



**New Jersey Department of Environmental Protection
Site Remediation Program**

**TEMPORARY LICENSED SITE REMEDIATION PROFESSIONAL
APPLICATION INSTRUCTIONS**

The following pages provide detailed instructions for the completion of the application for the temporary Licensed Site Remediation Professional (LSRP) license. The New Jersey Department of Environmental Protection (NJDEP or Department) will use the information presented in the application as critical indicators of an applicant's ability to render competent site remediation decisions.

Applicants will be evaluated based upon their education and experience. The information you provide to the NJDEP will determine whether you meet the statutory requirements for a temporary LSRP license. The NJDEP is looking for temporary LSRP applicants to demonstrate their experience and responsibilities when conducting a site investigation (SI), remedial investigation (RI), and remedial action (RA) of soil and ground water.

Applicants should read the Application Instructions thoroughly before completing the application.

The NJDEP requires typed applications and attachments: Handwritten applications, except for those sections specifically noted in the application, will be deemed incomplete and will not be reviewed. Please use a font size no smaller than 10-point type.

The NJDEP requires that the answers on the application be presented in the space provided unless otherwise noted. Do not submit additional information unless specifically requested to do so by the NJDEP. Information provided by an applicant that is not requested in the application will not be used by the NJDEP to make its temporary licensing decisions.

An applicant has the responsibility to both claim and clearly demonstrate that they meet the requirements for a temporary LSRP license. Applicants should provide information on the application that is relevant to the criteria for a temporary LSRP license as established in guidance to the Site Remediation Reform Act.

Because the temporary LSRP license is issued to an individual, applicants should use the first person singular to describe specifically their own work experience and responsibilities. Do not describe what the firm as a whole did.

Completed applications must be mailed with the application fee of \$400 (payable to "Treasurer, State of NJ") to the following address:

New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional
Temporary License Program
P.O. Box 028
Trenton, NJ 08625-0028

Section 1. Applicant Information

Please provide a clear, full-face passport style photograph (2" x 2") of your head and shoulders. The photograph must have been taken within the last six months prior to the date of your application. The applicant must print their full name on the back of the photograph and affix it to the application with double sided tape. Please do not staple or clip the photo, since it may damage the photo.

Please type your last name, first name and middle initial. If you have changed your name due to marriage, please include your maiden name as well. Please check the appropriate box if you have changed your name or can be identified under another name. If "yes" is checked, please complete the information by providing your different name.

Mailing and Business name and addresses

Please type your full mailing address and business name and address. Indicate the address that you would like the NJDEP to use for all correspondence.

E-Mail/Internet address

Please type in your full email address. The NJDEP will use this email address in order to distribute new guidance documents and updates regarding the Site Remediation Program (SRP) in New Jersey. If you are issued a temporary license, the NJDEP will also use this email address to contact you in the event there are questions that may arise during an audit.

Section 1. Applicant Information - continued

Telephone Numbers(s):

Please provide all telephone numbers where the NJDEP could reach you in the event there is a question concerning your application. If you are awarded a temporary license, the NJDEP will also use this telephone number to contact you in the event there are questions that may arise during an audit.

Note: The NJDEP will publish the information, as required above, of the successful applicants for the temporary LSRP license on the SRP web site. The contact information you provide should also be how you want prospective clients to contact you should you be awarded a temporary license.

Section 2. Relevant training and coursework and licensure:

As required in a through c below, applicants must provide a certificate that demonstrates proof of course completion and professional license:

- a. 40-hour health & safety training course pursuant to 29 CFR 1910.120;
- b. 8-hour health & safety refresher course pursuant to 29 CFR 1910.120 must have been completed no more than one year prior to application;
- c. A New Jersey Technical Requirements for Site Remediation course must have been completed no more than three years prior to application. Applicants scheduled to take the training course will be required to provide proof to the NJDEP that this course was completed prior to receiving their temporary license;
- d. List any professional licenses you currently hold and provide proof of licensure (i.e., Professional Engineer's License, Surveyor's License, contractor's license);
- e. Please attach a resume of experience.

Note: If the applicant cannot locate his or her 40-hour health & safety training course certificate as required in Section 2, complete the Affidavit for 40-hour Health and Safety Training on page 5 of the instruction package.

Section 3. Selection of Standard or Alternate Track

The New Jersey Legislature provided two tracks that persons may apply for a temporary LSRP license. The first track is known as the Standard Track, the second is known as the Alternate Track.

3a. Standard Track – Educational Requirements

Applicants choosing the standard track must hold a bachelor's degree or higher in natural, chemical or physical science, or an engineering degree in a discipline related to site remediation, from an accredited institution of higher education.

