

NEW JERSEY OFFICE OF THE ATTORNEY GENERAL

DIVISION OF CONSUMER AFFAIRS



STATE BOARD OF PROFESSIONAL PLANNERS

Examination NOVEMBER 2018

Information packet and application for candidates who are *not licensed* in the State of New Jersey as professional engineers, land surveyors, registered architects and landscape architects.

Please be advised that your application must be received by **August 31, 2018**. Your official transcript and statement of endorsement forms must be received in the Board office no later than **September 15, 2018**.

Submission deadlines for the **November 5, 2018 to November 17, 2018** examinations:

New Jersey Planning Law Examination

Application deadline: August 31, 2018

Document deadline: September 15, 2018

Examination date: November 5, 2018 to November 17, 2018

A.I.C.P. Examination

In order to schedule the A.I.C.P. examination please contact:

American Institute of Certified Planners
122 So. Michigan Avenue
Chicago, IL 60603
(312) 786-6342

Attention Applicants

Professional Planning Exam Application Checklist

This application checklist should make the exam application review process problem-free and quicker for both the applicant and the Board's staff.

Please make sure that you complete the application in its entirety. If you fail to provide all of the required information, your application will be returned to you for completion. Be aware that an application that is returned to you for completion must reach our office by the same deadline that is set for all applications. Sending it too close to the deadline or without supplying all of the required information risks waiting a year for the next examination. The deadline is a firm one because we must maintain the schedule set by the testing service.

Please use the checklist below to ensure that the following documents/items are ready to be submitted to the Board along with the application.

- 1. A fully completed application that **must be**:
 - (a) filled out legibly
 - (b) signed by the applicant, and
 - (c) certified by a notary public.
- 2. A certified check or money order for \$75.00 (application fee).
- 3. Your A.I.C.P. certification (see page 3).
- 4. Your references (see page 4).
- 5. The transcripts for every undergraduate and graduate degree you have earned (See page 4).
- 6. A completed "Recognized Planning Subjects" form (to be completed and submitted **only** by applicants who do **not** hold a planning degree (See pages 7 and 8).

Instructions for Applicants

The enclosed application is for the Professional Planner examination. It may be taken by either Professional Planner candidates or Planner-in-Training candidates.

There are two parts of the examination. Applicants must pass both parts in order to obtain the New Jersey Professional Planner license or New Jersey Planner-in-Training certification. The second part is a test of the candidate's knowledge of New Jersey Planning Law.

The State Board of Professional Planners uses the national A.I.C.P. examination to test the candidate's generalized knowledge of planning.

Please indicate whether you are applying for a license to practice as a Professional Planner or to register as a Planner-in-Training by checking the appropriate box on page one of the application. The requirements to obtain a license as a Professional Planner and/or a certificate as a Planner-in-Training are included as a part of this packet.

The application must be completed in **full, filled out legibly, signed by the individual who is applying and notarized**. Applications not conforming to these instructions will not be accepted. If the allotted space on the application form is not of sufficient size to furnish the necessary information, typed or printed sheets of the same size and format may be used.

Application Fee

The application fee is \$75.00. An applicant is required to enclose with the application a certified check or money order made payable to the "State Board of Professional Planners." **Application fees are not refundable or transferable.**

Examination Fee

When an applicant has been certified by the Board as meeting the requirements to take the examination, he/she will be notified by mail. At that time the applicant will be required to submit the examination fee (only a certified check or money order will be accepted). The fee schedule is included with these instructions. **Examination fees are not refundable. However, examination fees may be transferred to a subsequent examination subject to Board approval.**

A.I.C.P. Certification

If the applicant currently has A.I.C.P. certification which was earned by passing the written A.I.C.P. examination, the Board must receive written verification, sent directly from A.I.C.P. to the Board, indicating that the applicant passed the written examination. The applicant then will only be required to take the New Jersey Planning Law portion of the examination.

The State Board of Professional Planners is not affiliated with the American Institute of Certified Planners. New Jersey licensure does not guarantee A.I.C.P. Certification, nor does A.I.C.P. Certification guarantee New Jersey licensure.

References - Statements of Endorsement ---

An applicant for licensure is required to furnish the names of five references who are unrelated to the applicant. Three of these five references must be Professional Planners who have knowledge of the applicant's planning experience or education. Statement of Endorsement forms are enclosed with this application packet. They must be completed and mailed by the individuals listed as references on the application no later than the documents deadline. An applicant for the Planner-in-Training certificate is required to furnish the names of three references, and one of these three must be a licensed Professional Planner in New Jersey.

Education ---

Official transcripts for all undergraduate and graduate degrees listed on the application are required, and they must be sent directly to the Board by the colleges or universities. Copies of transcripts will not be accepted. Those candidates with foreign degrees must submit the original or a recently notarized copy of an original translation of the transcript. Please note that if you are reapplying and have submitted your transcripts in the past, you **will need** to resubmit your documents again.

