

New Jersey Site Remediation Professional Licensing Board – Professional Conduct Committee

Publishing Outcomes of Complaint Investigations

Board Decision	Document	Name	Board Website
Dismissal	Letter to the Complainant; Letter to the Subject of the Complaint	After the Board votes to dismiss the complaint, only the complaint number is recorded in the meeting minutes, NOT the Subject’s name or license number. Include the Subject’s name, license number, and the complaint number in each letter.	Post a complaint summary on the Board Website without the Subject’s name and license number after the letters have been sent.
No Violation	Letter to the Complainant; Letter to the Subject of the Complaint	After the Board votes to find no violation, only the complaint number is recorded in the meeting minutes, NOT the Subject’s name or license number. Include the Subject’s name, license number, and the complaint number in each letter.	Post a complaint summary on the Board Website without the Subject’s name and license number after the letters have been sent.
Violation	Disciplinary Document to the Subject of the Complaint; Letter to the Complainant	After the Board votes to find a violation, the Subject’s name and license number are announced at the Board meeting and recorded in the meeting minutes. Include the Subject’s name, license number, and the complaint number in the Disciplinary Document and the letter.	Post the Disciplinary Document on the Board Website with the Subject’s name and license number after the letter and the Disciplinary Document have been sent. The Disciplinary Document will be updated based on the final outcome as follows: <ul style="list-style-type: none"> a. If there is no settlement, the Disciplinary Document remains. b. If there is a settlement, the Settlement Agreement will be posted in addition to the Disciplinary Document.
Violation	Board Determination/Offer of Settlement to the Subject of the Complaint; Letter to the Complainant. Note: If no settlement is reached, a Disciplinary Document will be prepared and sent to the Subject of the Complaint.	After the Board votes to find a violation, the Subject’s name and license number are announced at the Board meeting and recorded in the meeting minutes. Include the Subject’s name, license number, and the complaint number in the Board Determination/Offer of Settlement and the letter.	Post the Board Determination/Offer of Settlement on the Board Website with the Subject’s name and license number after the Board Determination/Offer of Settlement has been signed by both parties.