organization licensed by the Office of Childcare Licensing (OOL) through the Department of Children and Families (DCF) as a childcare center? If yes, please list your OOL number.			<input type="checkbox"/> <input type="checkbox"/>
3. Will your camp participate in the Department of Agriculture (DOA) Summer lunch program?			<input type="checkbox"/> <input type="checkbox"/>
4. Is your camp American Camp Association (ACA) Accredited? i. If yes, please list your accreditation number.			<input type="checkbox"/> <input type="checkbox"/>
5. Will your camp implement any recommended COVID-19 mitigation strategies? (not required)			<input type="checkbox"/> <input type="checkbox"/>
CAMP SITE DETAILS			
Name of Camp:		Phone Number:	County of Camp Location:
Local Health Department Responsible for the Preoperational Inspection: (LHD Directory: https://www.nj.gov/health/lh/community/index.shtml)			
Site location address:		City / State / Zip	
Water Supply: <input type="checkbox"/> Municipal <input type="checkbox"/> Well		Waste Disposal: <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System	
This camp is: <input type="checkbox"/> Summer Only <input type="checkbox"/> Year Round		Start date	End date <input type="checkbox"/> Resident <input type="checkbox"/> Day Camp
Camp Director's Name: <small>First/Middle/Last</small>		Camp Director's Email:	Camp Director Cell Phone Number:
Camp Director's Qualifications <small>(at least 21 years of age; verified experience in a youth program; administrative and/or teaching experience in a youth program):</small>			
How many adult staff (18 or older) will supervise children?			
How many minor counselors (age 16-17) will supervise children?			
Please list your camp population details:			
i. Approximate age range of campers anticipated for the season?..... to			
ii. Approximate number of children the camp anticipates hosting for the season?.....			
Campers: <input type="checkbox"/> Female Only <input type="checkbox"/> Male Only <input type="checkbox"/> Coed <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Other:			
Activities: <input type="checkbox"/> Archery <input type="checkbox"/> Boating <input type="checkbox"/> Field Trips <input type="checkbox"/> Field Sports <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Overnights <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Rope Course <input type="checkbox"/> Riflery <input type="checkbox"/> Rock Climbing Wall <input type="checkbox"/> Ropes/Challenge Course <input type="checkbox"/> Singing <input type="checkbox"/> Travel Camp <input type="checkbox"/> Zip Line <input type="checkbox"/> Other			
<input type="checkbox"/> Please check this box if your camp operates any apparatus over 10' in height. (Note: Apparatus over 10' are required to be registered with the Department of Community Affairs-Carnival Amusement Rides. Please visit their website at https://www.nj.gov/dca/divisions/codes/offices/rides.html)			
<input type="checkbox"/> Swimming <input type="checkbox"/> Onsite <input type="checkbox"/> Offsite Swimming is conducted via: <input type="checkbox"/> Pool <input type="checkbox"/> Lake <input type="checkbox"/> Ocean <input type="checkbox"/> River			
(The CB-11a form should be used to report multiple locations)			
FEE SCHEDULE			
Online Application Payment		Annual Fee Per Location	Day \$50.00 / Resident \$100.00 Payment Confirmation Number:
Payment Date:	Payment Method:	Payment Amount:	
CERTIFICATION BY APPLICANT			
<input type="checkbox"/> I understand and acknowledge that by clicking this box, I have received and read N.J.A.C. 8:25 New Jersey Youth Camp Safety Standards. My submission of this form constitutes an attestation of compliance with the N.J.A.C. 8:25 Youth Camp Safety Standards. I understand that I will be liable for fines, not to exceed \$1,000, for any violation of these Standards or of any rule or regulation duly issued thereunto or order issued pursuant thereto. I certify, the statements made in this application are true, complete, and correct to the best of my knowledge and belief.			
Name of Applicant <small>First / Middle / Last</small>		Title of Applicant	Email Date

CB-11
MAR 22

NJ Youth Camp Application Instruction Checklist

Please be sure to complete this application in its entirety. All sections are required to be completed and payment made in order to successfully process the application.

<p>STOP!!! Is your program a Youth Camp?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Camp must include at least one HIGH-RISK ACTIVITY** <input type="checkbox"/> Accommodates five (5) or more children under 18 years of age. <input type="checkbox"/> Operates for a period or portions of two (2) days or more within the same week 	<p>Type of Youth Camps:</p> <ul style="list-style-type: none"> • Day camp: operates during the day, no more than one overnight stay per week • Resident camp: the campers stay overnight on a regular basis
<p>** HIGH RISK ACTIVITY: any recreational component, sport or activity that exposes a camper to a serious injury because of the inherent danger of the recreational component, sport or activity; requires a high level of adult supervision at all times.</p> <p>** Virtual camps whereby campers never attend in-person activities are not licensed by the Youth Camp Safety Project.</p>	

COMPLETING THE APPLICATION

The application must be completed electronically on a computer, laptop, or tablet. Enter all information into the electronic form fields provided. Handwritten applications are not accepted.

SECTION: STATUS

- Camp Identification (CampID)**– 3-4 digit number issued to a licensed youth camp. This number does not change. On your license certificate, your **CampID** is located below the name of your camp, near the center. If the camp was actively licensed last year, your campID number can be found online: <https://healthapps.state.nj.us/youthcamps/camplist/a-z.aspx>
- Application Type- *Initial*** – New camp that will operate for the season; ***Renewal*** – previously licensed camp that is renewing licensure to operate for this season; ***Inactive*** – camp that was licensed in the past, does not want to run an active camp for the current season, but wants to put a hold on their license number (will not operate this season) ; ***Out of Business***- camp is no longer in operation.
- Municipal or Private Camp**- Municipal and/or government run camps are exempt from the fee but must submit the application.

SECTION: CAMP IDENTIFICATION

- Name and Mailing Address of Owner/Corporation** – Direct, year-round mailing, telephone and email address for all correspondence to the camp operators.
- If you would like to receive updates via email please check the box provided.

