



NOTICE:

Residential Installers: Submit a non-expired copy of your Home Improvement Contractor (HIC) registration

If you are a participating renewable energy vendor in the *New Jersey Clean Energy Program™*'s (NJCEP) *Customer Onsite Renewable Energy (CORE)* program and/or its successor program, the NJCEP's *Renewable Energy Incentive Program (REIP)* and because you offer services installing renewable energy systems on residences, you are required by law to register with the Division of Consumer Affairs (in the New Jersey Department of Law and Public Safety) as a Home Improvement Contractor (HIC). Without this registration, you may not legally participate as an installer in the CORE or REIP rebate program.

As of December 31, 2009, all existing HIC registrations on file at NJCEP are expired. Therefore, should you wish to continue participating in the program, you must submit a copy of your updated 2010 HIC registration by the close of business day on March 31, 2010.

To submit your 2010 HIC registration, you can mail, e-mail or fax a copy, including the registration number, to NJCEP at the following address:

Renewable Energy Account Manager
New Jersey's Clean Energy Program™
C/o Conservation Service Group
75 Lincoln Highway, Suite 100
Iselin, New Jersey 08830
Fax: 732-634-8010 (include Attention: REIP Account Manager)
E-mail: joanne.bachmann@csggrp.com

You can obtain the materials necessary to register or to reinstate your expired registration as a Home Improvement Contractor on the Division of Consumer Affairs website at <http://www.njconsumeraffairs.gov/HIC/>. The Division of Consumer Affairs will process only fully completed applications. It is important that you follow the guidelines on the website carefully and completely. If you have any questions regarding the Division of Consumer Affairs HIC registration program, please call Bill Connor at 973-273-8034.

For information on NJCEP's REIP program, see <http://www.njcleanenergy.com/renewable-energy>.

You can also contact Joanne Bachmann, Renewable Energy Account Manager, at 732-218-4430 or the email listed above.

Thank you for your attention to this matter.