



# New Jersey Board of Tree Experts

## Tree Care Business Registration

- **The Business Registration Certificate and the assigned NJTC number permits the approved business to provide tree care services in New Jersey for hire until the expiration date on the certificate.**
- **Renewal of the Business Registration needs to occur prior to expiration date.**

### **A Registered Business MUST Do The Following:**

1. **Display Certificate** - A business is **required to display the Business Registration Certificate for public view** in its principle office and display a duplicate copy at any branch office.
2. **NJTC Business Registration Number Displayed On All Vehicles** - The Registered Business shall prominently display the NJTC number assigned to that Business by the Board of Tree Experts on every service vehicle operated by that Business to perform tree care services in New Jersey. The **NJTC number has to be three inches high and located on at least two sides of each vehicle**. The NJTC number color must contrast with the background color of the vehicle. Correct example of displaying on vehicles:  
NJTC123456
3. **Have A Licensee Employed** - Have at least **one licensed individual working full time in the company**. Either a Licensed Tree Expert (LTE) or a Licensed Tree Care Operator (LTCO) as an employee depending upon the services offered for hire. A Business has until **April 12, 2018** or four (4) exams, whichever is later, to meet this requirement – You must submit the name, address, contact information and license credential number of the licensee when obtained.
4. **Safety Policy** - Provide training to their employees in the safe operation of equipment and the maintenance of a safe work area on a regular basis and submit proof of training to the Board. Within 90 days of registering the Business with the Board, **a Business must develop and establish a written comprehensive safety policy**. A copy of the Business's safety policy must be sent to the board. **Guidelines can also be found on the Board's website: njtreeexperts.org.**
5. **Ethics And Conduct** - Abide by the **Canons of Professional Ethics and Standards of Conduct for Businesses**. Find the documents under the Resources and Document tab on the website.

## **A Registered Business MUST Do The Following: continued**

6. **Insurance** - Maintain a minimum amount of \$1,000,000 of general liability insurance and also maintain worker's compensation insurance coverage for its employees or be approved for self-insurance by the New Jersey Compensation Rating and Inspection Bureau. Have a new Certificate of Insurance issued to the Board at the time of renewal.
7. **Standards - 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 document under the Resources and Document tab on the website.**
8. **Mandatory Training** - A [Model Tree Safety Training Checklist Form](#) and the [Safety Training Attendance Form](#) are to be submitted by January 31st of each year to the Board, to document the annual employee training requirement. Forms are found on the Board's website: njtreeexperts.org.
9. **Records** - A Registered Business shall keep records for at least four years and shall keep safety training for each employee for at least as long as the individual is employed. All records and information required to be kept by the New Jersey Board of Tree Experts shall be provided to the Board within 10 days of the Board's written request.
10. **Advertising** - No business shall advertise or represent itself to the public as offering tree care services within the State of New Jersey or use any title, designation, words, letter or abbreviations tending to indicate that a business is a registered business unless it is in fact registered with the New Jersey Board of Tree Experts. To advertise you must be registered with the Board.
11. **Advertising Tree Care Services** - A registered business shall only advertise those tree care services which its licensee(s) is/are licensed to perform.
12. **Correct Way To Advertise** - Any registered business that wishes to advertise shall include its name and its registration number in any form of advertising related to tree care services. The registered business shall identify its registration number in the following way: The words "NJTC Registration" and the business's registration number preceded by the "#" symbol. An example of **the correct advertisement method for businesses is:** Red Oak Tree Experts, NJTC Registration # NJTC123456

**Failure to Comply** - Failure to comply may result in the suspension or revocation of the business's registration, refusal by the Board to register the business and/or the issuance of civil penalties. Full details of suspension and revocation, a list of civil penalties and the full requirements of a Registered Business can be found on the Board's web site: njtreeexperts.org.