



Requirements for Clean Communities Certification

- Completion of all three (3) days of the initial certification course and timely submission of the required final assignment and course evaluation form (generally collected on the last day of the three-day training class). The course provides eighteen (18) of the twenty (20) total credits required to become certified. Two (2) additional credits are required to complete the certification process (see details below) and must be documented on the attached form.
- A total of twenty (20) recertification credits are required to maintain the certification. Those certified will have approximately two (2) years to obtain the required 20 credits. For example, those taking the three-day class in 2024 will need to recertify by December 31, 2026. The recertification process is self-reporting – there is no central database of credit information. It is up to individuals to maintain records of the events they attend and any associated credits. When a recertification form is submitted, the information provided will be cross checked with rosters and attendance list from the events submitted for credit.
- In order to receive CCC recertification credits, event agendas (with times and specific topics outlined) must be approved by the NJCCC prior to the event/meeting and sign-in sheets must be submitted to Rutgers OCPE (Carol Broccoli) no later than two (2) weeks after date of the event.

Options for the two (2) additional credits required to complete initial certification:

- Public works workshops or conferences that have been approved for NJCCC credits. Partial credit can be given but minimum time for a portion of an event to be considered is one (1) hour
- Clean Communities workshops and meetings or Clean Communities session(s) at the New Jersey League of Municipalities conference (held annually in November)
- County/municipal Clean Communities coordinator meetings or other events as approved by the NJCCC
- Completion of a certified safety course
- Completion of all six (6) stormwater management webinar series <https://njmel.org/mel-safety-institute/webinars/>
- Organizing and participating in a public lands or International Coastal Cleanup (ICC); (credits for cleanup are for initial certification only)
- Passage of a County/Municipal Resolution designating the month of May as Litter Free NJ month
- Addition of Clean Communities information to a municipal or county website (2 credits).

NOTE: If your certification has lapsed and you wish to re-activate it, you must notify NJCCC, attend one (1) day of the three-day certification series (your choice), the annual Clean Communities Conference and earn three (3) other credits during 2025.



**Documentation of the Two (2) Additional Credits Required to Complete
Initial Clean Communities Coordinator Certification**

Name: _____

Description of Event/Training/Other Being Submitted to Fulfill the Two Credit Requirement:

Completed form and any related approval documentation should be e-mailed to Carol Broccoli (carolbr@rutgers.edu) at the Rutgers/NJAES Office of Continuing Professional Education.

**REMEMBER - SUBMISSION OF DOCUMENTATION OF THE TWO (2) CREDITS IS
REQUIRED TO COMPLETE YOUR INITIAL CERTIFICATION**