



# **New Jersey Board of Tree Experts**

## **Licensed Tree Expert or**

## **Licensed Tree Care Operator Certificate**

### **A Licensee MUST Do The Following:**

1. **Licensed Certificate** - A licensed tree expert or licensed tree care operator shall retain his or her license certificate throughout the period of licensure. If the licensee is employed by a registered business, the licensee shall allow the business to display his or her license certificate at the office location where he or she is assigned. However, if the licensee is no longer employed at the location, the certificate shall be retained by the licensee as he or she leaves.
2. **Licensees Employed by a Business** - All licensees employed by a registered business shall be responsible for assisting the principal or branch office to which he or she is assigned in complying with the current accepted standards of practice and safety, as well as the canons of professional ethics and standards of conduct.
3. **Duty to Cooperate** - All licensees have the duty to cooperate fully with the Department and the Board in any investigation or adjudication of an alleged violation of the Tree Experts and Tree Care Operators Licensing Act and the adopted rules.
4. **Ethics and Conduct** - Abide by the Canons of Professional Ethics and Standards of Conduct for Licensees. **Find the documents under the Resources and Document tab on the website.**
5. **Standards** - All licensees shall abide by industry standards for arboriculture and safety as set forth at N.J.A.C. 7:3A-8.1 when performing tree care services and/or when supervising or training other employees in the performance of tree care services. Licensees must abide by adopted industry standards: ANSI A300 American National Standard for Tree Care Operations – Tree, Shrubs, and Other Woody Plant Management including Part 1 through Part 10, ANSI Z60.1 American Standard for Nursery Stock, ANZI Z133 Safety Standards for Arboriculture Operations, OSHA, Federal Motor Coach Safety and FHA regulation set forth in Z133 and each of the Best Management Practices published by the ISA. **Find the documents under the Resources and Document tab on the website.**
6. **Duty to Cooperate with Quarantine Restrictions** - In addition to adhering to all applicable Federal, State, and local laws, if a quarantine area is established by an authorized State or Federal agency having jurisdiction within the State for the purpose of controlling, managing, or preventing the spread of an injurious or harmful insect or disease, licensees shall cooperate fully and adhere to all mandated restrictions.

## **A Licensee MUST Do The Following: continued**

7. **Continuing Education Requirements** - A licensed tree expert or licensed tree care operator shall earn 32 credits or more of continuing education during the first two-year license period in which the individual obtains licensure and each succeeding two-year license period. Participants will receive one continuing education credit for each hour of attendance or teaching that includes at least 50 minutes of instructional content. Full details of the continuing education requirement can be found on the Board's website at [njtreeexperts.org](http://njtreeexperts.org).
8. **CEU Credits Accepted by the Board** - A licensed tree expert or licensed tree care operator may earn continuing education credit for seminars, courses, programs, presentations, continuing education quizzes, or lectures administered by approved arboricultural organizations successfully completed during the biennial licensure period in which the continuing education was completed as set forth at N.J.A.C. 7:3A-7.5. No continuing education credits may be carried over into a succeeding biennial period.
9. **Advertising** - An individual shall not advertise or represent himself or herself to the public, or practice as a licensed tree expert or licensed tree care operator, or use any title, designation, word(s), letter, or abbreviations tending to indicate that such an individual is licensed, unless the individual has been licensed by the Board and he or she is in good standing with the Board.
10. **Advertising as a Licensed Individual** - A licensed individual shall only advertise those tree care services for which it is licensed to perform.
11. **Correct Way to Advertise** - Any licensed tree expert or licensed tree care operator who wishes to use their approved licensed designation in advertising shall include his or her name and license number in any form of advertisement relating to tree care services, using the following format: Name of licensed individual, the abbreviation LTE or LTCO or the words "Licensed Tree Expert"; or "Licensed Tree Care Operator"; The licensee's license number, preceded by the "#" symbol. An example of the correct advertisement form for a licensee is: Jane Doe, LTE #100; or Jane Doe, Licensed Tree Expert #100; or John Doe, LTCO #100; or John Doe, Licensed Tree Care Operator, LTCO #100

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**Failure to Comply** - Failure to comply may result in the suspension or revocation of the licensee's license, and/or the issuance of civil penalties. Full details of suspension and revocation, a list of civil penalties and the full requirements of a Licensee can be found on the Board's web site: [njtreeexperts.org](http://njtreeexperts.org).