SECTION: ASSESSMENT QUESTIONS

- Answer **each question** numbered 1-6 as listed on the form using the box provided.

SECTION: CAMP SITE DETAILS

- Camp Name, City State and Zip** – The exact name of the camp and the site/physical location details.
- Site Location** – The site/physical location where camp activities are routinely held. Enter an exact address.
 - SINGLE SPORT YOUTH CAMPS must submit an exact physical address for EACH location.
 - If there are changes to your location after submission, send an email to youthcamps@doh.nj.gov
- County of Site Location** – The county where camp activities are routinely held.
- Telephone Number at Site Location** – Phone number for direct contact with on-site camp activity senior staff.
- Camp Director Name**– Full name of the camp director.

- Camp Director's Qualifications**– Please briefly describe how your camp director meets the following requirement: Each youth camp shall employ a camp director that is at least 21 years of age and has one of the following qualifications:
 1. At least two seasons of administrative experience in an organized certified camp.
 2. Nine months verified experience in a youth program.
 3. One season of administrative experience in an organized certified camp and at least one year teaching experience with a teacher certification
- Number of adult staff** – The approximate number of persons 18 and older who will supervise campers.
- Number of staff ages 16-17** – The approximate number of persons under 18 who will supervise campers.
- Age Range of Campers** – The numerical age range of campers (Ex: 6 to 12 yrs.). **Do not** submit grade levels.
- Total Summer Camp Attendance** – The approximate number of campers expected to attend for the season.
- Camp Operates Year Round or Seasonal** – Year round camps operate during any out of school vacation such as spring break, Thanksgiving Holidays, etc. Seasonal camps operate **ONLY** during summer break.
- Resident or Day** – Day camps operate primarily during the daytime and send their campers home every day. Resident camps operate routine overnight accommodations for campers.
- Camper Demographics** – Please indicate whether your camp is male only, female only, coed, persons with disabilities or otherwise describe how your population identifies in the other category. More than one category may be chosen.
- Campers, Water Supply, and Waste Disposal** – Check applicable boxes.
- Activities** – Check all high-risk activities. **Day programs lacking any high-risk component will not be licensed as a youth camp.**
- Apparatus over 10 feet** – Check the box if your camp operates a play apparatus that is over 10 feet tall.

SECTION: ADDITIONAL CAMP SITE

- CB-11a/CB-14a forms** –If you need to add additional sites you may complete the cb-11a or cb-14a form to add additional sites to the application form. Please submit the completed form with this application via email to youthcamps@doh.nj.gov

SECTION: FEE SCHEDULE

- Payment options include online processing of checks and all credit card types.
 - Municipal/government operated camps are not required to submit a fee but must complete the application and submit an official request for license fee waiver on municipal letterhead.
- To pay online, click the hyperlink on the application form: 'Online Application Payment.' You will need your **CampID** number, which should be entered under the 'Pertinent Number' box on the online payment page.
 - When payment is complete, type your payment confirmation number in the 'Payment Confirmation Number' box on the application.
 - **Online Payment is preferred and will ensure your application is processed promptly and accurately.** If you must pay by paper check or money order, please add the check number to the 'Payment Confirmation Number' box on the application and indicate in your email submission that a check will be sent separately. Checks may be made out to 'NJ Department of Health'. Submit the check with a printed copy of your emailed application to the following address:
NJ Department of Health, Public Health & Food Protection, PO Box 369, Trenton, NJ 08625
 - Overnight mail (UPS/FedEx) should be addressed:
NJ Department of Health, Public Health & Food Protection
Attn: Youth Camp Project, 135 E. State Street- 3rd Floor, Trenton, NJ 08625

SECTION: CERTIFICATION BY APPLICANT OF N.J.A.C. 8:25 Youth Camp Safety Standards

- The checkbox near the signature is your acknowledgement of the Terms and Conditions of licensure by the Department. **This box must be checked or your application will not be processed.**
- The full name, title of the responsible party (i.e. camp operator/owner), email and date must be listed in the fields following the statement of acknowledgement and responsibility.

SUBMIT YOUR APPLICATION VIA EMAIL

All applications must be completed electronically and submitted via email. You do NOT need to mail your application. If you're mailing an application because of a paper check or money order payment, you must also submit the application electronically, with the electronic form fields filled out on a computer. Scanned documents or photographs are NOT accepted.

1. When you have finished completing all electronic fields of the application, **SAVE** the file on your computer.
2. Create a new email addressed to youthcamps@doh.nj.gov
3. **Attach** the completed electronic application file that you just saved.
4. Open the attachment to confirm your form is saved with all form fields completed.
5. In the subject line of the email, type "**Youth Camp Application**" followed by your **CampID** number.
6. In the body of the email, please provide direct contact information that we may use in case there is an issue with your application.
7. Send the email. You should receive an automatic message to confirm receipt of your email.
8. Please allow 4 weeks for processing. Expedited service is not available.
9. When your license is issued, a license will be sent electronically to the email address you provide in the application. The emailed license may be printed for use and posting. Actively licensed camps are listed live on the following webpage: <https://healthapps.state.nj.us/youthcamps/camplist/a-z.aspx>

Public Health & Food Protection Program | youthcamps@doh.nj.gov | 609-826-4935
Please see our FAQ: <https://nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

APPENDIX B



New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health and Food Protection Program
PO Box 369, Trenton, NJ 08625-0369

SSYC

APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A SINGLE SPORT YOUTH CAMP (AUTHORITY: N.J.S.A. 26:12-6)

Instructions: This form works best when using ADOBE READER (desktop application only). Only electronic submissions will be accepted. Submit one form per Camp Owner or Corporation. After you have completed all sections of the form, you will email your completed form to youthcamps@doh.nj.gov.

