

LICENSURE OF CERTAIN LOCAL GOVERNMENT OFFICERS

5:32-1.1 Examination Reviews

- (a) The Director, at his or her discretion, may authorize, as staffing permits, review of a particular examination by applicants who were not successful in passing an examination to obtain a certificate for municipal finance officer, county finance officer, tax collector, registered municipal clerk, or qualified purchasing agent.
- (b) If authorized by the Director, under (a) above, examination reviews shall be conducted in the offices of the Division of Local Government Services, 101 South Broad Street, Trenton, New Jersey by a representative or representatives of the Division of Local Government Services. No one other than representatives of the Division of Local Government Services and the unsuccessful applicant for whom the review is being conducted shall be present at the examination review. No applicant will be permitted to take any notes or copy any questions or answers.
- (c) Requests for examination reviews must be made in writing and must take place within 60 days of the date that appears on the notice of the mailing of the examination results. To arrange an examination review, an unsuccessful applicant must make a written request to the Division of Local Government Services, 101 South Broad Street, PO Box 803, Trenton, New Jersey 08625, setting forth at least three alternative dates and times that would be convenient to attend such a review.
- (d) At the discretion of the Director, as staffing permits, the examination review may consist of the following:
 - 1. Informing the applicant of his or her grade and explaining the manner in which the grade has been calculated;
 - 2. Informing the applicant of the grade required for passage of the examination; and
 - 3. In limited circumstances, as staffing permits, the representative of the Division conducting the review may discuss and review a specific question with the applicant.