



Division of Criminal Justice Police Training Commission

Directive

Directive Number: 1-2025

Directive Date: 2/14/2025

Commission Meeting Number: # 355

Commission Meeting Date: 8/2/2023

Subject: Licensing Renewal Applications 2025

This Directive is in reference to the 2025 Renewal Application, please note that the application has been revised for the 2025 cycle. There is no longer a Form C, all certifications, and or, non-certification will be noted on Form B. In addition, the 2025 Renewal Application will require additional information, inclusive of documentation, in certain circumstances, supplying the information in a timely manner will expedite the renewal process. **Please do not submit the 2024 Renewal Form, the PTC will only except the 2025 version.**

All law enforcement license renewal candidates shall certify that they meet the requirements set forth in N.J.S.A. 52:17B-71d and related regulations, including, N.J.A.C. 13:1-14.1. The employing Law Enforcement Unit shall verify, through investigatory means, that the renewal candidate continues to meet the requirements for licensure. The Chief Law Enforcement Officer, who is the highest sworn member of the employing Law Enforcement Unit, may designate an officer or officers within their Law Enforcement Unit to conduct such investigations. However, pursuant to N.J.S.A. 52:17B-71d, the Chief Law Enforcement Officer, or designee must sign a certification indicating the candidate for license renewal satisfies the requirements set forth in N.J.S.A. 52:17B-71d. There is a separate form available for the Chief Law Enforcement Officer when they are unable to certify to the candidate's eligibility.

The Commission will begin accepting the 2025 Renewal Applications on March 1, 2025, with a closing date of November 1, 2025. All applications must be received by the closing date, if someone is unable to renew due to a leave, please notify your PTC Licensing Representative.

Effective Date: 2/14/2025

Applicable to: All Law Enforcement Agencies