



NJ-CERT Module 3:

Emission Repair Technician & Emission Repair Facility Regulations & Procedures

A course made for New Jersey's Certified Emission Repair Technician
(ERT)

Presented by the NJ Department of Environmental Protection (DEP)
Bureau of Mobile Sources



- **Note:** If you have not printed out the [Master Acronym List](#), please do so now **OR** have it open while viewing these Modules.
- For detailed rules and regulations, please visit [Section 2](#) on the NJ-CERT homepage.

Thank you

Part 1 – Emission Repair Technicians (ERTs)

Why Have ERTs? – Importance & Objectives

- Under New Jersey's Enhanced Inspection and Maintenance (I/M) program, any person or facility shall not perform emission-related repairs for compensation of any kind, unless the repairs are made by, or under the supervision of, a certified ERT employed by the facility.
- ERTs play an important role in the I/M program, from both an **environmental** and **customer service** perspective.
- ERT Certification Program - State Agency Roles
 - NJDEP – Manages the ERT Certification Program & issues individual ERT Certifications.
 - NJMVC – Provides assistance with auditing.

Why Have ERTs? - Focus on a Team Approach

- Who are the team members?

Answer: The motorist, the ERT/ERF, and State I/M staff.

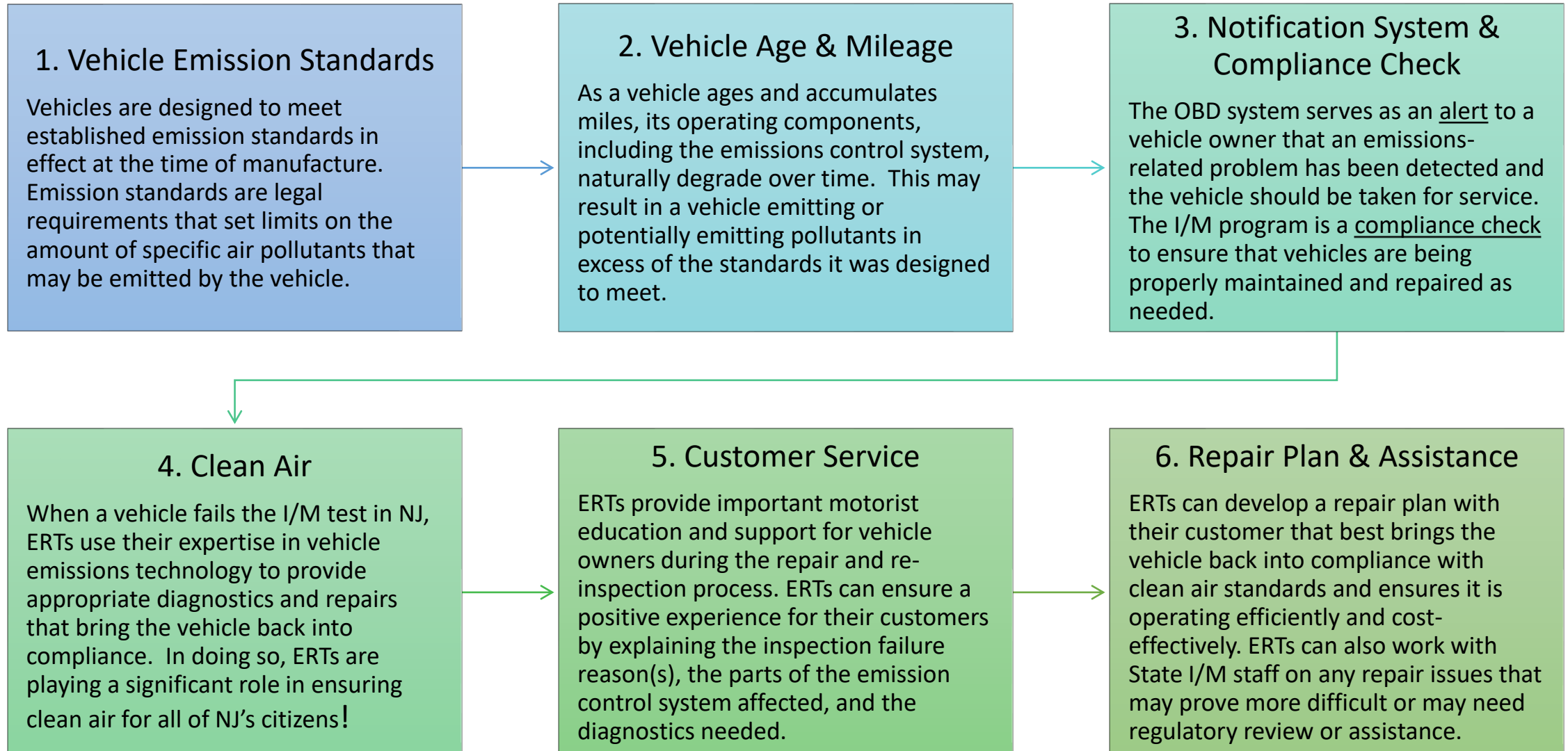
- What is the goal?

