



State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
STATE BOARD OF EXAMINERS OF MASTER PLUMBERS
PO BOX 45008
NEWARK, NJ 07101

MATTHEW J. PLATKIN
Attorney General

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

CARI FAIS
Director

January 31, 2025

Joseph Navarra
46 Mt Ararat Lane
Toms River NJ 08753

RE; CE SPONSOR/INSTRUCTOR APPROVAL
INSTRUCTOR # 000076

Dear Mr. Navarra:

It is my pleasure to inform you that the State Board of Examiners of Master Plumbers (the "Board"), reviewed your application at its December 12, 2024 meeting and has approved your request to be a continuing education sponsor/instructor for courses taught in advance of the July 1, 2025 Master Plumber biennial renewal cycle.

The list of approved sponsors/instructors can be found at:
<https://www.njconsumeraffairs.gov/plu/Pages/continuingeducation.aspx>

The Public Notice of the Master Plumber "Continuing Education Topics" was published in the New Jersey Register on April 6, 2015.

Please note that if you are an approved Master Plumber continuing education sponsor/instructor, you may also teach the one (1) hour of HVACR law to those licensees which require the instruction.

The duties of a continuing education sponsor/instructor are enclosed for your convenience.

Please do not hesitate to contact me at (973) 504-6398 if you have any questions.

Sincerely,

Susan Rischawy
Executive Director
Encl



13:32-6.2 CONTINUING EDUCATION SPONSORS; BOARD APPROVAL; DUTIES

- a) All sponsors of continuing education courses shall obtain Board approval prior to offering a continuing education course for an upcoming biennial period. The Board shall maintain a list of approved courses at the Board offices and shall furnish this information to licensees upon request.
- b) A sponsor seeking Board approval shall appear before the Board and submit, prior to that appearance, the following:
 - 1) Detailed descriptions of course content and estimated hours of instruction;
 - 2) Curriculum vitae of each instructor, including specific background which qualifies the individual as an instructor in specific areas; and
 - 3) The continuing education sponsor application fee pursuant to N.J.A.C. 13:32-5.1(a)15.
- c) The sponsor of a continuing education course shall furnish each attendee a verification of attendance, which shall include the following:
 - 1) The title, date and location of course or program offering;
 - 2) The name and license number of the attendee;
 - 3) The number of hours attended; and
 - 4) The name and signature of the sponsor or instructor.
- d) The sponsor of a continuing education course shall monitor the attendance at each approved course and maintain an attendance log which lists the name and license number of every licensee who attends a course. The program sponsor shall submit the attendance log to the Board upon completion of the course. The log shall document that each licensee has completed the sponsor's course.
- e) The sponsor shall obtain course evaluations from both participants and instructors and maintain these evaluations as part of the sponsor records.
- f) The Board may evaluate the performance of any continuing education instructor through observation of the instructor during the presentation of a course or evaluate the qualifications and abilities of the instructor by conducting an interview during a Board meeting.
- g) A continuing education class shall consist of no more than 50 people.