



CAZEO rev.9/13/21

TEMPORARY CERTIFICATION PROCEDURES FOR PREVIOUSLY CERTIFIED CZEO, AND AICP CERTIFIED PLANNERS PURSUANT TO CGS 8-3(e)(1)

Purpose:

Following the close of the 2021 Legislative Session and the passage of PA-21-29, CGS 8-3(e)(1) now requires that as of January 1, 2023 each person appointed as a zoning enforcement officer shall obtain certification from CAZEO and maintain such certification for the duration of the employment as a Zoning Enforcement Officer.

The purpose of this policy is to outline the one-time recertification process for Zoning Enforcement Officials which have previously held a "CZEO" designation, as described in the CAZEO Certification Policy. This policy also outlines the process for an AICP certified Planner who now must obtain an initial CZEO designation to comply with CGS 8-3(e)(1).

Applicability:

This recertification policy shall be effective as of the date adopted and shall apply to:

1. Any CAZEO Member who has previously obtained a "Certified Zoning Enforcement Official" (CZEO) designation wishes to obtain recertification.
2. Any professional planner who is a member in good standing of the American Planning Association who also holds an AICP Certification, has not previously held a CZEO designation and can demonstrate that their job responsibilities directly relate to zoning enforcement and administration in Connecticut.

Procedures:

1. **Former CZEO:** Any Member or former Member who has previously held a CZEO designation shall follow the following procedures to obtain recertification:
 - a. Complete and submit an eligibility application with necessary application fee and supporting materials to the CAZEO Membership Director. Applications shall be submitted no later than October 1, 2022
 - b. Following approval of the recertification application, the Member shall attend and receive a passing score for the next available examination dates(s) for both Session 1 and Session 2.

- c. Following successful completion of both Session 1 and Session 2 examinations, the Member shall submit an application for CZEO certification to the Certification Committee.
- d. Upon issuance of the CZEO designation, the Member shall be required to earn 75% of the total Continuing Education credits offered by CAZEO for the first certification cycle following recertification.

2. **AICP Planner:** An AICP Certified Planner as identified above who has not previously held a CZEO designation shall follow the following procedure for obtaining CZEO Certification:
 - a. Complete and submit an eligibility application with necessary application fee and supporting materials to the CAZEO Membership Director. Applications shall be submitted no later than October 1, 2022
 - b. Following approval of the recertification application, the Member shall attend and receive a passing score for the next available examination dates(s) for both Session 1 and Session 2.
 - c. Following successful completion of both Session 1 and Session 2 examinations, the Member shall submit an application for CZEO certification to the Certification Committee.
 - d. Upon issuance of the CZEO designation, the AICP Planner shall be responsible for maintaining their certification as required by the CAZEO Continuing Education Policy.

Any member who does not successfully obtain a passing score for both Session 1 and Session 2 examinations shall be required to follow the Certification Policy to obtain a CZEO Designation.

Fees:

1. Membership fees shall be as set by the Executive Committee per calendar year.
2. The examination fee shall be \$150.00
3. The eligibility application fee shall be \$125.00

Eligible Experience:

The following professional experience shall qualify any Member or former Member who is seeking a CZEO designation pursuant to this policy, as determined by the Certification Committee:

1. Demonstrated comprehensive experience with zoning enforcement administration including performing property inspections, drafting violation letters, implementing issued orders, and obtaining compliance.

Policy Term:

This policy shall be effective as of September 10, 2021 and shall terminate on January 1, 2023.

Exceptions:

The Executive Committee is not authorized to grant exceptions to this policy to individual members.