



LFN 2022-15

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All DLGS-Licensed
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Director

DLGS Certification Unit Update: Regulatory Amendments Pertaining to Licensed Officials

Effective August 1st, the Division of Local Government Services (DLGS) has [adopted regulatory amendments](#) implementing certain changes relevant to DLGS-licensed positions, which include:

- The ability to bank up to 50% of surplus continuing education (CEU) contact hours earned during a license renewal cycle extended pursuant to N.J.S.A. 52:27D-18.5 into the next renewal cycle. **This carry over allowance is effective one time only.**
- Commencing with qualified purchasing agent (QPA) license renewals due by December 31, 2022:
 - increasing from 20 to 25 the total number of CEU contact hours a QPA must earn during a license renewal cycle; and
 - increasing the minimum required number of CEU contact hours for the “procurement procedures” category from two (2) to five (5).
- Creating a new optional continuing education category for QPAs titled “public works compliance.”
- Requiring a contracting unit to notify its auditor whenever a QPA vacates the position unless the auditor makes an annual inquiry on whether a contracting unit has appointed a QPA or temporary QPA.

The regulatory updates also codify current DLGS procedures pertaining to examination reviews, along with the DLGS’s ability to approve an application to replace a temporary chief financial officer, temporary purchasing agent, or acting municipal clerk with another individual who is in the process of obtaining the relevant license. **Please note that a temporary chief municipal finance officer (CMFO) cannot be replaced by a private entity temporarily performing the duties of a CMFO.**

**“Banking” Continuing Education Contact Hours Earned
During License Renewal Cycle Extended by N.J.S.A. 52:27D-18.5**

N.J.S.A. 52:27D-18.5 temporarily extended by one year all DLGS certifications, along with tax assessor certifications, in effect on or after May 15, 2020. Renewal cycles commencing after the expiration of certifications temporarily extended pursuant to P.L. 2020, c. 34 shall revert to their original two and three-year statutory time periods. Please refer to the Appendix for a chart detailing the extended renewal cycles for all DLGS-licensed positions.

As a temporary exception to the general prohibition on carrying over CEU contact hours to the next license renewal cycle, new rule N.J.A.C. 5:32-1.2 allows all DLGS-licensed officials, who are obligated to undergo continuing education, to carry over surplus CEU contact hours earned during the renewal period extended pursuant to N.J.S.A. 52:27D-18.5 into the next following renewal cycle only. The number of CEU contact hours carried over cannot exceed 50% of the number needed to renew the respective license. To carry over CEU contact hours from the extended renewal cycle to the next following cycle, a licensed individual must have earned a total amount of CEU contact hours greater than the minimum number required to renew their certification. For example, if a CMFO earned a total of 50 CEU contact hours during the extended renewal cycle, that CMFO could carry over no more than 15 of the 20 surplus contact hours into the next following renewal cycle.

	CCFO/CMFO	CTC	CPWM	RMC	QPA
Contact Hours Required to Renew	30	15	20	20	20 / 25
Contact Hours (Over Minimum) Allowed to be Carried Over (from previous extended cycle)	15	7.5	10	10	10 / 12.5

Surplus CEU contact hours will be applied to the same category in which they were earned; existing requirements concerning minimum contact hours per category remain in place. No contact hours can be carried over if that would result in the licensed individual earning fewer than the minimum number of contact hours required for a particular category during the previous extended renewal cycle.

Individuals seeking to apply surplus CEU contact hours earned during the extended cycle towards their next following renewal cycle shall, at the time they submit their certification renewal application form, list all carryover contact hours onto an addendum to the renewal form. The preceding certification renewal form that was submitted for the extended renewal cycle shall also be included. Incomplete submissions such as those lacking course names, numbers, sponsors, and dates will be rejected. The DLGS retains the discretion to review applicant files to verify accuracy.

Increased Minimums for Qualified Purchasing Agent CEU Credits; New Optional Category

Starting with license renewals due by December 31, 2022, and all renewal cycles thereafter, QPAs must earn a minimum of 25 CEU contact hours for certification renewal and earn a minimum of five (5) CEU contact hours under the “procurement procedures” category. Surplus contact hours earned during the extended cycle can be applied toward the additional QPA credit requirements (see section above).

