

New Jersey Department of Environmental Protection,  
Licensing and Registration, Mail Code: 401-04E, PO Box 420, Trenton, NJ 08625  
609-292-1308 (fax) or email: Chrissy.Gerstnicker@dep.nj.gov

NAME OF INSTITUTION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Email \_\_\_\_\_

I. COURSE NAME/LOCATION	INSTRUCTOR, NAME, HOME ADDRESS, EMAIL, FAX #	COURSE FEE
_____	_____ _____ _____ email: _____ fax: _____ initial request Y OR N renewal request Y OR N	_____
_____	_____ _____ _____ email: _____ fax: _____ initial request Y OR N renewal request Y OR N	_____
_____	_____ _____ _____ email: _____ fax: _____ initial request Y OR N renewal request Y OR N	_____

II. ARE TESTS ADMINISTERED? YES \_\_\_\_\_ NO \_\_\_\_\_

INDICATE THE NUMBER OF TESTS GIVEN: \_\_\_\_\_  
ON WHAT BASIS IS THE COURSE CERTIFICATE ISSUED? \_\_\_\_\_ ATTENDANCE  
\_\_\_\_\_ PASSED TESTS  
PERCENTAGE OF GRADE ALLOCATED TO EXAM(S): \_\_\_\_\_  
PERCENTAGE OF GRADE ALLOCATED TO ATTENDANCE: \_\_\_\_\_

III. I certify that the above course(s) will meet all required course curriculum and utilize the mandatory textbooks.

\_\_\_\_\_  
SIGNATURE OF CONTACT PERSON DATE

NOTE: Approval is contingent upon the instructor meeting the requirements outlined in the criteria. Current instructor resumes must be submitted with your request unless you were approved for the identical request last year.

Section 4: Priority and Limits on Funding - Project requests will be reviewed in order of receipt of a completed submission and pending available funds. Funding requests will be considered if submitted within one year of the event.

## VI. APPROVAL OF SCHOOLS, PROGRAMS OR INSTRUCTORS

Section 1: Course Approval – Courses offered to satisfy NJDEP exam requirements for licensing operators shall be approved by the Advisory Committee. The Committee will then advise the Bureau of Licensing and Pesticide Operations of its review and determination. Courses shall be offered under the auspices of Educational Institutions certified by the New Jersey Department of Education. Courses offered must follow, at a minimum, course curricula developed and approved by the Advisory Committee for cause.

Section 2: Instructor Approval – Instructors for approved courses shall be pre-qualified by the Advisory Committee. Instructors shall have exhibited:

a) For Introductory Water and Wastewater Courses:

- 1) Possession of a valid NJDEP operator's license of the level Four (4) in any category or
- 2) Possession of a level Three (3) license in a Wastewater field AND at least a level One (1) license in a Water related field or
- 3) Possession of a level Three (3) license in a Water related field AND at least a level One (1) license in a Wastewater related field

or

- 4) Possession of a valid NJ Professional Engineer's license or a Masters in Environmental Related Sciences, AND experience commensurate with related licensing requirements of a level Four (4) license in the field being taught.

b) For Advanced Water, Wastewater and Collection System Courses:

1. Possession of a valid NJDEP level Four (4) license in the field being taught

or

2. Possession of a valid NJ Professional Engineer's license, or a Masters in Environmental Related Sciences, AND experience commensurate with related licensing requirements of a level Four (4) license in the field being taught.

c) For Industrial Wastewater Courses:

or

1. Possession of a valid N-4 or S-4 license
2. Possession of a valid NJ Professional Engineer's license, or Masters in Environmental Related Sciences, AND experience commensurate with related licensing requirements for either the N-4 or S-4 licenses.

Instructors may be required to obtain teaching certificates from the NJ Department of Education.

d) For Very Small Water Systems

1. Possession of a valid T-3 or W-3 license
- or
2. Possession of a valid NJ Professional Engineer's license, or Masters in environmental related sciences, AND experience commensurate with related licensing requirements for either the T-3 or W-3 licenses

Instructors may be required to obtain teaching certificates from the NJ Department of Education.