CAMP STATUS				
NJDOH Camp ID#: <small>(initial applicants should enter 0000)</small>				
Application Type:	<input type="checkbox"/> Initial / Renewal (will operate this season) <input type="checkbox"/> Inactive (will not operate this season) <input type="checkbox"/> Out of Business (no longer in operation)			
Camp Type	<input type="checkbox"/> Municipal <input type="checkbox"/> Private			
CAMP IDENTIFICATION				
Owner or Corporation Information	Name:	Address:	City / State / Zip	
	Phone Number:	Email Address:	<input type="checkbox"/> I would like to receive updates via email	
Assessment Questions			Yes	No
1. Will your organization participate in the Child Care Resource & Referral (CCR&R) childcare subsidy program? i. Approximately, how many children under your care will receive child care subsidy?			<input type="checkbox"/>	<input type="checkbox"/>
2. Is your organization licensed by the Office of Childcare Licensing (OOL) through the Department of Children and Families (DCF) as a childcare center? If yes, please list your OOL number.			<input type="checkbox"/>	<input type="checkbox"/>
3. Will your camp participate in the Department of Agriculture (DOA) Summer lunch program?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is your camp American Camp Association (ACA) Accredited? i. If yes, please list your accreditation number.			<input type="checkbox"/>	<input type="checkbox"/>
5. Will your camp implement any recommended COVID-19 mitigation strategies? (not required)			<input type="checkbox"/>	<input type="checkbox"/>
CAMP SITE DETAILS				
Name of Camp:		Phone Number:	County of Camp Location:	
Local Health Department Responsible for the Preoperational Inspection: (LHD Directory: https://www.nj.gov/health/iv/community/index.shtml)				
Site location address:		City / State / Zip		
Water Supply: <input type="checkbox"/> Municipal <input type="checkbox"/> Well		Waste Disposal: <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System		
This camp is: <input type="checkbox"/> Summer Only <input type="checkbox"/> Year Round		Start date	End date	<input type="checkbox"/> Resident <input type="checkbox"/> Day Camp
Camp Director's Name: <small>First / Middle / Last</small>		Camp Director's Email:		Camp Director Cell Phone Number:
Camp Director's Qualifications <small>(at least 21 years of age; verified experience in a youth program; administrative and/or teaching experience in a youth program):</small>				
How many adult staff (18 or older) will supervise children?				
How many minor counselors (age 16-17) will supervise children?				
Please list your camp population details:				
i. Approximate age range of campers anticipated for the season?..... to				
ii. Approximate number of children the camp anticipates hosting for the season?.....				
Campers:		<input type="checkbox"/> Female Only <input type="checkbox"/> Male Only <input type="checkbox"/> Coed <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Other:		
Activities:		<input type="checkbox"/> Archery <input type="checkbox"/> Boating <input type="checkbox"/> Field Trips <input type="checkbox"/> Field Sports <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Overnights <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Rope Course <input type="checkbox"/> Riffery <input type="checkbox"/> Rock Climbing Wall <input type="checkbox"/> Ropes/Challenge Course <input type="checkbox"/> Singing <input type="checkbox"/> Travel Camp <input type="checkbox"/> Zip Line <input type="checkbox"/> Other		
<input type="checkbox"/> Please check this box if your camp operates any apparatus over 10' in height. (Note: Apparatus over 10' are required to be registered with the Department of Community Affairs-Carnival Amusement Rides. Please visit their website at https://www.nj.gov/dca/divisions/codes/offices/rides.html .)				
<input type="checkbox"/> Swimming		<input type="checkbox"/> Onsite	<input type="checkbox"/> Offsite	Swimming is conducted via: <input type="checkbox"/> Pool <input type="checkbox"/> Lake <input type="checkbox"/> Ocean <input type="checkbox"/> River
(The CB-11a form should be used to report multiple locations)				
FEE SCHEDULE				
Online Application Payment	Annual Fee Per Location	Day \$50.00 / Resident \$100.00	Payment Confirmation Number:	
Payment Date:	Payment Method:	Payment Amount:		
CERTIFICATION BY APPLICANT				
<input type="checkbox"/> I understand and acknowledge that by clicking this box, I have received and read N.J.A.C. 8:25 New Jersey Youth Camp Safety Standards. My submission of this form constitutes an attestation of compliance with the N.J.A.C. 8:25 Youth Camp Safety Standards. I understand that I will be liable for fines, not to exceed \$1,000, for any violation of these Standards or of any rule or regulation duly issued thereunto or order issued pursuant thereto. I certify, the statements made in this application are true, complete, and correct to the best of my knowledge and belief.				
Name of Applicant <small>First / Middle / Last</small>		Title of Applicant	Email	Date

CB-14
MAR 22



New Jersey Department of Health
 Consumer, Environmental and Occupational Health Service
 Public Health and Food Protection Program
 PO Box 369, Trenton, NJ 08625-0369

SSYC

**APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A SINGLE SPORT YOUTH CAMP
 (AUTHORITY: N.J.S.A. 26:12-6)**

Instructions: This form works best when using ADOBE READER (desktop application only). Only electronic submissions will be accepted. Submit one form per Camp Owner or Corporation. After you have completed all sections of the form, you will email your completed form to youthcamps@doh.nj.gov.

