

**ASSESSOR CERTIFICATION RENEWAL APPLICATION
RECORD OF CONTINUING EDUCATION**

Please complete the following continuing education/certification renewal information and attach all copies of CEU-3s which verify course completion with this application:

Name (please print) _____ Certification No. _____ Exp. Date _____

Home Address _____

Home Phone _____ Work Phone _____ Cell Phone _____ E-Mail Address _____

As you complete an approved seminar for continuing education credit hours, fill in each column as appropriate. List the number of approved hours in the appropriate subject column. If you are reporting a half-hour, it must be shown as a decimal. Please submit ASAP after obtaining total credit hours (50/30). ****DO NOT submit with less than total credit hours than required.**

Course No.	Name of Seminar	Sponsor	Credit Hours	
			Property Tax Administration	Appraisal

This is your permanent record. Please retain copies of this form and all CEU-3s which verify course completion for your file. The Division of Taxation is not responsible for maintaining these records once your recertification has been approved.

***Please attach copies of CEU-3s which verify course completion with this application.**

Course No.	Name of Seminar	Sponsor	Credit Hours	
			Property Tax Administration	Appraisal
TOTAL CREDIT HOURS				

Initial renewal requires completion of 50 credit hours of continuing education units within the first 5 years. Applicants for renewal must obtain a minimum of 20 hours in Property Tax Administration, a minimum of 20 hours in Appraisal with the remaining 10 hours in either administration or appraisal. Prior to each succeeding renewal date, applicants must obtain 30 credit hours within a 3-year period with a minimum of 10 hours in administration and 10 hours in appraisal. The remaining 10 hours may be in either administration or appraisal.

Certification of Attendance:
 I, _____, Certification # _____ certify that I have attended the educational
PRINT NAME CLEARLY PRINT CLEARLY
programs listed above which are required for the renewal of my tax assessor certificate. I understand that any willful misrepresentation on my part may be grounds for suspension or revocation of my certification. Further, I understand that the Division of Taxation may request proof of my attendance at the above seminars anytime after the renewal date of my certification.
 Signature _____ Date _____

**Upon completing the continuing education requirements, please forward this record to: Property Administration, Division of Taxation, ATTN: Assessor Continuing Education, PO Box 251, Trenton, New Jersey 08695-0251. Applications must be accompanied by a check or money order for \$50.00 made payable to the State Treasurer. THE APPLICATION FEE IS NOT REFUNDABLE. Please contact the Division of Taxation at (609) 292-7975 if you have any questions concerning completion of the application.
 *APPLICATIONS SUBMITTED AFTER THE EXPIRATION DATE OF THE CERTIFICATE REQUIRE AN ADDITIONAL \$50 FEE.**