



- | City | State | Zip Code | County |
|------|-------|----------|--------|
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10. TYPE OF TREE CARE SERVICES PERFORMS: **Please check all services you perform**

- | | |
|---|--|
| <input type="checkbox"/> Tree Maintenance (Pruning & Repairing) | <input type="checkbox"/> Planning & Consulting Services |
| <input type="checkbox"/> Tree Removals, Brush Cutting or Removal | <input type="checkbox"/> Tree Establishment |
| <input type="checkbox"/> Stump Grinding or Removal | <input type="checkbox"/> Lightning Protection |
| <input type="checkbox"/> Pesticide Applications | <input type="checkbox"/> Tree Assessment & Risk Management |
| <input type="checkbox"/> Tree Appraisals/Insurance Claims | <input type="checkbox"/> Tree Mgt. Site Planning & Development |
| <input type="checkbox"/> Plant Health Care (I&D/Fertilization/Soil) | <input type="checkbox"/> Cabling & Bracing/Support Systems |
| <input type="checkbox"/> Utility Line Clearance/Vegetation Mgt. | <input type="checkbox"/> Comm. Forestry/Shade Tree Inventory |
| <input type="checkbox"/> Mechanical Tree Spade Services | <input type="checkbox"/> Other _____ |

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: **NJ 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. LTE EMERITUS STATUS: The Board of Tree Experts (Board) has approved the category of LTE EMERITUS. An LTE in good standing with the Board can keep their credential, while having the **32 biennial CEU requirements waived** if the LTE pays the biennial renewal fee (\$150.00) and agrees not to advertise or sell services for hire for the duration of the renewal as declared below. An LTE EMERITUS may not return to working without fulfilling all the LTE requirements. The term EMERITUS will be added to the License Certificate and License Card.

CERTIFICATION OF DECLARATION FOR LTE EMERITUS:

I declare and agree, that as an LTE EMERITUS, I shall not advertise or sell tree care services for hire for the duration of this renewal period and may not return to work without fulfilling all the LTE requirements and by written permission of the Board. I further understand that working for hire as an LTE may be cause for suspension or revocation of the License issued pursuant to this application.

Signature of Licensee

Date

15. DEADLINE FOR LTE 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 LTE License renewal application form, CEU supporting documents, renewal fee, and late fee; **the LTE License will be suspended, and the Licensee may be subject to civil administrative penalties.**
16. **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.
17. 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.

Continuing Education Units - Documentation/Audit Form

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

Name:_____ **LTE #** _____ **CEUs Claimed:**_____

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.**

<u>Date</u>	<u>Credits</u>	<u>Description of Continuing Education Units</u>
August 28 & 29, 2022	12	NJ Arboriculture Conference (example only)

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

Make additional copies of this page if you need more space to document all your continuing education credits