

5:32-1  
GENERAL PROVISIONS

**5:32-1.1 Examination Reviews**

- (a) The Director, at his or her discretion, may authorize, as staffing permits, review of a particular examination by applicants who were not successful in passing an examination to obtain a certificate for municipal finance officer, county finance officer, tax collector, registered municipal clerk, qualified purchasing agent, or certified public works manager.
- (b) If authorized by the Director, pursuant to (a) above, examination reviews shall be conducted by a representative or representatives of the Division of Local Government Services on a date and time and at a location determined by the Division. No one other than representatives of the Division of Local Government Services and the unsuccessful applicant or applicants for whom the review is being conducted shall be present at the examination review. No applicant will be permitted to take any notes or copy any questions or answers.
- (c) Requests for examination reviews must be made in writing and must take place within 60 days of the date that appears on the notice of the mailing of the examination results. To arrange an examination review, an unsuccessful applicant must make a written request to the Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, New Jersey 08625, proposing at least three alternative dates and times that would be convenient to attend such a review. If multiple applicants make written requests for review of an examination, the Division may allow said applicants to review their respective exams at a single location.
- (d) At the discretion of the Director, as staffing permits, the examination review may consist of the following:
  - 1. Informing the applicant of his or her grade and explaining the manner in which the grade has been calculated;
  - 2. Informing the applicant of the grade required for passage of the examination; and
  - 3. In limited circumstances, as staffing permits, the Division representative conducting the review may discuss and review a specific question with the applicant.

**5:32-1.2 Carrying over continuing education credits to the following renewal period**

An individual holding a license or certificate issued by the Division of Local Government Services may not carry over continuing education contact hours to the next following renewal period, unless the expiration date of the applicant's license or certificate was extended pursuant to P.L. 2020, c. 34, in which case, subject to procedures established by the Director, the applicant may, during the period of time in which the statutory period of the license or certificate was extended, carry over to the next renewal period a number of

earned continuing education contact hours not to exceed 50 percent of the total number of credits required to renew the individual's license or certificate.