CAMP STATUS									
NJDOH Camp ID#: (initial applicants should enter 0000)				Site #:					
CAMP SITE DETAILS									
Name of Camp:				Phone Number:			County of Camp Location:		
Local Health Department Responsible for the Preoperational Inspection: (LHD Directory: https://www.nj.gov/health/lh/community/index.shtml)									
Site location address:				City / State / Zip					
Water Supply:		<input type="checkbox"/> Municipal <input type="checkbox"/> Well		Waste Disposal:		<input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System			
This camp is:		<input type="checkbox"/> Summer Only <input type="checkbox"/> Year Round		Start date		End date		<input type="checkbox"/> Resident <input type="checkbox"/> Day Camp	
Camp Director's Name: First / Middle / Last				Camp Director's Email:			Camp Director Cell Phone Number:		
Camp Director's Qualifications (at least 21 years of age; verified experience in a youth program, administrative and/or teaching experience in a youth program):									
How many adult staff (18 or older) will supervise children?									
How many minor counselors (age 16-17) will supervise children?									
Please list your camp population details:									
i. Approximate age range of campers anticipated for the season?.....				to					
ii. Approximate number of children the camp anticipates hosting for the season?.....									
Campers:		<input type="checkbox"/> Female Only <input type="checkbox"/> Male Only <input type="checkbox"/> Coed		<input type="checkbox"/> Persons with disabilities		<input type="checkbox"/> Other:			
Activities:		<input type="checkbox"/> Archery <input type="checkbox"/> Boating <input type="checkbox"/> Field Trips <input type="checkbox"/> Field Sports <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Overnights		<input type="checkbox"/> Petting Zoo <input type="checkbox"/> Rope Course <input type="checkbox"/> Riflery <input type="checkbox"/> Rock Climbing Wall <input type="checkbox"/> Ropes/Challenge Course <input type="checkbox"/> Singing		<input type="checkbox"/> Travel Camp <input type="checkbox"/> Zip Line <input type="checkbox"/> Other			
<input type="checkbox"/> Please check this box if your camp operates any apparatus over 10' in height. (Note: Apparatus over 10' are required to be registered with the Department of Community Affairs-Carnival Amusement Rides. Please visit their website at https://www.nj.gov/dca/divisions/codes/offices/rides.html .)									
<input type="checkbox"/> Swimming		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite		Swimming is conducted via:		<input type="checkbox"/> Pool <input type="checkbox"/> Lake <input type="checkbox"/> Ocean <input type="checkbox"/> River			

CAMP STATUS									
NJDOH Camp ID#: (initial applicants should enter 0000)				Site #:					
CAMP SITE DETAILS									
Name of Camp:				Phone Number:			County of Camp Location:		
Local Health Department Responsible for the Preoperational Inspection: (LHD Directory: https://www.nj.gov/health/lh/community/index.shtml)									
Site location address:				City / State / Zip					
Water Supply:		<input type="checkbox"/> Municipal <input type="checkbox"/> Well		Waste Disposal:		<input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System			
This camp is:		<input type="checkbox"/> Summer Only <input type="checkbox"/> Year Round		Start date		End date		<input type="checkbox"/> Resident <input type="checkbox"/> Day Camp	
Camp Director's Name: First / Middle / Last				Camp Director's Email:			Camp Director Cell Phone Number:		
Camp Director's Qualifications (at least 21 years of age; verified experience in a youth program, administrative and/or teaching experience in a youth program):									
How many adult staff (18 or older) will supervise children?									
How many minor counselors (age 16-17) will supervise children?									
Please list your camp population details:									
i. Approximate age range of campers anticipated for the season?.....				to					
ii. Approximate number of children the camp anticipates hosting for the season?.....									
Campers:		<input type="checkbox"/> Female Only <input type="checkbox"/> Male Only <input type="checkbox"/> Coed		<input type="checkbox"/> Persons with disabilities		<input type="checkbox"/> Other:			
Activities:		<input type="checkbox"/> Archery <input type="checkbox"/> Boating <input type="checkbox"/> Field Trips <input type="checkbox"/> Field Sports <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Overnights		<input type="checkbox"/> Petting Zoo <input type="checkbox"/> Rope Course <input type="checkbox"/> Riflery <input type="checkbox"/> Rock Climbing Wall <input type="checkbox"/> Ropes/Challenge Course <input type="checkbox"/> Singing		<input type="checkbox"/> Travel Camp <input type="checkbox"/> Zip Line <input type="checkbox"/> Other			
<input type="checkbox"/> Please check this box if your camp operates any apparatus over 10' in height. (Note: Apparatus over 10' are required to be registered with the Department of Community Affairs-Carnival Amusement Rides. Please visit their website at https://www.nj.gov/dca/divisions/codes/offices/rides.html .)									
<input type="checkbox"/> Swimming		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite		Swimming is conducted via:		<input type="checkbox"/> Pool <input type="checkbox"/> Lake <input type="checkbox"/> Ocean <input type="checkbox"/> River			

CB-14a
 MAR 22

NJ Youth Camp Application Instruction Checklist

Please be sure to complete this application in its entirety. All sections are required to be completed and payment made in order to successfully process the application.

<p>STOP!!! Is your program a Youth Camp?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Camp must include at least one HIGH-RISK ACTIVITY** <input type="checkbox"/> Accommodates five (5) or more children under 18 years of age. <input type="checkbox"/> Operates for a period or portions of two (2) days or more within the same week 	<p>Type of Youth Camps:</p> <ul style="list-style-type: none"> • Day camp: operates during the day, no more than one overnight stay per week • Resident camp: the campers stay overnight on a regular basis
<p>** HIGH RISK ACTIVITY: any recreational component, sport or activity that exposes a camper to a serious injury because of the inherent danger of the recreational component, sport or activity; requires a high level of adult supervision at all times.</p> <p>** Virtual camps whereby campers never attend in-person activities are not licensed by the Youth Camp Safety Project.</p>	

COMPLETING THE APPLICATION

The application must be completed electronically on a computer, laptop, or tablet. Enter all information into the electronic form fields provided. Handwritten applications are not accepted.

SECTION: STATUS

- Camp Identification (CampID)**– 3-4 digit number issued to a licensed youth camp. This number does not change. On your license certificate, your **CampID** is located below the name of your camp, near the center. If the camp was actively licensed last year, your campID number can be found online: <https://healthapps.state.nj.us/youthcamps/camplist/a-z.aspx>
- Application Type-** *Initial* – New camp that will operate for the season; *Renewal* – previously licensed camp that is renewing licensure to operate for this season; *Inactive* – camp that was licensed in the past, does not want to run an active camp for the current season, but wants to put a hold on their license number (will not operate this season) ; *Out of Business*- camp is no longer in operation.
- Municipal or Private Camp**- Municipal and/or government run camps are exempt from the fee but must submit the application.