3b. Alternate Track

Applicants who do not hold a bachelor's degree from an accredited institution of higher education or who hold a non-qualifying degree other than required for the standard track, can apply for a temporary LSRP license for the remediation of underground storage tanks only, providing they meet the following criteria:

1. Have at least 14 years of full-time professional experience performing site remediation; and
2. At least 5 years full-time experience performing site remediation in New Jersey.

Section 4. Qualifying Degree

Applicants shall provide their qualifying degree for standard track and all advanced degrees that will be used for substitution of professional experience. An original copy (no photocopies) of the "Official" transcript(s) shall be provided for all degrees, as part of the application. Applicants should make every attempt to submit the transcript(s) with their application package; however, the Department understands that some institutions will not issue "Official" transcripts directly to the student. Those institutions shall submit the "Official" transcript to the Department, at the address on page 1 of these Application Instructions.

Applicants can substitute advanced degrees towards years of professional experience provided that the degree is in natural, chemical or physical science, or an engineering degree in a discipline related to site remediation.

- a. Masters Degree, substitution of 1 year towards professional experience.
- b. Doctorate Degree, substitution of 2 years towards professional experience.

Foreign Institutions

1. All applicants with degrees from foreign countries must have their foreign degrees **evaluated by a review service** at their cost. The applicant must provide this information with the complete application for a temporary license.
2. All applicants who are from non-English speaking countries or countries wherein the primary language is other than English, as part of the application, must submit a T.O.E.F.L (Test of English as Foreign Language) certificate with a minimum score of 233, and a T.S.E. (Test of Spoken English) with a minimum score of 50. An applicant who has received a four-year degree from a country wherein the primary language is English will be exempted. However, the degree must be evaluated as in item 1 above. The scores must be provided in a sealed envelope as received and unopened from the Educational Testing Service (ETS). For further information, contact:

Director
T.O.E.F.L. Program and Service
P.O. Box 6159
Princeton, NJ 08051-6159
(800) 468 – 6335
<http://www.toefl.org>

Section 5. Moral Character and Proficiency

Applicants must demonstrate they possess high moral character because they will be issuing opinions that are relied upon by the temporary LSRP's clients, the NJDEP, and the public.

Section 6. Social Security Number

Pursuant to N.J.S.A. 2A: 17-56.44e, for all licenses issued or renewed in the State after the effective date of C.2A: 17-56.41 et seq., the licensing authority shall record the full name, mailing address, Social Security number and date of birth of the applicant or licensee. All affected licensing authorities shall cooperate and enter into agreements with the Probation Division and the State's child support enforcement program pursuant to Part D of subchapter IV of the Social Security Act (42 U.S.C. s. 651 et seq. ; State IV-D agency) to exchange information to effectuate the purposes of N.J.S.A. 2A: 17-56.41 et seq. The Division of Motor Vehicles in the Department of Transportation and other appropriate licensing agencies shall amend their regulations and public notices to permit Social Security numbers collected by those agencies to be used for child support enforcement purposes. License information obtained through data matches with licensing authorities shall be maintained on the State case registry in the Department of Human Services for future use.

If an applicant chooses not to provide the social security number or does not complete the questionnaire in Section 6, the application will be rejected.

Section 7. Citizenship / Immigration Status

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the Bureau of Citizenship and Immigration Services (B.C.I.S.).

Questions about your immigration status and whether or not it is a qualifying status under federal law must be directed, prior to submitting your application, to the B.C.I.S. at: 1-800-375-5283.

Section 8. Child Support

In accordance with N.J.S.A. 2A:17-56.44d, an answer of "Yes" to any of the questions in 8a through d will result in a denial of temporary licensure. Furthermore, any false certification of the above information may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure.

Section 9. Certification and Handwriting Sample

Applicants must provide a handwriting sample. The NJDEP in cooperation with the Division of Law and Public Safety will use this information to investigate persons misrepresenting themselves as LSRPs.

Section 10. Application Affidavit

The applicant must sign and have the complete application package notarized.

Section 11. Professional Experience/Project Histories

The purpose of this section is for the applicant to demonstrate his or her experience and proficiency to conduct a SI, RI, and RA of soil and ground water in New Jersey and competency to issue a Response Action Outcome. Professional experience is defined as experience in which the applicant is required to apply scientific or engineering principles to contaminated site remediation where the resulting conclusions form the basis for reports, studies or other documents connected with the remediation of a contaminated site. A temporary license requires ten years of full-time professional experience for the standard track or 14 years of full-time professional experience for the alternate track. For all applicants, five years of full-time professional experience as a principal decision-maker shall have occurred in New Jersey and at least three years of full-time professional experience shall have occurred in New Jersey immediately prior to submittal of this application.