If the applicant does not have a graduate degree in planning but is claiming to have completed a minimum of 21 credit hours in **Recognized Planning Subjects** (see page 7), the enclosed **Notice to Applicants Without a Planning Degree** form (see page 8) must be completed and attached to the application. All courses must be identified. If the name of the course will not provide the Board with enough information to clearly determine that it is a recognized planning subject, the applicant must include supplemental information from the course catalogue description or such other descriptive information as may be available.

Experience ---

The detailed statement of experience must include **only** experience obtained in the United States. Experience gained outside the United States will not be accepted. Please number each work experience listed, beginning with the most recent position and working back in time. For each position include the engagement number, starting date, ending date, hours per week and calendar months that this position was held. The statement of duties for each entry should be as detailed as possible. Use additional sheets of paper if necessary.

Deadlines ---

All material supplemental to the application must be received in the Board office by the deadline date. Failure to submit supporting documents by the deadline will result in deferral of the application to the next examination period.

The Board will notify the applicant if the application is incomplete. ***However, it is the responsibility of the applicant to determine whether the appropriate documents are on file by the deadline.***

Requirements for a Planner-in-Training Certificate

A graduate or undergraduate degree in planning (minimum 21 credit hours) **and** successfully passing both parts of the planning examination:

The National A.I.C.P. Examination and the New Jersey Planning Law Examination.

or

A specific record of four years or more of active practice in planning work **and** successfully passing both parts of planning examination:

The National A.I.C.P. Examination and the New Jersey Planning Law Examination (see page 9).

Planner-in-Training Upgrade

When a Planner-in-Training completes the required coursework or work experience to meet the requirements for licensure as a Professional Planner, the documentation should be submitted to the Board for a review and an upgrade.

Requirements for Professional Planner License

Education Experience

A graduate degree in Professional Planning <i>or</i>	and	Two (2) years of full-time experience in the "Practice of Professional Planning" (see definition below)
An undergraduate degree in a field other than professional planning from an accredited college	and	Four (4) years of full-time experience in the "Practice of Professional Planning" (see definition below)
An undergraduate degree offering a major or option comprising a minimum of 21 credit hours in recognized planning subjects <i>or</i>	and	Three (3) years of full-time experience in the "Practice of Professional Planning" (see definition below)
An undergraduate degree in a field other than professional planning from an accredited college or university <i>or</i>	and	Four (4) years of full-time experience, or its equivalent in the "Practice of Professional Planning" (see definition below)
Graduation from a secondary school	and	Eight (8) years of full-time experience in the "Practice of Professional Planning" (see definition below)

Pursuant to N.J.S.A. 45:14A-2(c) the term "practice of professional planning" within the meaning and intent of this Act shall mean the administration, advising, consultation or performance of professional work in the development of master plans in accordance with the provisions of chapters 27* and 55 of Title 40 of the Revised Statutes**, as amended and supplemented, and other professional planning services related thereto intended primarily to guide governmental policy for the county, regional and metropolitan land areas, and the State or portions thereof. The work of the professional planner shall not include or supersede any of the duties of an attorney at law, a licensed professional engineer, land surveyor or registered architect of the State of New Jersey.

Upon approval of the above qualifications, the applicant must pass the following examinations:

The National A.I.C.P. Examination and the New Jersey Planning Law Examination (see page 9).

*section 40:27-1 et seq.

**section 40:55-1 et seq.

Recognized Planning Subjects

The applicant is required to have completed an undergraduate or graduate degree in planning or to have completed a minimum of 21 credit hours in recognized planning subjects which include planning courses such as:

Planning Theory
Planning Methods
History of City Planning
Principles of Land Use Planning
Planning Project Design
Planning Law, and
Planning Administration.

If the applicant does not have an undergraduate or graduate degree in planning but is claiming to have completed a minimum of 21 credit hours in **Recognized Planning Subjects**, the applicant must complete the form on the next page and identify those subjects. If the name of the course will not provide the Board with enough information to clearly determine that it is a recognized planning subject, the applicant must include supplemental information from the course catalogue description or such other descriptive information as may be available.

Notice to applicants without a planning degree: _____

You must list those courses which you are claiming as "Recognized Planning Subjects." A minimum of 21 credits hours in recognized planning subjects is required.

Date:

Applicant's name:

Course name	Credits	Final grade	School name	Semester	Year

Professional Planners Examination (Two Parts)

(I) National A.I.C.P. Examination

The A.I.C.P. examination is written and administered by the American Institute of Certified Planners. It consists of approximately 150 questions in the areas of knowledge and skills as described in the enclosed information. It is a three-hour examination.

Please contact A.I.C.P. for its examination manual.

