



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
NEW JERSEY BOARD OF RECREATION EXAMINERS
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NEW JERSEY BOARD OF RECREATION EXAMINERS
C.E.U.s REQUIRED STARTING IN YEAR 2000

The New Jersey Board of Recreation Examiners adopted Continuing Education Unit regulations for the certification of Recreation Administrators and Recreation Supervisors on July 6, 1998. These regulations require the submission of Continuing Education Units (CEU) with your annual renewal.

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.

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.

Pre-Approval of CEUs:

The NJ Board of Recreation Examiners does not pre-approve CEUs or courses. The New Jersey Board of Recreation Examiners automatically accepts continuing education programs approved by the New Jersey Recreation and Park Association Certification Board and by the NJ Office of Recreation

Renewal:

Approximately six months in advance, the Secretary of the Board of Recreation Examiners will send a letter and renewal application to those whose certificates are about to expire. This is a courtesy mailing. Non receipt of renewal notice does exempt your timely submission of recertification. A general renewal notice is available on line at <http://www.nj.gov/dca/dcr/rec/njbre/index.shtml>. You must submit the completed application, with a check currently 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 course or continuing education, to the address above. You must submit a copy of the CEU form given to you by the training entity, to document continuing education units earned. It is your responsibility to maintain a copy of the CEU form (s). The CEUs must have been obtained within the five years immediately preceding the expiration of your certification. 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. 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 certificate showing a new expiration date. Renewal of the recertification will occur upon satisfactory completion of the regulatory requirements of Chapter 5:53.

The Year 2000:

Commencing in the year 2000, the Board requires CEUs for recertification. In order to allow people to phase into the plan, in the year 2000 only, you were able to select whether your initial renewal period was for a period of one year, two years, three years, four years, or five years. The required CEUs were due in either 2001, 2002, 2003, 2004 or 2005 depending on the number of years requested. After this initial renewal all recertification are for five years. By 2005 all certified professional will be on a five year renewal cycle.

Recertification due every 5 years

After the year 2000 in order to maintain professional certification in the parks, recreation, and leisure services field, certification shall be renewed every five years. The renewal shall be due five years from the date of certification or

recertification. You must submit 5.0 CEUs (50 hours of continuing education units) and a check currently in the amount of \$10.00, made payable to Treasurer, State of New Jersey with your renewal application. Following is a table of renewal date

RENEWAL TABLE

CERTIFICATION EXPIRES	FEE	# OF CEU REQUIRED	CEUs MUST BE EARNED	SUBSEQUENT RENEWAL DATE
12/31/04	\$10	5.0 (50 hours)	01/01/00 - 12/31/04	12/31/09
3/31/05	\$10	5.0 (50 hours)	04/01/00 - 03/31/05	03/31/10
9/30/05	\$10	5.0 (50 hours)	10/01/00 - 09/30/05	09/30/10
12/31/05	\$10	5.0 (50 hours)	01/01/01 - 12/31/05	12/31/10
3/31/06	\$10	5.0 (50 hours)	04/01/01 - 03/31/06	03/31/11
9/30/06	\$10	5.0 (50 hours)	10/01/01 - 09/30/06	09/30/11
12/31/06	\$10	5.0 (50 hours)	01/01/02 - 12/31/06	12/31/11
3/31/07	\$10	5.0 (50 hours)	04/01/02 - 03/31/07	03/31/12
9/30/07	\$10	5.0 (50 hours)	10/01/02 - 09/30/07	09/30/12
12/31/07	\$10	5.0 (50 hours)	01/01/03 - 12/31/07	12/31/12
3/31/08	\$10	5.0 (50 hours)	04/01/03 - 03/31/08	03/31/13
9/30/08	\$10	5.0 (50 hours)	10/01/03 - 09/30/08	09/30/13
12/31/08	\$10	5.0 (50 hours)	01/01/04 - 12/31/08	12/31/13
3/31/09	\$10	5.0 (50 hours)	04/01/04 - 03/31/09	03/31/14
9/30/09	\$10	5.0 (50 hours)	10/01/04 - 09/30/09	09/30/14
12/31/09	\$10	5.0 (50 hours)	01/01/05 - 12/31/09	12/31/14
3/31/10	\$10	5.0 (50 hours)	04/01/05 - 03/31/10	03/31/15
9/30/10	\$10	5.0 (50 hours)	10/01/05 - 09/30/10	09/30/15
12/31/10	\$10	5.0 (50 hours)	01/01/06 - 12/31/10	12/31/15

Denial of renewal:

If a renewal application is denied, you will receive a letter explaining the reason for the denial. All records will be maintained by the Board for a period of two years after certification is denied. You may appeal the denial, in writing to the Board within 45 days of the receipt of the denial, including documentation explaining why the certificate should be renewed. Appeals should be sent to the address listed earlier in this article. The Board shall, within 45 days of receipt of the appeal letter, in accordance with the provisions of the Administrative Procedure Act, N.J.S.C. 52:14B-1 et seq. and 52:114F-1 et seq. and the Uniform Administrative Procedure Rules, N.J.A.C.1:1, either hold a hearing on the appeal or refer the appeal to the Office of Administrative Law. The Board shall issue the final decision within 45 days of either the conclusion of the hearing conducted by the Board or the receipt of the initial decision issued by the Office of Administrative Law.

Reinstatement of lapsed certification:

If you have failed to obtain the requisite 50 hours of continuing education (5.0 CEUs) within the five year renewal period and wish to reinstate your certification, you must apply for recertification. The credits shall be earned and the recertification application received within one calendar year from the time it was originally due. Any resulting recertification will then expire in four more years. Prior to that expiration, the applicant shall obtain 5.0 additional CEUs. Only one recertification shall be accepted within two consecutive renewal periods, that is, within a period of 10 years.