

# RENEWAL

## Certification/Certificate Application Form



### For Official Use Only

Received: \_\_\_\_\_  
 Check Number: \_\_\_\_\_  
 PO/Voucher: \_\_\_\_\_  
 Returned: \_\_\_\_\_  
 Received: \_\_\_\_\_  
 Approved: \_\_\_\_\_

1. SSN Number: \_\_\_\_\_  
 Certification Number: \_\_\_\_\_ (Example: 111111)  
 2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephones – Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Gender/Race:  Male  Female Race: \_\_\_\_\_  
 EMT?:  Yes  No (Use Codes on 2nd Page)

4. If you answer YES to the following question, supply documentation or detailed explanation on another sheet of paper.  
 Have you ever been convicted of a crime or offense other than a traffic violation, or engaged in any behavior or conduct sufficient to deny certification in accordance with N.J.A.C. 5:71-4.4, N.J.A.C. 5:71-4.5, N.J.A.C. 5:73-1.7 and/or N.J.A.C. 5:73-1.9?  
 No  Yes

3. Certification/Certificate titles: (Check all that apply)

<u>Certifications</u>	<u>Certificates</u>
<input type="checkbox"/> Fire Official	<input type="checkbox"/> Drill Ground Instructor
<input type="checkbox"/> Fire Inspector	
<input type="checkbox"/> Fire Instructor Level 2	
<input type="checkbox"/> Fire Instructor Level 1	

5. Application Fees:

Fire Official	\$45.00
Fire Inspector	\$45.00
Fire Instructor Level 2	No Fee
Fire Instructor Level 1	No Fee
Drill Ground Instructor	No Fee

Please make a personal check, money order, or municipal purchase order/voucher payable to:

**“TREASURER, STATE OF NEW JERSEY”**

### RENEWAL REQUIREMENTS

	CEU's	Credit Type
FIRE OFFICIAL:	1.0	Administrative and
	2.0	Technical
FIRE INSPECTOR:	2.0	Technical
FIRE INSTRUCTOR LEVEL 1:	1.5	Instructor
FIRE INSTRUCTOR LEVEL 2:	1.5	Instructor
DRILL GROUND IINSTRUCTOR:	0.5	DGI/LB/SCBA

Note 1: N.J.A.C. 5:71-4.5 (c) states that “meeting credits” can only be used to satisfy one-half of the administrative/technical CEU renewal requirements of code enforcement certifications (e.g., Fire Official and Fire Inspector).

Note 2: CEU credit must have been earned in the current certification cycle.

6. I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# RENEWAL APPLICATION FORM INSTRUCTIONS

Note: Please type or print clearly on the application form.

## Section

1. Enter your Social Security Number (SSN) [e.g., 123-45-6789] and six digit Firefighter Identification Number (FFID) [e.g., 111111], if previously issued to you. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.
2. Provide your name, home address, contact telephone numbers, email address, date of birth, gender/race, and whether you hold a valid Emergency Medical Technician (EMT) certification issued by the NJ Department of Health.

3. Please use the following code numbers to indicate your race/national origin which best applies to your ancestral heritage. **(Providing this information is voluntary.)**

Indicate which certifications and certificates you are renewing. Only renew the higher title in a series. Each certificate is separate from a certification series. Check all that apply.

Example: (1) Fire Official is higher than Fire Inspector.  
(2) Fire Instructor 2 is higher than Fire Instructor 1.

Race/National Origin Codes	
<u>Code</u>	<u>Description</u>
01	American Indian or Alaskan Native
02	Asian or Pacific Islander
03	Black, not of Hispanic origin
04	White, not of Hispanic origin
05	Hispanic

### Certification/Certificate Renewal Requirements:

Please note that N.J.A.C. 5:71-4.5 (c) states that "meeting credits" can only be used to satisfy **one-half** of the administrative/technical CEU renewal requirements of code enforcement certifications (e.g., Fire Official and Fire Inspector). Additionally—Credit totals must have been earned in the current certification cycle.

**Fire Official (Certification):** 3.0 CEU's (2.0 Technical and 1.0 Administrative), including one Code Update Program of instruction for any Fire Official who is employed by a local enforcing agency.

**Fire Inspector (Certification):** 2.0 CEU's (Technical), including one Code Update Program of instruction for any Fire Inspector who is employed by a Local Enforcing Agency (LEA).

**Fire Instructor Level 1 (Certification):** 1.5 CEU's (Instructor).

**Fire Instructor Level 2 (Certification):** 1.5 CEU's (Instructor).

**Drill Ground Instructor (Certificate):** 0.5 CEU's (DGI/Live Burn/SCBA).

4. If you answer YES to this question, please supply documentation or detailed explanation on another sheet of paper.
5. Please make a personal check, money order, or municipal purchase order/voucher payable to "TREASURER, STATE OF NEW JERSEY". Applications will not be processed unless payment is enclosed for all certifications/certificates renewed.
6. The application form must be signed and dated. Forward the application form, application fee and supportive documentation to:

**Certification Renewal  
Office of Training and Certification  
Division of Fire Safety  
P.O. Box 809  
Trenton, NJ 08625-0809**

Questions on renewal requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 777-3552** from 8:30 a.m. to 4:30 p.m., Monday through Friday.