SECTION: CAMP IDENTIFICATION

- Name and Mailing Address of Owner/Corporation** – Direct, year-round mailing, telephone and email address for all correspondence to the camp operators.
- If you would like to receive updates via email please check the box provided.

SECTION: ASSESSMENT QUESTIONS

- Answer **each question** numbered 1-6 as listed on the form using the box provided.

SECTION: CAMP SITE DETAILS

- Camp Name, City State and Zip** – The exact name of the camp and the site/physical location details.
- Site Location** – The site/physical location where camp activities are routinely held. Enter an exact address.
 - SINGLE SPORT YOUTH CAMPS must submit an exact physical address for EACH location.
 - If there are changes to your location after submission, send an email to youthcamps@doh.nj.gov
- County of Site Location** – The county where camp activities are routinely held.
- Telephone Number at Site Location** – Phone number for direct contact with on-site camp activity senior staff.
- Camp Director Name**– Full name of the camp director.

- Camp Director's Qualifications**– Please briefly describe how your camp director meets the following requirement: Each youth camp shall employ a camp director that is at least 21 years of age and has one of the following qualifications:
 1. At least two seasons of administrative experience in an organized certified camp.
 2. Nine months verified experience in a youth program.
 3. One season of administrative experience in an organized certified camp and at least one year teaching experience with a teacher certification
- Number of adult staff** – The approximate number of persons 18 and older who will supervise campers.
- Number of staff ages 16-17** – The approximate number of persons under 18 who will supervise campers.
- Age Range of Campers** – The numerical age range of campers (Ex: 6 to 12 yrs.). **Do not** submit grade levels.
- Total Summer Camp Attendance** – The approximate number of campers expected to attend for the season.
- Camp Operates Year Round or Seasonal** – Year round camps operate during any out of school vacation such as spring break, Thanksgiving Holidays, etc. Seasonal camps operate **ONLY** during summer break.
- Resident or Day** – Day camps operate primarily during the daytime and send their campers home every day. Resident camps operate routine overnight accommodations for campers.
- Camper Demographics** – Please indicate whether your camp is male only, female only, coed, persons with disabilities or otherwise describe how your population identifies in the other category. More than one category may be chosen.
- Campers, Water Supply, and Waste Disposal** – Check applicable boxes.
- Activities** – Check all high-risk activities. **Day programs lacking any high-risk component will not be licensed as a youth camp.**
- Apparatus over 10 feet** – Check the box if your camp operates a play apparatus that is over 10 feet tall.

SECTION: ADDITIONAL CAMP SITE

- CB-11a/CB-14a forms** –If you need to add additional sites you may complete the cb-11a or cb-14a form to add additional sites to the application form. Please submit the completed form with this application via email to youthcamps@doh.nj.gov

SECTION: FEE SCHEDULE

- Payment options include online processing of checks and all credit card types.
 - Municipal/government operated camps are not required to submit a fee but must complete the application and submit an official request for license fee waiver on municipal letterhead.
- To pay online, click the hyperlink on the application form: 'Online Application Payment.' You will need your **CampID** number, which should be entered under the 'Pertinent Number' box on the online payment page.
 - When payment is complete, type your payment confirmation number in the 'Payment Confirmation Number' box on the application.
 - **Online Payment is preferred and will ensure your application is processed promptly and accurately.** If you must pay by paper check or money order, please add the check number to the 'Payment Confirmation Number' box on the application and indicate in your email submission that a check will be sent separately. Checks may be made out to 'NJ Department of Health'. Submit the check with a printed copy of your emailed application to the following address:
NJ Department of Health, Public Health & Food Protection, PO Box 369, Trenton, NJ 08625
 - Overnight mail (UPS/FedEx) should be addressed:
NJ Department of Health, Public Health & Food Protection
Attn: Youth Camp Project, 135 E. State Street- 3rd Floor, Trenton, NJ 08625

SECTION: CERTIFICATION BY APPLICANT OF N.J.A.C. 8:25 Youth Camp Safety Standards

- The checkbox near the signature is your acknowledgement of the Terms and Conditions of licensure by the Department. **This box must be checked or your application will not be processed.**
- The full name, title of the responsible party (i.e. camp operator/owner), email and date must be listed in the fields following the statement of acknowledgement and responsibility.

SUBMIT YOUR APPLICATION VIA EMAIL

All applications must be completed electronically and submitted via email. You do NOT need to mail your application. If you're mailing an application because of a paper check or money order payment, you must also submit the application electronically, with the electronic form fields filled out on a computer. Scanned documents or photographs are NOT accepted.

1. When you have finished completing all electronic fields of the application, **SAVE** the file on your computer.
2. Create a new email addressed to youthcamps@doh.nj.gov
3. **Attach** the completed electronic application file that you just saved.
4. Open the attachment to confirm your form is saved with all form fields completed.
5. In the subject line of the email, type "**Youth Camp Application**" followed by your **CampID** number.
6. In the body of the email, please provide direct contact information that we may use in case there is an issue with your application.
7. Send the email. You should receive an automatic message to confirm receipt of your email.
8. Please allow 4 weeks for processing. Expedited service is not available.
9. When your license is issued, a license will be sent electronically to the email address you provide in the application. The emailed license may be printed for use and posting. Actively licensed camps are listed live on the following webpage: <https://healthapps.state.nj.us/youthcamps/camplist/a-z.aspx>

Public Health & Food Protection Program | youthcamps@doh.nj.gov | 609-826-4935
Please see our FAQ: <https://nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