Answer: A vehicle that operates efficiently within the standards it was designed to meet and passes reinspection timely and on the first attempt.

- What is the ultimate result?

Answer: Cleaner air for all of NJ's citizens!

Why Have ERTs? – Understanding the Big Picture



How Do I Become an ERT?

The State has established the ETEP program, which identifies the requirements needed to become a certified ERT in New Jersey. Recertification is required every 5 years, during which time program requirements may be updated or revised to best align with advancements in automotive technology.

As of **January 1, 2020**, the following are required for NJ ERT Certification:

- ASE A6 – Electrical/Electronics
- ASE A8 – Engine Performance
- ASE L1 – Advanced Engine Performance
- Completion of free online NJ-CERT Course*

The NJ ERT expiration date will always be the same as the ASE L1 expiration date, which runs on a 5-year cycle.

*Possession of a current valid NJ Inspector License or Inspector Training in 2009 or later will be acceptable alternatives for re-certifying technicians **only** through the transitional year of 2020.

Bonus – Optional Advanced Recognition

Advanced Recognition will be granted to current ERTs who possess one or both of the following:

- ASE A9 – Light Duty Diesel Engines
- ASE L3 – Hybrid/Electric

Advanced Recognition in each topic will have an expiration date the same as the A9 and/or L3, as applicable.

Steps to Become an ERT - Initial

1

Register for an ERT Identification (ID) number.

To download the registration form, click here: [ERT ID Number Form](#) 📄

2

Meet the Automotive Service Excellence (ASE) Requirements.

Current ASE A6, A8, and L1 certifications.

3

Give ASE permission to e-mail your ASE certification status to NJDEP.

Click here for the steps to follow: [ASE Verification Process](#) 📄

4

Take the NJ-CERT Course and e-mail your completed assessment to NJDEP at etep@dep.nj.gov.

NJ-CERT Course & Assessment: [Click here](#)

5

Your ERT certificate and ID cards will be e-mailed to you upon approval.

ERT Database – What is it and What is it Used For?

- **What is the database used for?** – It is used for technician tracking purposes. An extract containing limited information is also provided to the NJMVC regularly for auditing, enforcement, and ERF registration purposes.
- **Who maintains the database?** – DEP
- **What is in the database?** – For each ERT:
 - Information from the ERT ID Number Registration Form
 - ASE Certification Expiration Dates
 - NJ-CERT Course Completion Date
 - ERT ID Number
 - ERT Expiration Date
- **Is the database tied to the NJMVC facility or Inspector databases?** – No, the ERT database is stand-alone and is not electronically connected in any way to any other programs or databases.
- **Is my information safe?** – Yes, the database is kept secure and confidential at all times. It is stored in a secure network folder and is password protected. Only limited program staff have access to the database.

What if My ERT Contact Information Changes?

- Changes in the following ERT contact information must be reported to DEP:
 - E-mail address
 - Home mailing address
 - Telephone numbers
 - Employer information
- Changes can be reported via:
 - E-mail at etep@dep.nj.gov
 - Phone to (609) 292-7953

ERT Credentials – Certificate & ID Cards

All approved ERTs are sent an approval e-mail with a certificate and ID cards attached as two PDF files; the documents contain the ERT's name, ID number, and expiration date.



