

STATE OF NEW JERSEY BOARD OF TREE EXPERTS 101 W. Veterans Highway Jackson NJ 08527 732 - 534 - 0982 https://www.njbte.org



## Licensed Tree Care Operator (LTCO) Biennial Renewal Application Form

## January 1, 2024 - December 31, 2025

\_\_X\_\_ Renewal Application

LTCO # \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Check here to confirm that at least 32 continuing education credits were earned as required during the preceding biennial period as set forth at N.J.A.C. 7:3A - 7.1(a).

\_\_\_\_\_ Check here to **request a waiver of continuing education credits** for hardship reasons as set forth at N.J.A.C. 7:3A-7.1(c). (See # 15 for requirement to submit a request for waiver)

#### WRITE CLEARLY:

1. Name:	Date of Birth:						
2. Physical Address:	Number		Street				
City	State	Zip Code	County				
3. Mailing address (if different from above):	Number		Street				
City	State	Zip Code	County				
4. Telephone – Cell:	Telephone - Home/Office:						
5. Fax:							
6. E-Mail:							
7. Web-Site Address:							
8. Employer:							
9. Address:		G					
Number		Street					
City	State	Zip Code	County				

#### 10. TYPE OF TREE CARE SERVICES PERFORMS: Please check all services you perform

- \_\_\_\_\_Tree Maintenance (Pruning & Repairing)
- \_\_\_\_\_Tree Removals, Brush Cutting or Removal
- \_\_\_\_Stump Grinding or Removal
- \_\_\_\_Other: please specify \_\_\_\_\_

#### 11. REGISTRATION FEE

- ✓ Please enclose the required fee for biennial Licensing: **\$150.00**.
- ✓ After December 31, 2023 add in late fee of \$25.00
- ✓ Checks or Money Orders should be made payable to the Treasurer, State of New Jersey.

# 12. SEND YOUR APPLICATION AND FEE WITH NECESSARY SUPPORTING DOCUMENTATION TO: Board of Tree Experts, 101 W. Veterans Highway, Jackson, NJ 08527

#### 13. CERTIFICATION OF DECLARATION

I declare, subject to the penalties for perjury, that the statements made herein and on the accompanying attachments and documents have been examined by me and to the best of my knowledge and belief are true and correct. I further understand that a false statement knowingly made by me may be cause for suspension or revocation of the License issued pursuant to this application.

#### Signature of Licensee

Date

#### 14. DEADLINE FOR LTCO LICENSE RENEWAL: December 31, 2023

#### **Please Note:**

- A) <u>After December 31, 2023</u>, a late fee of \$25.00 shall be applied to the Licensee fee of \$150.00 for a total amount of \$175.00.
- B) <u>After January 30, 2024</u>, if the Board does not receive a completed LTCO License renewal application form, CEU supporting documents, renewal fee, and late fee; the LTCO License will be <u>suspended</u>, and the Licensee may be subject to civil administrative penalties.
- 15. Waiver of Continuing Education Units: To request the Board grant a Waiver of Continuing Education Units due to illness certified by physician, disability, military deployment, or other good cause deemed acceptable by the Board. <u>Please attach a request in writing by December 3, 2023</u>, specifying the reasons for the waiver request. The licensee shall also provide any information in support of this request.
- 16. If the Licensee has decided to retire, and wishes not to renew their license, please notify the Board of Tree Experts' Office at 732 – 534 – 0982 or by email at <u>njtreeexperts@gmail.com</u> so that state records can be updated.

### Continuing Education Units - Documentation/Audit Form For Time Period: January 1, 2022 to December 31, 2023

Name:			LTCO	#		CEUs		
Claimed:								
	ts, and a description of <b>Attach documentation</b>							
<u>Date</u>	<u>Credits</u>	<b>Description of Continuing Education Units</b>						
Make additional continuing education	opies of this page if yo	u need more space t	to document a	all you	r			

Form: Renewal LTCO License 9/1/2022

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