For the purpose of this application, the NJDEP considers an average of 20 hours per week of work of a professional grade and character to meet the requirements of one year of full-time professional experience. Therefore, in order to meet the full-time professional experience requirement for a temporary LSRP license, the total estimated hours of New Jersey full-time professional experience claimed under 11(a) must equal or exceed 5,000 hours and the total hours of full-time professional experience claimed under 11(c) must equal or exceed 10,000 hours for standard track or 14,000 hours for alternate track. An applicant who has worked less than an average of 20 hours a week may prorate his or her experience. An applicant cannot claim more than 1,000 hours per year.

11a. Professional Experience in New Jersey

Detail in tabulated format the information requested for each project for which you are claiming professional experience as a principal decision-maker in New Jersey. The term principal decision-maker is defined as:

“An individual who regularly bears all or a significant portion of the responsibility and accountability for the overall conduct of the remedial phases (i.e. site investigation, remedial investigation and remedial action) at contaminated sites in New Jersey. In general, this denomination will not include individuals with responsibility and accountability only for sub-tasks (e.g., field exploration program, groundwater modeling, data manipulation) within the major components of response actions.”

Add the estimated hours of New Jersey professional experience for each project listed and indicate total estimated hours in the space provided at the bottom of 11a and in 11c.

Applicants shall identify the phase(s) of remediation for each project claimed for professional experience (i.e., SI, RI, RA). Applicants shall identify up to six projects from this table, by placing an X in the appropriate column, and provide a completed project history for each project identified in section 11d, below.

11b. Professional Experience Outside of New Jersey

Detail in tabulated format the information requested for each project for which you are claiming professional experience on all project work completed outside of New Jersey. Add the estimated hours of professional experience for each project outside New Jersey listed and indicate total estimated hours in the space provided at the bottom of 11b and in 11c.

11c. Total Professional Experience

Indicate the total estimated hours of New Jersey professional experience claimed on 11a, in the space provided in 11c. Indicate the total estimated hours of professional experience outside New Jersey on 11b, in the space provided in 11c. Indicate if there is any qualifying higher education professional experience substitution (1,000 hours for a Masters Degree, 2,000 hours for a Ph.D.). Add the estimated hours for New Jersey and outside New Jersey and qualifying higher education professional experience and indicate in the space provided for total estimated hours of professional experience at the bottom of 11c.

11d. Project History

The applicant must demonstrate that he or she has been an active participant and principal decision maker in the remediation of contaminated sites. There are a total of six aspects of the remedial process, as identified under letter k of 11d (Project History). The applicant shall provide a Project History demonstrating the applicant's position as the principal decision maker for each of the six aspects. These aspects could have all been part of one project or each of the aspects could have taken place independently on up to six different projects.

Sections 11 a, b, and d may be copied if additional pages are necessary to complete the application.

Affidavit for 40-hour Health and Safety Training

This affidavit is to be executed by the applicant before a notary public if applicant cannot locate a course completion certification for the required 40-hour Health and Safety Training:

State of: _____

County of: _____

I, _____, in making this application to the New Jersey Department of Environmental Protection for licensure under N.J.S.A. 58:10C-13b(3), swear (or affirm) that I am the applicant and that I have completed a 40-hour health & safety training pursuant to 29 CFR 1910.120. Instead of providing a certification of course completion, I hereby swear (or affirm) that I do meet the requirement in N.J.S.A. 58:10C-13b(3), I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny licensure or certification or to withhold renewal of or suspend or revoke a license certificate issued by the Department.

Applicant's signature

Sworn and subscribed to me this _____

day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public

Affix Seal Here

Before you mail your completed application and fee please ensure the following are included.

Temporary Licensed Site Remediation Professional Application Check List

Included in Application	Section of Application	Information
		Application Fee of \$400.00 Checks should be made payable to "Treasurer, State of New Jersey"
	1	Passport style photograph. Include full name on back of photograph.
	1	Accurate address, phone number and email address.
	2	Include proof of course completion for the following: <ul style="list-style-type: none"> a. 40-hour health & safety b. 8-hour refresher c. NJ Technical Requirements for Site Remediation course completion d. Completed table d for all licenses that are currently valid e. Provided a copy of a current resume
	3	Choose Standard or Alternate Track.
	4	Enter all qualifying degree(s), foreign degrees and English proficiency information.
	5	Answer Moral Character and Proficiency questions a through d.
	6	Complete Social Security Number information and sign consent.
	7, 8	Answer questions 7 and 8 and sign and date.
	9	Provide a writing sample.
	10	Include the signed and notarized affidavit.
	11a	Complete professional experience in New Jersey and have a minimum of 5,000 hours.
	11a	Complete professional experience in New Jersey and have a minimum of 3,000 hours immediately prior to application.
	11b	Complete professional experience outside of New Jersey.
	11c	Tabulate total full-time professional experience and have a minimum of 10 years of full-time professional experience for the standard track or 14 years of full-time professional experience for the alternate track.
	11d	Up to six project histories for New Jersey professional experience (11a)