



# SREC Registration Program

## 2016 Certification Form

### Certification Form: Requirements, Instructions, Terms and Conditions

Before completing the attached SREC Registration Program (SRP) Certification Form, please carefully read all of the information in Sections A, B, and C below.

#### A. Qualification Requirements

1. The proposed system must be interconnected with the distribution system serving New Jersey (N.J.A.C. 14:8-2.9).
2. The system must be installed in accordance with requirements specified in *New Jersey's Clean Energy Program Solar Technical Instructions* and it must come with an owner's manual and warranty documentation.
3. The system warranty must be all-inclusive for at least 5 years.
4. On May 1, 2012, the New Jersey Board of Public Utilities (BPU) re-adopted Chapter 8 (renewable energy and energy efficiency) rules with amendments that became effective upon publication on June 4, 2012. Per N.J.A.C. 14:8-2.4, the SRP Processing Team must receive a complete SRP Registration packet no later than **10 business days** from the execution date of the contract unless otherwise directed by the Board. Contracts are considered executed on the date of their most recent signature or the execution date within the contract. Contracts received with executed dates that are not compliant with the 10-day rule will be accepted into the program, but it will be noted in the SRP Acceptance letter that the project is non-compliant. If the applicable deadline is not met, any SRECs based on electricity generated by the solar facility shall not be usable for compliance with the New Jersey RPS until 12 months after the solar facility has received authorization to energize by the EDC in accordance with the Board's interconnection rules at N.J.A.C. 14:8-5. See NJ Administrative Code.

#### B. Instructions for completing the SRP Registration Certification Form

1. Complete all of sections A through D of the SRP Certification Form. All information is necessary for processing registrations. The SRP Certification Form is required to be uploaded in the online application portal.
2. **All requested signatures on forms and contracts are required.**
3. An email address is required to be entered in this form for the Premise Contact, SREC owner and Installer/Developer.

#### C. Important Terms and Conditions

1. The "Registrant" is defined to be the entity that registers for the SRP (i.e. Registrant could be a Premise Contact, SREC owner or Installer/Developer) **If the registrant is not clearly defined to the SRP Processing team, the default registrant will be the Installer/Developer.**
2. The Registrant is responsible for completing the SRP Registration in the online application portal, uploading all required forms referenced on the SRP Checklist and for all communications regarding this registration.
3. If selected, the Premise Contact must agree to an on-site inspection of their installed solar electric system by a program representative. The SREC Owner must agree to allow the program to verify the facility's energy production for the life of the system.
4. SRP Program Manager, Applied Energy Group is the organization(s) that was contracted by the NJBPU to administer the SREC Registration Program.
5. The NJBPU reserves the right to modify the SREC Registration Program. Program procedures are subject to change without notice. Accepted projects will be honored under the terms stated in the project SRP Acceptance letter.
6. Installation must comply with the host Electric Distribution Company's interconnection requirements, which are available online; these include operation/ disconnection procedures, liability/ indemnity and insurance requirements according to the size of the project. For information on interconnection, please see our web site at [NJCleanEnergy.com](http://NJCleanEnergy.com) or contact your EDC. Grid Supply systems must be connected to the distribution system serving New Jersey and meet the interconnection requirements of PJM Interconnection LLC.
7. The registration received date will be established based upon the date that the registration is completed in the online portal, all required documents have been uploaded and the status is change to Application Received in the portal.
8. The Registrant must comply with the installation requirements in the Solar Technical Instructions.
9. The solar installation must be performed by a NJ licensed electrical contractor and the registrant must provide the company name, contact information, license number and expiration date. N.J.S.A. 45:5A-2(d) states that solar PV systems are by definition electrical work and requires any person engaged in installing, erecting, or repairing such equipment to be an electrical contractor as defined in the Act.
10. If any of the parties included in the original SRP Certification Form have changed since the time of original submittal an updated signed SRP Certification Form must be submitted.
11. Systems shall be installed according to manufacturer's instructions.
12. Portable systems are not eligible to participate in this program.
13. Information may be subject to the Open Public Records Act requirements. Aggregated information will be used in reports and evaluations, and the geographic location may be used to update GIS mapping.
14. All installations must comply with all applicable local, state, and federal laws, permit requirements and regulations.

#### Updates to the program requirements are subject to change.

For more information or updates about *New Jersey's Clean Energy Program*, please call 866-NJSMART or visit [NJCleanEnergy.com](http://NJCleanEnergy.com).



# SREC Registration Program

## 2016 Certification Form

**A: Premise Contact and System Location (Where will the system be installed?)**

Company Name (if applicable): \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Installation Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**B: SREC Owner (Who will be issued the NJ Certification Number?) *FILL OUT IF DIFFERENT PERSON THAN ABOVE***

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**C: Solar Installer/ Developer**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**D: Certification and Signatures**

The undersigned warrants, certifies, and represents that 1) the information provided in this form is true and correct to the best of his or her knowledge; 2) if a behind-the-meter system, the annual output of the above described generating system will not exceed 100% of the host's historic annual electrical usage; 3) the Installer/Developer will provide manuals related to the system operation and maintenance to the SREC owner; 4) the system proposed will be constructed, installed and operated in accordance with all Board rules and applicable laws, and all NJBPU policies and procedures for the SRP program; 5) the Premise Contact is the Customer of Record for the Utility Account; 6) the Premise Contact gives permission to the SRP Processing Team to review their electric account information, both prior to installation and subsequent to installation; and 7) all signing parties realize that certain information in this registration may be subject to the Open Public Records Act. 8) The Installer/Developer has reviewed and explained the SRP Technical Worksheet Instructions to the SREC owner. 9) the information submitted with this registration is accurate and the system installation will follow the instructions detailed on the SRP Solar Technical Instructions page.

**SREC Owner**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Installer/Developer**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Site Host Contact**

(If different from SREC Owner)

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_