APPENDIX C

New Jersey Department of Health
 Consumer, Environmental and Occupational Health Service
 PO Box 369
 Trenton, NJ 08625-0369

ANNUAL ACCIDENT REPORT YOUTH CAMP SAFETY ACT

INSTRUCTIONS:

*In accordance with N.J.A.C. 8:25-5.1(f), report all accidents resulting in death or serious injury. DO NOT INCLUDE minor injuries which require only first aid treatment and which do not involve professional medical treatment, loss of consciousness, restriction of activity or motion, or premature termination of the camper's stay at the camp. Complete and forward this form within five days of the closure of the camp, or no later than **September 15**, whichever date is sooner. Use the codes provided to complete the requested information. If no reportable incidents occurred, submit a negative report by checking the box to indicate that you have "NO REPORTABLE INCIDENTS", and complete the signature area at the bottom. Email the form to youthcamps@doh.nj.gov or mail this form to the address listed above; retain a copy for your records.*

Name and Mailing Address of Owner or Corporation (Include Camp Name)		Report Year	(WEB)
Camp Name		Permanent Camp ID Number	
Name		Location of Camp	
Address 1		Address 1	
Address 2		Address 2	
City		City	
State		State	
Zip		Zip	

ONLY SELECT THIS BOX IF YOU HAVE NO INCIDENTS TO REPORT

Date of Incident	Check Reporting Criteria Code(s)					Full Name of Camper	Description of Incident			Check If Death Resulted
	1	2	3	4	5		Location Code	Activity Code	Injury Code(s)	
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
Name of Responsible Official							Email Address			
Title of Responsible Official							Telephone Number			
Date						Signature of Responsible Official				

**ANNUAL ACCIDENT REPORT
YOUTH CAMP SAFETY ACT
INSTRUCTIONS AND CODES**

INSTRUCTIONS:

*In accordance with N.J.A.C. 8:25-5.1(f), report all accidents resulting in death or serious injury. DO NOT INCLUDE minor injuries which require only first aid treatment and which do not involve professional medical treatment, loss of consciousness, restriction of activity or motion, or premature termination of the camper's stay at the camp. Complete and forward the CB-15 form within five days of the closure of the camp, or no later than **September 15**, whichever date is sooner.*

Use the following codes to complete the requested information.

If no reportable incidents occurred, submit a negative report by writing "NO REPORTABLE INCIDENTS" across the front of the CB-15 form, and complete the signature area at the bottom. Email the form to youthcamps@doh.nj.gov or mail the form to the address listed; retain a copy for your records.

REPORTING CRITERIA CODES:

- 1 - Medical Treatment by Off-site Professional Required (EMT, Ambulance, Urgent Care, Hospital)
- 2 - Camper/Staff Loss of Consciousness
- 3 - Involved Restriction of Activity or Motion
- 4 - Camper/Staff Sent Home Early
- 5 - Involved Quarantine or Isolation Restricting Camper/Staff from Camp for Several Days or Weeks

ACTIVITY INVOLVED CODES:

- 01 - Archery
- 02 - Baseball
- 03 - Basketball
- 04 - Bicycling
- 05 - Board Games
- 06 - Boating
- 07 - Bowling
- 08 - Campfire Making or Tending
- 09 - Commutation
- 10 - Dancing/Theater
- 11 - Dodgeball
- 12 - Football
- 13 - Go-Kart
- 14 - Gymnastics/Cheerleading
- 15 - Hiking/Walking/Running
- 16 - Hockey (Ice or Field)
- 17 - Horseback Riding
- 18 - Indoor Games
- 19 - Kickball
- 20 - Miniature Golf
- 21 - Playground Equipment
- 22 - Rope Course/Rock Climbing/Bouldering
- 23 - Skating (Roller/Ice/Skateboard)
- 24 - Soccer
- 25 - Swimming
- 26 - Tennis
- 27 - Volleyball
- 28 - Woodworking (Whittling, Woodburning)
- 29 - Wrestling/Martial Arts
- 30 - Does Not Involve Activity/Not Specified

LOCATION CODES:

- 1 - General Camp Grounds
- 2 - Off Site
- 3 - Playground
- 4 - Pool/Lake/Other Body of Water
- 5 - Sporting Field/Gymnasium
- 6 - Transport To/From Camp

TYPE OF ILLNESS/INJURY CODES:

- 01- Allergic Reaction (to Bite, Sting or Medication)
- 02 - Back Injury
- 03 - Bite (Animal)
- 04 - Bite (Human)
- 05 - Bites (Insect)/Sting/Skin Rash/Poison Ivy/Ringworm
- 06 - Breathing Difficulty/Respiratory/Asthma/Hyperventilation
- 07 - Bruise/Contusion/Abrasion
- 08 - Burn
- 09 - Dental/Mouth Injury
- 10 - Ear Injury
- 11 - Excess of Heat or Sun (Heat Stroke, Exhaustion, Rash, Cramps and Sunburn)
- 12 - Eye Injury/Disease (including Conjunctivitis)
- 13 - Fainting/Seizure
- 14 - Food Poisoning
- 15 - Fracture
- 16 - General Illness Not Related to COVID (Fever, Nausea, Vomiting, Stomach Pain, Menstrual Cramps, etc.)
- 17 - Head/Neck Injury (including Concussion, Loss of Consciousness)
- 18 - Laceration/Puncture/Splinter
- 19 - Nosebleed/Nose Injury
- 20 - Sprain/Strain/Dislocation (Muscle/Ligament/Joint)
- 21 - COVID-19 Lab Confirmed
- 22- COVID-19 Close Contact

APPENDIX D



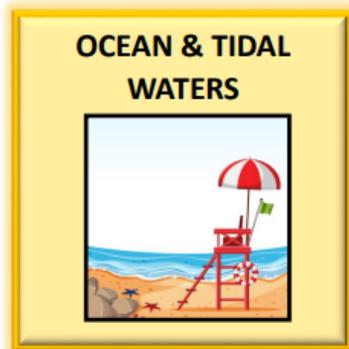
Improving Health Through Leadership and Innovation

New Jersey Department of Health
PUBLIC HEALTH AND FOOD PROTECTION PROGRAM

<https://www.nj.gov/health/ceohs/sanitation-safety/>

CURRENT RECOGNIZED CERTIFICATIONS AND AGENCIES

In this document:



PROFESSIONAL CPR



Professional level CPR is required for all **HEALTH DIRECTORS** at youth camps.

