



STATE OF NEW JERSEY
BOARD OF TREE EXPERTS
101 W. Veterans Highway
Jackson NJ 08527
732 - 534 - 0982
njtreeexperts.org



Licensed Tree Care Operator (LTCO) Biennial Renewal Application Form

January 1, 2025 - December 31, 2026

 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: _____

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, 2024 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, 2024**

Please Note:

- A) **After December 31, 2024**, a late fee of \$25.00 shall be applied to the Licensee fee of \$150.00 for a total amount of \$175.00.
- B) **After January 30, 2025**, 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 suspended, 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. Please attach a request in writing by December 3, 2024, 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 njtreeexperts@gmail.com so that state records can be updated.

For Time Period: January 1, 2025 to December 31, 2026

List the dates, credits, and a description of the CEUs claimed during the above time-period. **Credits must equal 32 or more.** Attach documentation verifying continuing education units as set forth by 7:3A-7.4.

May 1, 2022 3.5 CAA's Electrical Hazard Training (example only)

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