To register for the A.I.C.P. examination contact the:

**American Institute of Certified Planners
122 So. Michigan Avenue
Chicago, IL 60603
(312) 786-6342**

(II) New Jersey Planning Law Examination

The New Jersey Planning Law examination covers county, state and regional planning, master plans, subdivision and site-plan regulations, municipal land-use law, the Board of Adjustment, Planning Board, and Zoning Ordinance. In grading the test, the questions have been weighted to reflect the degree of difficulty of the question. It is a two-hour examination.

Both parts of the examination consist chiefly of multiple-choice questions.

For information concerning examination review courses contact:

Examprep@njplanning.org

New Jersey Planning Law Exam

The questions on the New Jersey Planning Law exam have been allocated to cover specific areas of New Jersey planning law as follows:

County, Regional and State Planning	40%
Master Planning and Zoning Ordinance	25%
Subdivision and Site-Plan Review	20%
Planning Board and Board of Adjustment Activities	15%

The percentages are approximate. The questions have been weighted to recognize the degree of difficulty of the question.

The following statutes, rules and regulations will be useful in preparing for the New Jersey planning law section of the examination.

The applicant must have a thorough knowledge of the following:

The Municipal Land Use Law: N.J.S.A. 40:55D-1 et seq.

Copies may be purchased from the New Jersey Planning Official (N.J.P.O.) at (908) 412-9592.

The applicant must have a good knowledge of the following:

County Planning Act: N.J.S.A. 40:27-1 et seq.

State Planning Act: N.J.S.A. 52:18A-196 et seq.

Fair Housing Act: N.J.S.A. 52:27D-301 et seq.

*Council on Affordable Housing Procedural and Substantive Rules and Regulations:
N.J.A.C. 5:91-1 et seq. & 5:93-1 et seq.*

Fresh Water Wetlands Act and Regulations: N.J.S.A. 13: 9B-1 et seq. & N.J.A.C. 7:7A-1 et seq.

The applicant should have a general knowledge of the following:

The Pinelands Comprehensive Management Plan: N.J.A.C. 7:50-1 et seq.

Coastal Area Facilities Review Act and regulations: N.J.S.A. 13:19-1 et seq. & N.J.A.C. 7:7E-1 et seq. & N.J.A.C. 7:7-1 et seq.

Hackensack Meadowlands Master Plan: N.J.A.C. 19:3-1.1 et seq.

State Highway Access Management Act: N.J.S.A. 27:7-89 et seq.

Highlands Water Protection and Planning Act: N.J.S.A. 13:20-1 et seq.

A limited number of questions may be based on the following:

Soil Erosion and Sediment Control Act: N.J.S.A. 4:24-39 et seq.

Flood Hazard Area Control Act (Stream Encroachment): N.J.S.A. 58:16A-50 et seq.

Realty Improvement Sewerage and Facilities Act: N.J.S.A. 58:11-23 et seq.

Zoning and Land Use Administration is a good reference book on municipal land use. It is available at law libraries and most college libraries.

The examination consists chiefly of multiple-choice questions.

FEE SCHEDULE

Application for a Professional Planner license or Planner-in-Training certificate \$75.00

Examination Fees:

State Examination \$200.00

A.I.C.P. Examination (Fee set by A.I.C.P.)

Initial License Fee:

During the first year of a biennial license period \$130.00

During the second year \$65.00

License Fee:

Biennial License Fee and Renewal \$130.00

Late Renewal Fee \$50.00

Reinstatement Fee \$200.00

Name Change on License No Fee

Duplicate License \$25.00

Duplicate Wall Certificate \$25.00

EXAMINATION PROCESS

1. The Board will review your application to sit for the New Jersey Professional Planning Exam. Upon approval of your application, you will receive an approval letter and scheduling form.
2. Please return the completed scheduling form by the stated deadline, along with an original color passport-style photo (no selfies or photocopies) and an exam fee of \$200.00, in the form of a check or money order payable to the "State Board of Professional Planners."
3. The Board will submit your registration to the Professional Credential Services, Inc. (PCS).
4. PCS will e-mail you an "Authorization to Test" (ATT), along with detailed instructions. (Please ensure that your e-mail address is entered correctly on the scheduling form.)
5. After you receive the ATT from PCS, please contact PSI Exams, the test administration service at 1-800-211-2754 or through their website at candidate.psiexams.com/ to schedule your test.
6. Please refer to the instructions attached to your ATT for scheduling/rescheduling information.
7. Upon notification that you have passed the examination, your application will be reviewed to determine whether you have satisfied all licensure requirements.
8. If all licensure requirements have been met, you will receive a "License Activation Form."
9. Please return the completed License Activation Form, along with the license fee as stated, payable to the "State Board of Professional Planners."
10. Your license will be issued once the form and check have been processed.