

How to Submit a Request for an Account with the DCA Certification and License Portal

Important for prior Firefighters who had access to their information prior to new system implementation:

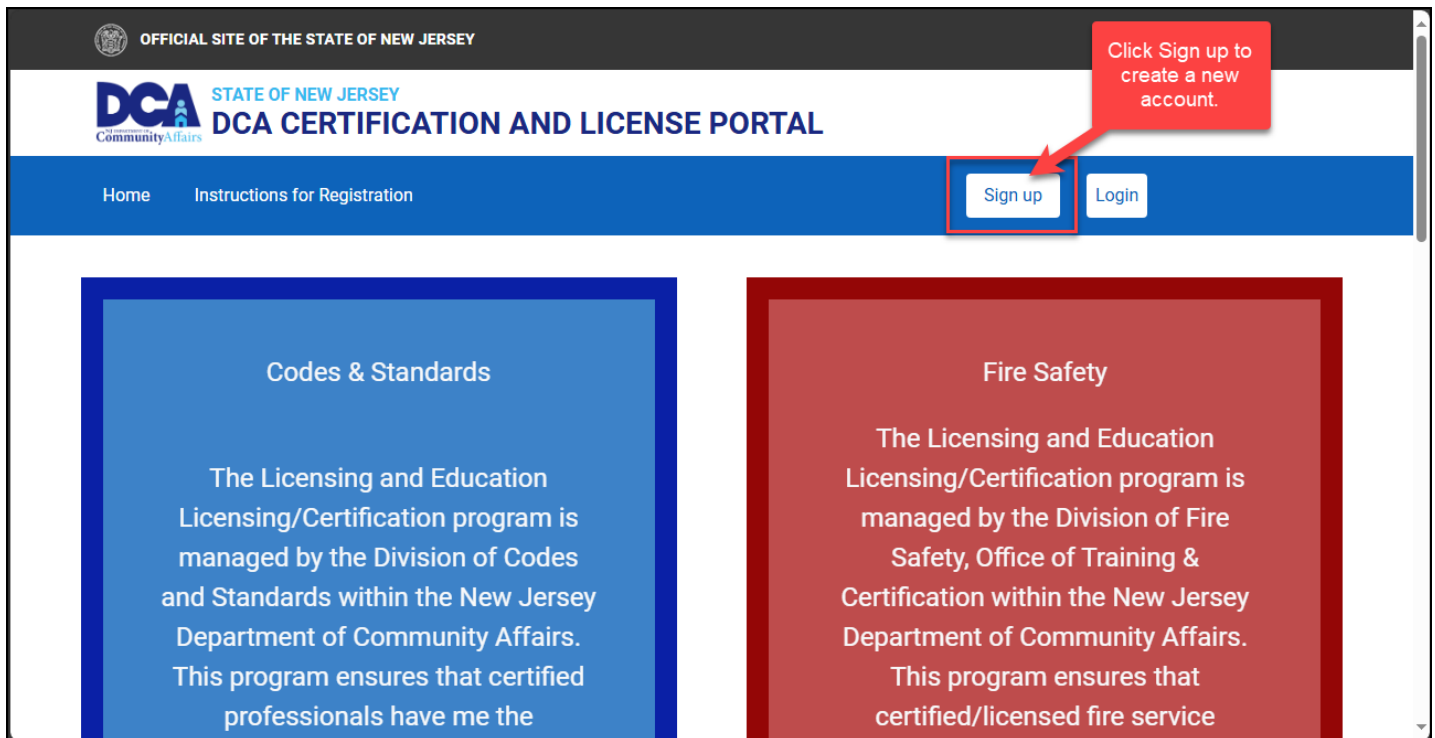
If you previously had access to the old system, your account and data were already migrated.

You should **not register again**.

Log in to your **MyNJ account** and you will see the new DCA Portal tile. Use that tile to access the system.