Professional level CPR is required for at least one individual at all public recreational bathing facilities.

Only blended CPR courses (online courses with an instructor evaluated skills test) are recognized. Online courses without an instructor evaluated skill test are not recognized.

This list may not include the most recent changes made by the individual certifying agencies.

American Red Cross

- ◇ Basic Life Support
- ◇ CPR/AED for the Professional Rescuer
- ◇ Pediatric Advanced Life Support (PALS)
- ◇ Advanced Life Support (ALS)

American Heart Association

- ◇ BLS Provider (formerly BLS Healthcare Provider)
- ◇ BLS instructor-led training (100% classroom)
- ◇ HeartCode® BLS (blended course)
- ◇ HeartCode® ACLS (blended course)
- ◇ HeartCode® PALS (blended course)
- ◇ ACLS (Advanced Cardiac Life Support) Healthcare Provider
- ◇ ACLS for Experienced Providers (100% classroom)
- ◇ ACLS instructor-led training (100% classroom)
- ◇ PALS (Pediatric Advanced Life Support)
- ◇ P.E.A.R.S. (Pediatric Advanced Emergency Assessment Recognition and Stabilization)

American Safety and Health Institute

- ◇ BLS for Healthcare Professionals and Professional Rescuers
- ◇ ACLS (Advanced Cardiac Life Support)
- ◇ PALS (Pediatric Advanced Life Support)

Emergency Care and Safety Institute

- ◇ ACLS (Advanced Cardiac Life Support)
- ◇ Healthcare Provider CPR

EMS Safety Services

- ◇ CPR & AED for Professional Rescuer

National Safety Council

- ◇ NCS Basic Life Support for Healthcare and Professional Rescuers
- ◇ NCS Emergency Medical Response (40-52 hrs)

American Aquatics and Safety Training (AAST)

- ◇ CPR/AED for BLS Providers
- ◇ CPR/AED for the Professionals
- ◇ CPR/AED for Lifeguards
- ◇ Lifeguard, CPR/AED, First Aid
- ◇ Lifeguard, CPR/AED, First Aid, Recertification
- ◇ Lifeguard, Waterfront, CPR/AED, First Aid
- ◇ Lifeguard, Waterfront, CPR/AED, First Aid Recertification
- ◇ Shallow pool lifeguard, CPR/AED, First Aid



PRIOR TO STARTING THE COURSE, PLEASE VERIFY THE NAME OF THE CERTIFICATION MATCHES THE NAME ON THIS LIST !



Blended first aid courses (online course with an instructor evaluated skills test) are recognized.

Online courses without an instructor evaluated skills test are not recognized.

Unless otherwise noted as Advanced Level, all certifications are considered Standard Level and are not acceptable for a Health Director at a residential camp facility.

Requirements for a health director at all RESIDENT CAMPS (N.J.A.C. 8:25-5.2 (a)):

- A physician licensed to practice medicine or osteopathy in New Jersey.
- A registered nurse or a licensed practical nurse licensed by the NJ State Board of Nursing.
- An individual who is certified in advanced first aid, as a paramedic or emergency medical technician or first responder/CIM accredited by the Department or by the American Red Cross in their First Responder training.
- An athletic trainer certified by the National Athletic Trainers' Association Board of Certification (NATABOC), with the appropriate level of training provided by the National Safety Council, or an equivalent certification approved by the Department.

American Red Cross

- ◊ Adult and Pediatric First Aid/CPR/AED
- ◊ Adult and Child First Aid/CPR/AED
- ◊ Pediatric First Aid/CPR/AED
- ◊ Child First Aid/CPR/AED
- ◊ Wilderness First Aid: Standard Level
- ◊ First Aid - Responding to Emergencies: Standard
- ◊ Emergency Medical Response Advanced Level

American Heart Association

- ◊ Heartsaver® First Aid (blended and classroom)
- ◊ Heartsaver® First Aid CPR/AED (blended and classroom)
- ◊ Heartsaver® Pediatric First Aid CPR/AED (blended and classroom)

American Safety and Health Institute

- ◊ Basic First Aid
- ◊ Wilderness First Aid
- ◊ Wilderness First Aid Responder (Advanced Level)
- ◊ Wilderness EMT Upgrade (Advanced Level)
- ◊ CPR/AED and Basic First Aid Combination
- ◊ Pediatric CPR/AED and First Aid
 - ◊ MEDIC First Aid *BasicPlus*
 - ◊ MEDIC First Aid *PediatricsPlus*
 - ◊ Advanced First Aid

Emergency Care and Safety Institute

- ◊ Standard First Aid, CPR and AED
- ◊ Wilderness First Aid

- ◊ First Responder (Advanced level)
- ◊ Advanced First Aid, CPR, AED

EMS Safety Services

- ◊ Basic First Aid

Wilderness Medical Associates

- ◊ Wilderness First Aid*
- ◊ Wilderness Advanced First Aid*
- ◊ Wilderness First Responder**

National Safety Council

- ◊ NCS First Aid
- ◊ NCS First Aid, CPR & AED
- ◊ NCS Pediatric First Aid, CPR & AED
- ◊ NCS Advanced First Aid, CPR & AED

American Aquatics and Safety Training (AAST)

- ◊ Adult, Child & Infant CPR/AED
- ◊ CPR/AED
- ◊ First Aid

* Requires an additional Professional level CPR to act as a Health Director.

