

New Jersey Office Of the Attorney General  
**Division of Consumer Affairs**



**State Board of  
Professional Planners**

**Examination  
May 2022**

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 **February 18, 2022**. Your official transcript and statement of endorsement forms must be received in the Board office no later than **March 4, 2022**.

Submission deadlines for the **May 2022** examinations:

*New Jersey Planning Law Examination* 

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Application deadline: February 18, 2022

Document deadline: March 4, 2022

Examination dates: Dates are to be determined

*AICP. Examination* 

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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 online application in its entirety. If you fail to provide all of the required information, your application will not be processed. 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 online application.

- ☐ 1. Your A.I.C.P. certification (see page 3).
- ☐ 2. 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).

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## Instructions for Applicants

The online 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 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 online.

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## Application Fee

The application fee is \$75.00. You will be prompted to submit payment online following the completion of your application. *Application fees are not refundable or transferable.*

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## 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 email. At that time the applicant will be sent an invoice. The fee schedule will be included with these instructions. *Examination fees are not refundable. However, examination fees may be transferred to a subsequent examination subject to Board approval.*

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## 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

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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. This information section and the Statement of Endorsement must be completed on the applicant's online application. 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

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Official transcripts for all undergraduate and graduate degrees listed on the application are required, and they must be sent directly to the Board via email to [millerk@dca.njoag.gov](mailto:millerk@dca.njoag.gov) or [craddockl@dca.njoag.gov](mailto:craddockl@dca.njoag.gov) by the colleges or universities. Those candidates with degrees obtained outside the USA 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 section on the application titled **Notice to Applicants Without a Planning Degree** form (see page 8) must be completed. 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

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The detailed statement of experience section of the application 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. You may email a PDF document with additional information if necessary to [millerk@dca.njoag.gov](mailto:millerk@dca.njoag.gov) or [craddockl@dca.njoag.gov](mailto:craddockl@dca.njoag.gov).

## Deadlines

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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.*

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## **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).

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## **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>	<b>and</b>	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	<b>and</b>	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>	<b>and</b>	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>	<b>and</b>	Four (4) years of full-time experience, or its equivalent in the "Practice of Professional Planning" (see definition below)
Graduation from a secondary school	<b>and</b>	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).

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\*section 40:27-1 et seq.

\*\*section 40:55-1 et seq.

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## 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
- 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 information on the application regarding course name, credits, final grade, school name, semester, and year. 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 catalog description or such other descriptive information as may be available.



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## **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. It is a two-hour closed-book examination.

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

**For information concerning examination review courses contact:**

[Examprep@njplanning.org](mailto:Examprep@njplanning.org)

## New Jersey Planning Law Exam

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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 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**

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

### **Examination Fees:**

State Examination ..... \$200.00

A.I.C.P. Examination ..... (Feeset 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

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## 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 email with further instructions.
2. Upon notification that you have passed the examination, your application will be reviewed to determine whether you have satisfied all licensure requirements.
3. If all licensure requirements have been met, you will receive a "License Activation Form."
4. Please return the completed License Activation Form, along with the license fee as stated.
5. Your license will be issued once the form and payment have been processed.