



## ADMINISTRATIVE HEARING REQUEST CHECKLIST INSTRUCTIONS

The Board's regulations require the Petitioner to provide all of the information listed in Sections A through E of the Administrative Hearing Request Checklist. See N.J.A.C. 7:26I-8.3. Failure to provide all of the required information and to submit the hearing request within 35 calendar days after your receipt of the Disciplinary Document will result in the Board denying your hearing request and the Disciplinary Document will become a final order.

### A. Disciplinary Document

Provide the Disciplinary Document ID Number, the date the Disciplinary Document was issued by the Board, and the date the Disciplinary Document was received by the Petitioner.

NOTE: The ID Number is the Complaint Number or, if the Disciplinary Document pertains to a license renewal application, the license number.

### B. Contact Information and Hearing Requirements

Provide the requested contact information for the Petitioner and, if applicable, Petitioner's attorney.

Indicate the amount of time required for the hearing in days or hours.

Indicate if a barrier-free hearing location is needed for physically disabled persons.

### C. Disciplinary Document Responses

Indicate if the following documents are attached:

1. A copy of the Disciplinary Document;
2. A list of all of the specific issues being appealed;
3. A document in which the Petitioner admits, denies, or makes a statement of insufficient knowledge for each of the Findings in the attached Disciplinary Document.

The Petitioner may not generally deny all of the Findings, but shall make each denial specific to each designated Finding. A denial shall fairly meet the substance of the Finding denied. When the Petitioner intends in good faith to deny only a part of a Finding, the Petitioner shall specify so much of it as is true and material, and deny only the remainder.

If the Petitioner is without knowledge or information sufficient to form a belief as to the truth of a specific Finding, the Petitioner shall provide a statement of insufficient knowledge and this shall have the effect of a denial. The Petitioner may not generally allege that it is without knowledge or information sufficient to form a belief as to the truth of all of the Findings, but shall make each such allegation specific to each designated Finding.

For each Finding the Petitioner denies, including those Findings for which the Petitioner is without knowledge or information sufficient to form a belief as to the truth of a specific Finding, the Petitioner shall state the fact or facts as the Petitioner believes it or them to be.

4. A list of all information and documents the Petitioner intends to rely upon to support the appeal of the Disciplinary Document. Attach copies of all information and documents that are available to the Petitioner.

5. A list of all of the defenses to each of the Findings in the Disciplinary Document that the Petitioner intends to raise in the hearing.

**D. Willingness to Negotiate Settlement**

Identify your willingness to negotiate a settlement with the Site Remediation Professional Licensing Board prior to transmittal to the Office of Administrative Law by selecting Yes or No.

**E. Certification**

Sign the Certification where indicated and mail the completed checklist, including all attachments, within 20 calendar days after receipt of the Disciplinary Document, to:

New Jersey Site Remediation Professional Licensing Board  
Mail Code 401-06  
P.O. Box 420  
401 East State Street  
Trenton, NJ 08625-0420

The submission may also be made electronically to [SRPLBoardContact@dep.nj.gov](mailto:SRPLBoardContact@dep.nj.gov).