

# APPLICATION FOR NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS CONTINUING PROFESSIONAL DEVELOPMENT (CPD) EVALUATION



## Instructions for Attainment of Required CPD Points

To protect the public’s interest and promote your stature on the engineering team, NJDCA requires you to continue your professional growth. Your continued professional development is tracked and evaluated by NICET according to the point scale below. Near the end of a three-year registration period that coincides with your NJDC licensing period, you must provide NICET documentation demonstrating your continued professional development activities during the past three years. With the exception of the All Fire Protection Class, 90 CPD points must be attained in each license class you hold. (For further information, please refer to NICET’s Policy #30 found on [www.nicet.org](http://www.nicet.org))

CPD points are earned in the following four categories:

Active Practitioner - regular involvement in the activities of the license class/classes as part of your primary employment

Additional Education - completion of related training and educational courses, seminars and sessions

Advancement of the Profession - active participation in events and organizations that promote technical knowledge, skills and responsibilities

Testing and Certification - testing toward or attaining relevant NICET certifications or attaining NICET- recognized certifications.

To Determine your required CPD points, use the table below and refer as necessary to NICET’s CPD Points Quick Reference form, additional NICET website information, and NICET Operating Policy #30. Questions regarding computation of CPD points can be addressed by calling a member of Certification Services at 1-888-476-4238 option 3. Please note that in the following tables, Additional Education, Advancement of the Profession, and Testing & Certification are combined under the title of other CPD Activities.

License Class	Active Practitioner Points	Other CPD Activities	Totals
Fire Sprinkler	72 CPD Points in I&T*	18 points	90 CPD points
Special Hazard Fire Supp	72 CPD Points in SH*	18 points	90 CPD points
Fire Alarm System	72 CPD Points in FA*	18 points	90 CPD points

\*FA – Fire Alarms, SH – Special Hazard Suppression Systems, I&T – Inspection and Testing of Water-Based Systems

### Fees

An Evaluation fee of \$150.00 (regardless of number of certifications held) must be paid. A one-time registration fee of \$30.00 is required (if this fee has been previously submitted please disregard).

### NJDC Documents

You must provide NICET with a copy of your certification “Wallet Card” that was issued to you by NJDCA – otherwise your application will not be accepted. DO NOT provide copies of your company’s permit application, as this is not a substitute for this certification document.

### Applicant’s Statement of Understanding

Your signature and date must appear on the designated location on the application form otherwise your application for New Jersey Department of Community Affairs Continuing Professional Development Evaluation will not be accepted. Likewise photocopies will not be accepted.