What Should I Do With My Certificate & ID Cards?

- Save and retain with your records.
- Print, frame, laminate, and/or display as desired.
- Provide copies to your employer(s) so they can be made available to NJMVC staff for facility registration or auditing.
- ERT ID number is to be written in the space provided on the “Emission Repair Form” for any vehicle the ERT repairs, or supervises the repair of, that has failed the I/M emissions inspection.
- ERT ID number should never be shared or used by anyone other than the ERT that it was assigned to.

ERT Embroidered Patch

Each ERT is currently mailed one free 1.5" x 3" embroidered patch upon initial certification to wear or otherwise display in recognition of their status and accomplishment. Patches may only be worn by currently certified ERTs. Displaying/wearing this patch without a current certification is strictly prohibited.



Informational Notifications

On occasion, the DEP sends e-mails with I/M repair-related or program information that may be helpful to ERTs in the performance of their daily jobs. These may include topics such as:

- Tampering
- OBD readiness monitor issues
- OBD drive cycle information
- Emission inspection-related TSBs
- I/M program updates

Notice of ERT Recertification

- ERT Requirements Updated – Every 5 years
- Renewal E-mails Sent – 2 month intervals, beginning 6 months before expiration date.
- If e-mails aren't received, ERTs should use the following to obtain recertification instructions:
 - Website: <https://www.stopthesoot.org/etep/>
 - E-mail: etep@dep.nj.gov
 - Phone: (609) 292-7953
- It is the ERT's responsibility to keep track of their ERT status and ensure that it is up to date!

ERT Recertification Steps

1

Meet the Automotive Service Excellence (ASE) Requirements.

Current ASE A6, A8, and L1 certifications.

2

Give ASE permission to e-mail your ASE certification status to NJDEP.

Click here for the steps to follow: [ASE Verification Process](#)

3

Take the NJ-CERT Course* and e-mail your completed assessment to NJDEP at etep@dep.nj.gov.

NJ-CERT Course & Assessment: [Click here](#) *Through 12/31/2020: Valid NJ Inspector license or attendance of in-person NJ Specific Course in 2009 or later can substitute.

4

Your ERT certificate and ID cards will be e-mailed to you upon approval.

Notice of Expiration

- If an ERT does not meet the re-certification requirements before their expiration date, their ERT certification will expire.
 - An e-mail will be sent to the ERT with a notice of expiration, and NJMVC's Business License Compliance Office will also be notified for follow-up auditing purposes.
- ✓ An ERT may become recertified at any point thereafter that they meet the re-certification requirements.

Part 2- Emission Repair Facilities (ERFs)

ERF Basics

- **Emission Repair Facilities (ERFs).** The ERF program is managed by the NJMVC and facility registrations are issued by NJMVC.
- Emission Repair Facilities are licensed to make repairs to vehicles registered in the state of NJ if they fail their inspection.

ERF Qualifications

- To register an Emission Repair Facility:
 - ✓ Applicants must be at least 18 years old.
 - ✓ Facility must employ at least one certified [Emission Repair Technician](#).
 - ✓ All owners, partners or principal executive officers of a corporation or association of the business will be subjected to a criminal background check and child support background check.

How To Register an ERF

- Complete an ERF application and mail to:

Motor Vehicle Commission

Business Licensing Service Bureau

P.O. Box 170

225 East State Street

Trenton, NJ 08666-0170

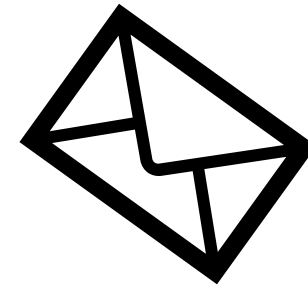
❖ You and your business will be fully investigated after receipt of the completed application.