** Meets the requirements to be a Health Director in both day and resident camps.



PRIOR TO STARTING THE COURSE, PLEASE VERIFY THE NAME OF THE CERTIFICATION MATCHES THE NAME ON THIS LIST !



Lifeguard Certifications For Swimming Pools and Lake Bathing

American Red Cross (2-year certification)

- ◊ Lifeguarding
- ◊ Shallow Water Lifeguard (7 feet and under, 6 feet and under, 5 feet and under)
- ◊ Aquatic Attraction Lifeguarding (Water Less than or equal to 3 ft)

Starfish Aquatics Institute (1-year certification)

- ◊ StarGuard® (pool only)
- Additional modules required for waterpark, waterfront and wilderness
- *CPR/AED Professional Rescuer, Basic First Aid, Blood-borne Pathogens, and Emergency Oxygen certifications are issued through the American Safety & Health Institute.

Boy Scouts of America (3-year certification)

- ◊ BSA Lifeguard

Ellis & Associates Inc. International Lifeguard Training Program (ILTP) (1-year certification)

- ◊ Special Facilities Lifeguard (Water parks and open waters only)
 - ◊ Pool Lifeguard (Max 16' depth flat pools only)
 - ◊ Shallow Water Lifeguard (Max 5' depth flat pools only)
- NOTE:** All levels of ILTP include certification in Professional Level CPR, AED, Emergency Oxygen Support and First Aid

Young Men's Christian Association (2-year certification)

- ◊ YMCA Lifeguard

National Aquatics Safety Company (1-year certification)

- ◊ Basic Lifeguard
- ◊ Water park Deep Water (≥5')

- ◊ Water park Shallow Water (<5')
- ◊ Open Water Lifeguard (excludes Ocean and Tidal waters)

International Life Saving Program (ILS)

Certification name specifies qualification

NOTE: A current challenge test is required providing that a recognized lifeguard course was taken and passed in the past four years or must retake a full lifeguard course

Lifeguard Pro (1-year certification)

- ◊ Waterfront Lifeguarding
- ◊ Waterpark Lifeguarding

NOTE: A current challenge test is required providing that a recognized lifeguard course was taken and passed in the past four years or must retake a full lifeguard course.

American Aquatics and Safety Training (2-year certification)

- ◊ Lifeguard, CPR/AED, First Aid
- ◊ Lifeguard, Waterfront, CPR/AED, First Aid
- ◊ Shallow Pool Lifeguard, CPR/AED, First Aid
- ◊ Waterfront lifeguarding (must be combined with lifeguard certification)

All of the above include recertification options.



PRIOR TO STARTING THE COURSE, PLEASE VERIFY THE NAME OF THE CERTIFICATION MATCHES THE NAME ON THIS LIST !



Listed below are the Agencies recognized by the Department to provide training to oceanfront and tidal waters lifeguards.

Individuals employed by these Agencies are expected to complete the Agency-specific training yearly.

- [United States Lifesaving Association \(USLA\)](#) ----- 3-year certification
- [South Jersey Lifeguard Chiefs Association](#) ----- Annual certification
- [North Shore Lifeguards Association](#) ----- Annual certification
- Ocean Lifesaving Association (Provisional) ----- Annual certification
- [NJ Certification United States Lifesaving Association](#) ----- Annual certification



"Trained pool operator" or "TPO" means an individual who is responsible for compliance with the requirements of Chapter IX Public Recreational Bathing Code at swimming pools, wading pools, hot tubs, spas, and aquatic recreation facilities, and is certified by an organization approved by the Department listed in Appendix A.

FAQ: What is the difference between TPO and CPO?

A: CPO is one example of Trained Pool Operator training certificates recognized by the Department. Certified Trained Pool Operator (CPO) is a proprietary name, whereas Trained Pool Operator (TPO) is a generic term.

American Swimming Pool and Spa Assn. (ASPSA)

Licensed Aquatic Facility Technician (LAFT) ----- 5-year certification

Association of Pool and Spa Professionals (APSP)

Certified Service Professional (CSP) ----- 5-year certification

Aquatics Training Institute (ATI)

Commercial Pool Technician (CPT) ----- 5-year certification

National Pool and Spa Institute (NSPI)

Professional Pool and Spa Operator (PPSO) ----- 5-year certification

National Recreation and Park Association (NRPA)

Aquatics Facilities Operator (AFO) ----- 3-year certification

National Swimming Pool Foundation (NSPF)

Certified Pool Operator (CPO) 100% Online Course ----- 5-year certification

North Shore Lifeguards Association (NSLA)

North Shore Certified Pool Operator (NSCPO) ----- 3-year certification

Young Men's Christian Association (YMCA)

Pool Operator on Location (POOL) ----- 5-year certification

Starfish Aquatics Institute

AQUATECH® Pool Operator Certification Program ----- 5-year certification

Pool & Hot Tub Professionals Association (PHTPA)

CPOSM FOR COMMERCIAL OPERATORS ----- 5-year certification

PPSOSM FOR COMMERCIAL OPERATORS ----- 5-year certification



N.J.A.C. 8:26-5.2 Swimming pool supervision
 Designated adult supervisor.
 A swimming pool shall be under the management of a designated adult supervisor who is knowledgeable of this chapter and who shall be responsible for all phases of the operation.
For pools larger than 2,000 square feet, the designated adult supervisor shall possess pool director training certification.

Pool Operation Management

POM Pool Director Training ----- 3-year certification

American Pool Enterprises

Garden State Pool Director Certification ----- 3-year certification

American Red Cross

Lifeguard Management with in-Person Supplement ----- 2-year certification

Making Waves Swim School

New Jersey Pool Director ----- 3-year certification

Ellis & Associates

Vanguard Aquatics Leadership Training Course ----- 2-year certification