Alongside the existing non-mandatory “information technology” category, an optional category of “public works compliance” has been added for QPAs to compliance matters relevant to public works projects that do not fit squarely within the scope of the “procurement procedures” subject area. Examples of such topics include New Jersey prevailing wage laws, the federal Davis-Bacon Act, and equal employment opportunity and affirmative action (EEO/AA) laws specific to public works contracts. QPAs are strongly encouraged to review the [June 15, 2022 letter](#) on prevailing wage and Public Works Contractor Registration (PWCR) compliance, jointly issued by the New Jersey Departments of Labor and Workforce Development, Community Affairs, and Education.

Updated Forms; Further Questions

Updated certification renewal forms are available on the [DLGS website](#) under the “Record of CEUs/Certification Renewal Application” heading. Licensed officials with further questions on the extended renewal cycle and the temporary ability to bank surplus CEU contact hours should contact the DLGS’ Certification Unit at DLGS.Certification@dca.nj.gov.

Approved: Jacquelyn A. Suárez, Director

Document	Internet Address
N.J.A.C. 5:32 Notice of Adoption (pdf)	https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/R.2022%20d.098%20(54%20N.J.R.%201546(a)).pdf
DLGS Rules and Regulations Webpage	https://www.nj.gov/dca/divisions/dlgs/resources/rules_reg.html
Joint Agency Letter – Public Works Contracting	https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/Prevailing_Wage_and_Public_Works_Contractor_Registration_Act_Updates.pdf
DLGS Professional Certification Webpage	https://www.nj.gov/dca/divisions/dlgs/programs/certification.html

Appendix - Temporary Extension of Renewal Cycles for DLGS-Licensed Positions

DLGS-Licensed Position	Current Statutory CEU Renewal Deadline (by Cycle)	Extended CEU Renewal Deadline (by Cycle)	Next CEU Renewal Deadline (by Cycle) Following Extension
Certified Municipal Finance Officer	June 30, 2020	June 30, 2021	June 30, 2023
	December 31, 2020	December 31, 2021	December 31, 2023
	January 1, 2021	January 1, 2022	January 1, 2024
	June 30, 2021	June 30, 2022	June 30, 2024
	December 31, 2021	December 31, 2022	December 31, 2024
	January 1, 2022	January 1, 2023	January 1, 2025
County Finance Officer	Two years from the last day of the month the certificate was issued	Three years from the last day of the month the certificate was issued	Two years from the last day of the month the certificate was issued
Certified Tax Collector	June 30, 2020	June 30, 2021	June 30, 2023
	December 31, 2020	December 31, 2021	December 31, 2023
	June 30, 2021	June 30, 2022	June 30, 2024
	December 31, 2021	December 31, 2022	December 31, 2024
Registered Municipal Clerk	September 30, 2020	September 30, 2021	September 30, 2023
	October 31, 2020	October 31, 2021	October 31, 2023
	December 31, 2020	December 31, 2021	December 31, 2023
	April 30, 2021	April 30, 2022	April 30, 2024
	September 30, 2021	September 30, 2022	September 20, 2024
	October 31, 2021	October 31, 2022	October 31, 2024
	December 31, 2021	December 31, 2022	December 31, 2024
Qualified Purchasing Agent	June 30, 2020	June 30, 2021	June 30, 2024
	December 31, 2020	December 31, 2021	December 31, 2024
	January 1, 2021	January 1, 2022	January 1, 2025
	June 30, 2021	June 30, 2022	June 30, 2025
	December 31, 2021	December 31, 2022	December 31, 2025
	January 1, 2022	January 1, 2023	January 1, 2026
	June 30, 2022	June 30, 2023	June 30, 2026
	December 31, 2022	December 31, 2023	December 31, 2026
January 1, 2023	January 1, 2024	January 1, 2027	
Certified Public Works Manager	June 30, 2020	June 30, 2021	June 30, 2024
	December 31, 2020	December 31, 2021	December 31, 2024
	June 30, 2021	June 30, 2022	June 30, 2025
	December 31, 2021	December 31, 2022	December 31, 2025
	June 30, 2022	June 30, 2023	June 30, 2026
	December 31, 2022	December 31, 2023	December 31, 2026