



## Notice: New Jersey's Clean Energy Program – SREC Registration Program (SRP) Transition Update

The New Jersey Board of Public Utilities is currently transitioning the management of the Clean Energy programs to a new Program Administrator.

### *Online Portal*

As of March 1, 2016 all SRP registrations will be submitted through an online portal. This new electronic process is intended to streamline the review and approval of all SRP registrations, and reduce the backlog of registrations awaiting processing. Registrants will have the opportunity to enter project specifications as well as upload supporting documentation. Paper registrations will **no longer** be accepted and will be returned to the sender via US mail. If you have submitted a paper registration, please submit your Final As-Built packet in paper form to the address below.

### *Training for the Online Portal*

Training sessions for the online portal will occur during the week of February 15, 2016 via webinar. Please see the attached document for training dates and times. A recording of the webinar will be made available on the NJCleanEnergy.com website. A User Manual, together with frequently asked questions, will also be developed.

### *Previously Submitted Registrations Pending Review*

We encourage Registrants who have submitted a hard copy SRP Registration packet prior to March 1st to withdraw your registration and re-submit it to the online portal on or after March 1st. This will expedite the review of your registration(s). If you decide to withdraw the previously submitted registration and submit via the online portal, please supply a list of those registrations that were withdrawn to the SREC Registration Program by email to [reinfo@njcleanenergy.com](mailto:reinfo@njcleanenergy.com). If you choose to re-submit your registration in the online portal, the registration date of your original submission will be used to determine compliance with the Chapter 8 rules N.J.A.C. 14:8-2.4.

As of March 1st all correspondence relating to your SRP Registration or the SREC Registration Program will be sent via email. Hard copy letters will no longer be issued.

### *Contact Information Update*

Effective February 15, 2016, please submit all SRP Registration packets and Final As-built documentation to the address below:

*New Jersey's Clean Energy Program*, SRP Processing Team, c/o Applied Energy Group, 317 George Street, Suite 305, New Brunswick, NJ 08901.

The phone number for inquiries, 866-NJSMART, remains the same.

The SRP Program will continue to support the solar industry and the awareness of the benefits of renewable energy. Thank you for your continued interest during this brief period of transition.