

## Office of Continuing Professional Education Memo

**To:** Fall 2016 Graduates of the New Jersey Recycling Certification Series

**From:** Carol M. Broccoli

**Date:** May 12, 2016

**Re:** The CRP Recertification Process and Sources of Recertification Credits

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Congratulations – you made it! As you have heard throughout the series classes, once certified, CRPs are required to maintain their certification through continuing professional education/training on issues relating to solid waste, recycling and related topics. The purpose of the recertification requirement is to ensure CRP's continually update their skills and knowledge in technical, regulatory and managerial areas of recycling to supplement and expand upon material presented in the core Recycling Certification Series courses. Over the past year, in response to requests and comments from the CRP community, the Advisory Committee for the certification program has revised and updated the recertification process.

**In order to remain certified, you will need to complete a total of twenty (20) hours of recertification credits by December 31, 2018.** Of this total, a minimum of six (6) hours must be classroom or course-based training; the remaining fourteen (14) hours can be earned through meetings, conferences or other technical training. *Classroom or course-based training refers to events, gatherings, seminars, assemblies and the like (live, in-person or on-line) or portions thereof during which information is presented and/or topics are discussed that are educational in nature. Meetings or events (or portions thereof) that are procedural in nature or for which the primary purpose of the gathering is to focus on topics that are related to workplace operations, scheduling, productivity, resources, etc. will not be considered. Partial classroom/course-based credit may be assigned to these events, for portions of the program that are a minimum of one (1) hour in length.*

It is **your** responsibility to maintain a record of the courses you attend and forward that information to the New Jersey Agricultural Experiment Station Office of Continuing Professional Education (OCPE) when you have fulfilled the requirements for recertification. A Recertification Tracking Form must be returned to OCPE within one (1) month of the end of the recertification period to document your recertification efforts. A copy of the tracking form for the upcoming period is enclosed for your use and is also available on the recycling recertification portion of our website ([www.cpe.rutgers.edu](http://www.cpe.rutgers.edu)).

## Sources of Recertification Credits

Recertification credits can be obtained through a number of different forums, providing the requirements for obtaining approval of these programs for use as recertification credits have been met. Potential sources of credits include:

- ◆ Recycling Certification Series courses offered by OCPE and/or ANJR
- ◆ ANJR quarterly meetings or other programs
- ◆ County coordinator meetings (formal, scheduled meetings with agendas and speakers which have received **prior approval** for use as recertification credits)
- ◆ Programs related to recycling sponsored by the Solid Waste Management Association of North America (SWANA), the US EPA, or NJDEP, or Public Works Association of New Jersey (PWANJ) that have been given **prior** approval for use as recertification credits.
- ◆ Programs given by other agencies or organizations that have been given **prior** approval for use as recertification hours.

**We welcome and encourage other programs or training sessions be submitted for approval for CRP recertification. Programs submitted must meet the following criteria.**

- ◆ The sponsoring agency must submit a request for approval of the program for review to OCPE at least fourteen (14) working days **before** the first day of the event. The request must include an hour-by-hour agenda listing topics, speakers, and program objectives.
- ◆ The sponsoring agency must agree to provide a roster of attendees and a copy of a sign-in sheet to confirm participation. This information must be submitted to OCPE within ten (10) working days of the completion of the program. The sponsoring agency must also agree to provide confirmation of attendance for at least three (3) years after the conclusion of the program.
- ◆ If a program is reviewed but not approved by OCPE prior to the event, the sponsoring agency may appeal the decision to the Advisory Committee. The decision of a majority of the Committee will be final and binding.
- ◆ Recertification credits will not be granted for courses on regulatory compliance topics, such as health and safety training or defensive driving. *Credits also will not be awarded for any program that fails to secure approval **prior** to the start of the program.*

**Please note: for webinars or other web-based events, proof of login OR an attendance certificate provided by the sponsoring organization must be submitted with the recertification form!**

If you would like to submit a recycling or solid waste-related event for review for CRP recertification approval (or have any questions on the process), contact Carol Broccoli at [broccoli@njaes.rutgers.edu](mailto:broccoli@njaes.rutgers.edu) or call 848-932-7207.

**Recertification Tracking Form**  
**New Jersey Certified Recycling Professionals**  
**January 1, 2015 – December 31, 2016 (continued)**

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

## Recertification Tracking Form New Jersey Certified Recycling Professionals For the Period Ending December 31, 2018

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

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Event Date \_\_\_\_\_

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Event Title \_\_\_\_\_

Event Date \_\_\_\_\_

Event Sponsor \_\_\_\_\_

# of Classroom Training Hours + # of Non-classroom Training Hours = Total # of Hours

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

## Recertification Tracking Form New Jersey Certified Recycling Professionals For the Period Ending December 31, 2018

All Certified Recycling Professionals (CRP's) must complete a total of twenty (20) credits (hours) of recertification credits over a two (2) year period. Of this total, a **minimum** of six (6) **must be classroom or course-based training**; the remaining fourteen (14) hours can be earned through **pre-approved** meetings, conferences or other technical training . It is **your** responsibility to maintain a record of the courses you attend and forward that information to the Rutgers/New Jersey Agricultural Experiment Station Office of Continuing Professional Education (OCPE) when you have fulfilled the requirements for recertification. The form must be returned to OCPE within one (1) month of the end of the recertification period to document recertification efforts during the prior two years.

Name: \_\_\_\_\_

Phone and E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Please note if new) \_\_\_\_\_

The following summarizes the recertification credits I earned during the period ending December 31, 2018. I understand that if the credits were offered through an institution OTHER than the New Jersey Agricultural Experiment Station Office of Continuing Professional Education or the Association of New Jersey Recyclers (ANJR) they **must be pre-approved for credit applicability. EXCEPTIONS OR POST EVENT APPROVALS WILL NOT BE GRANTED.** For non-OCPE or non-ANJR events, please enclose a course schedule or syllabus and proof of attendance (including contact name and number for verification). **Please note: for webinars or other web-based events, proof of login OR an attendance certificate provided by the sponsoring organization must be provided.** Contact Carol Broccoli ([broccoli@njaes.rutgers.edu](mailto:broccoli@njaes.rutgers.edu)) for event approval information and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_