



## State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS  
NEW JERSEY BOARD OF RECREATION EXAMINERS  
101 SOUTH BROAD STREET  
PO BOX 811  
TRENTON NJ 08625-0811  
(609) 984-6654

JON S. CORZINE  
GOVERNOR

JOSEPH V. DORIA, JR.  
COMMISSIONER

### Certified NJ Recreation Professional:

**You are required to obtain 5.0 CEU's , equal to 50 hours of continuing education, during the five years immediately proceeding the expiration of your certification. Approximately six months prior to your renewal date you will receive a notice that your renewal is due. *It is your responsibility to keep the Board informed of your current address.* You are responsible to submit your re-certification within the allowable timeframe even if you do not receive the Board's notification.**

**When you renew your certification, you will be required to submit**

- CEU report form
  - Copies of your completed CEUs earned
  - Check, payable to "Treasurer, State of New Jersey".
- Current fee is \$10.**

**WHENEVER YOU HAVE A CHANGE OF ADDRESS OR NAME, PLEASE NOTIFY PATRICIA SWARTZ AT THE ABOVE ADDRESS OR BY E-MAIL AT [pswartz@dca.state.nj.us](mailto:pswartz@dca.state.nj.us).**



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### RENEWAL OF CERTIFICATION

#### Renewal:

You must submit the completed application, with a check in the amount of \$10.00 payable to Treasurer State of New Jersey.

Mail the application and check to:

Secretary, New Jersey Board of Recreation Examiners  
Department of Community Affairs  
PO Box 811  
Trenton, NJ 08625-0811

You must ensure that an official transcript or equivalent is sent directly from the college or university, which provided the continuing education, to the address above. Continuing education units earned in other approved programs shall be documented by you submitting a copy of the CEU award form given to you by the training entity. It is your responsibility to maintain a copy of the CEU award form. The CEUs shall have been obtained within the five years immediately preceding the renewal application and credits obtained before or after the certification period shall not be counted towards the renewal. A 90-day grace period shall be allowed for submitting documentation, but this grace period shall not be used by the applicant to obtain credits. If the renewal application is approved by the Board, you will receive a recertification card showing a new date. Renewal of the recertification will occur upon satisfactory completion of the regulatory requirements of Chapter 5:53.

#### **Continuing Education Units:**

**One Continuing Education Unit (CEU) means 10 contact hours of instructional participation in an organized continuing education experience** which meets the criteria of N.J.A.C. 5:53-1.4. Continuing education units may be obtained by participation in an established course sponsored by an accredited college or university, at the rate of one CEU for each semester credit hour in a course in the parks, recreation, and leisure services field. CEUs may also be obtained by participation in an established continuing education program. Continuing education programs approved by the New Jersey Recreation and Park Association Certification Board are automatically accepted by the New Jersey Board of Recreation Examiners. CEU does not include an activity or program such as association membership and leadership activities; committee meetings, entertainment and recreation; or individual scholarship, that is, personal reading or study.