Emission Repair Electronic Data Transfer

- The State electronically captures all emission repair data.
- As such, all “ERF Only” facilities must have a computer with Internet access to submit repair information on the New Jersey Vehicle Inspection Portal.
- All ERFs are responsible for maintaining a continuous Internet connection throughout the current I/M contract and any subsequent contract extensions.
- You may use any Internet Service Provider (ISP) available in your area.

Access to New Jersey Vehicle Inspection Portal

- Notify NJMVC by e-mail to NJMVC-Inspection-Services@mvc.nj.gov when you are ready to begin the portal registration process. You may send NJMVC an e-mail as soon as your Internet connection is set up.
- **Send e-mail with subject line "ERF Portal Registration Process" and a message including:**
 - ✓ Emission Repair Facility ID number
 - ✓ Shop name
 - ✓ Address- street, city, state, zip
 - ✓ Shop owner's full name
 - ✓ Shop manager's full name (if different than owner)
 - ✓ Contact phone number
 - ✓ E-mail address for Facility/Shop Manager
- The State will grant access to the New Jersey Vehicle Inspection Portal only to the owners/managers of an ERF station.
- Once NJMVC has received your email, instructions will be forwarded back to you on how to enroll additional users within the shop and how to use the system.
- The station owner/manager will be responsible for setting up the access for all certified ERTs working at their facility.



How to Use the Vehicle Inspection Portal

- Download the [ERF Portal Instructions Manual](#)
- ERTs will enter repair information using the Repair Data application. ERFs that are also Private Inspection Facilities (PIFs) can access the Web portal on inspection workstations by choosing option 4, Utilities, on the main menu then select option 7 to Browse Internet.

Repair Facility Portlet

- When repair work has been completed on a vehicle that has failed the emission inspection, the repair information must be entered through the Repair Facility Portlet (see screenshot to the right) section of the Vehicle Inspection Portal.
- The ERF Portal Instructions Manual includes detailed steps on using this Portlet and entering repair data.
- Once repair information has been entered and saved, a confirmation number appears. This confirmation number must be written on the vehicle's failed Vehicle Inspection Report (VIR). See sample below.



Data Saved Successfully. Repair Confirmation Number is 8833.



Deceptive Practices Concerning Emission-Related Repairs

- ERFs are subject to the New Jersey Division of Consumer Affairs rules and provisions governing automotive repairs and deceptive practices.
- These regulations outline acts or omissions that are considered deceptive practices in the conduct of the business of automotive repair shops.
- These include acts such as commencing work for compensation without obtaining authorization, failing to provide a customer with a copy of a signed receipt or document, and charging a customer for work done or parts supplied in excess of any estimate given, among many others.
- Please see the regulation at [N.J.A.C. 13:45A-26C](#) for full and complete text.

Notice and Recordkeeping Requirements

- The ERF regulations require various notice and recordkeeping items with detailed specifications. Some of these include:
 - Display of an outdoor sign which shall read: "Registered: State of New Jersey Motor Vehicle Emission Repair Facility". The sign shall include the ERF registration number.
 - ERFs shall post in a conspicuous location accessible to the public a notice stating that the names and qualifications of its certified ERTs are available upon request.
 - Every registered ERF shall maintain copies of all motor vehicle inspection reports, estimates, work orders, invoices, parts purchase orders, appraisals and/or other documents prepared by that facility for repair work performed by that facility or by subcontractors.
- Please refer to the regulation at [N.J.A.C. 13:20-45](#) for the full and complete text.

ERF Stamp

- When an emission repair or OBD repair is performed on a motor vehicle, the registered ERF shall cause to be imprinted on the vehicle's emission repair form a stamp with the following:

NEW JERSEY

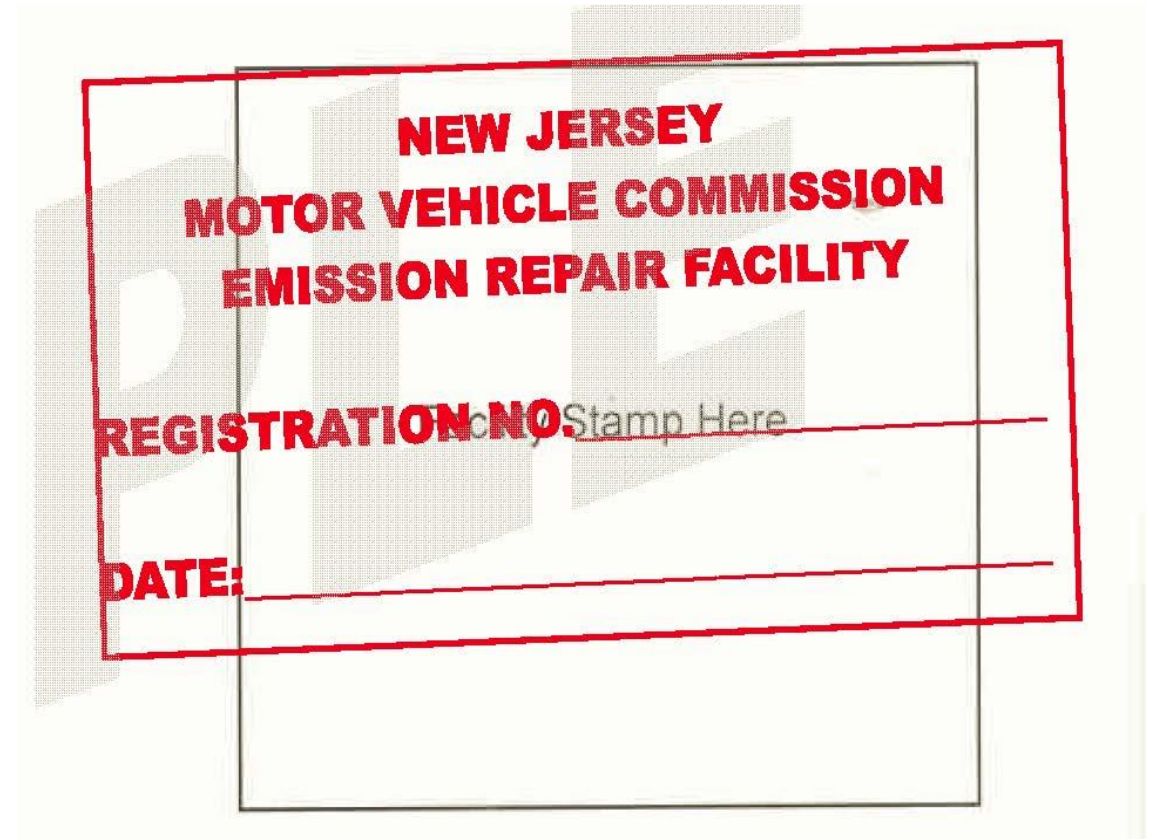
MOTOR VEHICLE COMMISSION

EMISSION REPAIR FACILITY

REGISTRATION NO.

DATE:

- The ERF registration number and the date of emission repairs or OBD repairs shall be contained on the stamp.
- Each ERF shall purchase the stamp from a commercial source.
- The stamp should measure 1 ½ inch by 2 ½ inch high alpha/numeric characters. ERF stamps should include all six (6) digits of the license number.



Violations/Penalties

- The ERF regulations contain lists of various violations that are subject to investigations and penalties.
- The NJMVC Chief Administrator may refuse to renew a registration or suspend or revoke the registration of any ERF applicant or registrant that is found to be in violation of any of the provisions set forth within the ERF regulations.
- ERFs that are notified of any such action are entitled to an administrative hearing.
- Hearing procedures are also set forth within the ERF regulations. Please refer to the regulation at [N.J.A.C. 13:20-45](#) for full and complete text.

Non-ERF Enforcement Provisions

- Under New Jersey Title 39 Motor Vehicle and Traffic Law, any person performing for compensation emission-related repairs on a motor vehicle that has failed an emission test may be subject to imprisonment and fine, if that person is not registered as an Emission Repair Facility.
- The full statute is found at [N.J.S.A. 39:8-54](#) Misrepresentation, transfer of license; penalties.