For New users

1. Visit the DCA Certification License Portal <https://certification.dca.nj.gov/>
2. Click on Sign Up to start the registration process



3. If you currently hold, or previously held, a license issued by the UCC, the Division of Fire Safety, or Fire Protection Contractors, you **must register using an authentication code**. (Select YES)
 - a. This code connects your new Portal Account with the license information already on file with the DCA.
 - b. **⚠ Important:** If you create an account without the authentication code, a duplicate account will be created, and you will not be able to access your existing license data.
 - c. If you have not received an authentication code but believe you should have, please contact the DCA for assistance.
 - i. For UCC Related accounts please contact
 1. Education Unit at education.unit@dca.nj.gov
 - ii. For Division of Fire Safety accounts please contact

1. The DFS at TrainingContractorCert@dca.nj.gov
- d. Note: If you or your business only hold a Business Permit, you do not need an authentication code. (Select NO)
 - i. You will be able to request access to your current permit within the portal.
- e. If you currently hold, or previously held, a license issued by the UCC, the Division of Fire Safety, or Fire Protection Contractors, you must use an authentication code when creating your account, or if you were already provided an authentication code.
 - i. Choose YES
- f. If you are a New User and never held any license or are a Business Permit Holder
 - i. Choose No

Link DCA Certification and License Portal to



- 1 Request access to DCA Certification and License Portal
- 2 Link DCA Certification and License Portal to your myNew Jersey/MBOS account
- 3 Use DCA Certification and License Portal

Step 1. Request access to DCA Certification and License Portal

Have you ever held a current or expired license or certification issued by the UCC, the Division of Fire Safety, or Fire Protection Contractors?
This does not include companies that have a business permit from the Division of Fire Safety. If you have a business permit only, please choose No.

☐ Yes ☐ No

4. If you select Yes, continue to #6
5. If you select No, go to #16
6. Registering with Authentication Code
 - a. Enter the Authentication Code that you were provided by the DCA
 - b. Enter the Authentication Code a second time to confirm the number
 - c. Enter your Last Name exactly as it appears on you current or expired license/certification.
7. The portal will then display the email address that is on file with the DCA
 - a. If no email address is on file, the field will be blank.
8. Confirm the email address is correct, if the field is blank enter your current email address.
 - a. Make any changes to the email address as needed
9. Enter the email address again to confirm
10. Type the characters shown in the image into the Verification Code field. If they are difficult to read, click the image to refresh it and generate a new code.

11. Click the “Register Account” Button

This does not include companies that have a business permit from the Division of Fire Safety. If you have a business permit only, please choose No.

☒ Yes ☐ No

Enter Authentication Code

Authentication Code (Required)

Confirm Authentication Code

Confirm Authentication Code (Required)

Enter Last Name

Please enter the authentication code provided to you. If you received an authentication code please contact the DCA for assistance. UCC registrations please contact the unit at education.unit@dca.nj.gov. For DFS registrations please call 609-777-3352

Last Name (Required)

If the email address below is incorrect or blank, then please enter your current email address.

If you have email address on file with DCA it will automatically populate. Make any appropriate corrections.

Email (Required)

Enter your email again to confirm.

Confirm Email (Required)

Type the characters shown in the image into the Verification Code field. If the characters are hard to read, click the image to refresh it and get a new code.

Verification Code (Required)

TUAWT

In order to properly link your DCA Certification and License Portal account with your existing myNewJersey/MBOS account, please be prepared to enter your myNewJersey logon ID and password on the next page.

Register Account

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12. You will then be directed to connect your account to a MyNJ Account.

- If you already have a MyNJ account, select Yes
- Enter your MyNJ Credentials, to have Portal access added to your MyNJ Account

OFFICIAL SITE OF THE STATE OF NEW JERSEY

myNJ

Link DCA Certification and Registration to myNewJersey

Do you have a myNewJersey Logon ID?

☒ Yes ☐ No

Information about your existing myNewJersey account:

myNewJersey Logon ID:

Password:

Continue

- c. If you do not have a MyNJ account, select NO
 - i. Complete the registration for the MyNJ account

OFFICIAL SITE OF THE STATE OF NEW JERSEY

myNJ

Link DCA Certification and Registration to myNewJersey

Do you have a myNewJersey Logon ID?

☐ Yes
☒ No

Information to create your new myNewJersey account:

Choose a myNewJersey Logon ID:

Choose a password:

Retype your password:

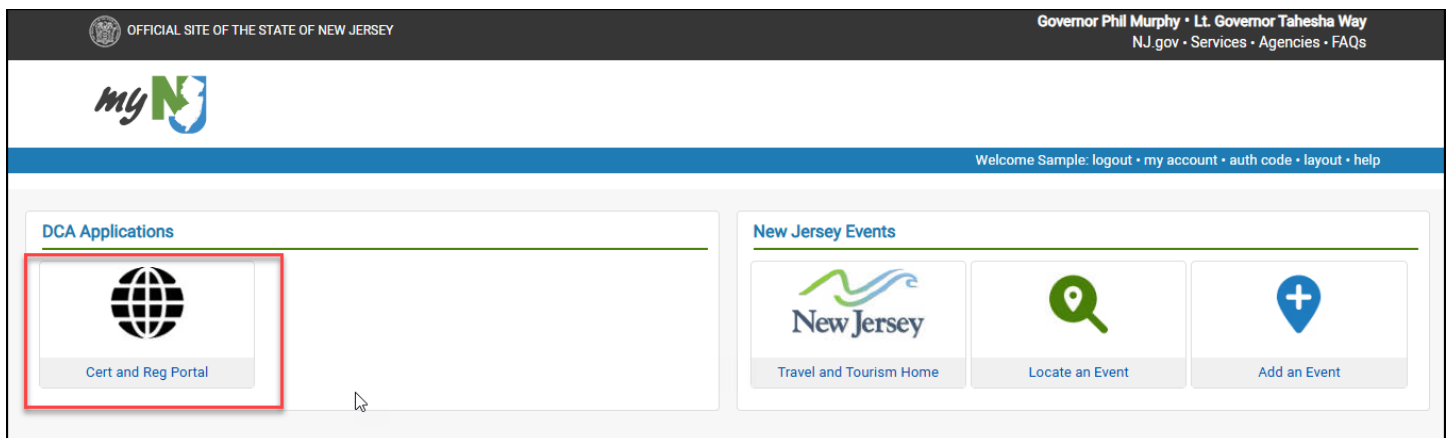
First name:

Last name:

If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.

Question you want us to ask:

13. Once registration is complete, a new DCA Portal tile will appear in your MyNJ Account.



- 14. You will not be able to access the portal until you verify your email address. Please check the email (including Junk/Spam folders) that you registered the account with and follow the instructions in the email to verify.
- 15. After you verify your email address, you can access the portal by clicking on the tile.
- 16. Registering without an Authentication Code (New User or Business Permit Holder)
- 17. Select NO
 - a. Complete the registration form by entering minimally the required information
 - i. First Name

- ii. Last Name
- iii. Date of Birth
- iv. Address
- v. City
- vi. County (if not from NJ, choose “Out of State”
- vii. State
- viii. Zip
- ix. Phone Number
- x. Email
- xi. Confirm Email
- xii. Verification (Captcha Code)

- 1. If the verification code is difficult to read, click the image to refresh and generate a new code.

18. Click Register Account

19. You will then be directed to connect your account to a MyNJ Account.

- a. If you already have a MyNJ account, select Yes
- b. Enter your MyNJ Credentials, to have Portal access added to your MyNJ Account

OFFICIAL SITE OF THE STATE OF NEW JERSEY

myNJ

Link DCA Certification and Registration to myNewJersey

Do you have a myNewJersey Logon ID?

☒ Yes
☐ No


Information about your existing myNewJersey account:


myNewJersey Logon ID:

Password:

Continue

- c. If you do not have a MyNJ account, select NO
 - i. Complete the registration for the MyNJ account

 OFFICIAL SITE OF THE STATE OF NEW JERSEY



Link DCA Certification and Registration to myNewJersey

Do you have a myNewJersey Logon ID?

☐ Yes
☒ No

Information to create your new myNewJersey account:

Choose a myNewJersey Logon ID:

Choose a password:

Retype your password:


First name:

Last name:


If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.

Question you want us to ask:

20. Once registration is complete, a new DCA Portal tile will appear in your MyNJ Account.


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Welcome Sample: [logout](#) • [my account](#) • [auth code](#) • [layout](#) • [help](#)

DCA Applications




Cert and Reg Portal


New Jersey Events



[Travel and Tourism Home](#)



[Locate an Event](#)



[Add an Event](#)

21. You will not be able to access the portal until you verify your email address. Please check the email (including Junk/Spam folders) that you registered the account with and follow the instructions in the email to verify.

22. After you verify your email address you can access the portal by clicking on the tile.