



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 809
TRENTON, NJ 08625-0809

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

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Attention Fire Academy Directors:

As instructors plan for upcoming fire inspector courses, the Division of Fire Safety would like to take this opportunity to remind you that instructors should order Uniform Fire Code Books in bulk quantity for their course from the Division's Publications Unit.

Once the class has been scheduled and a course delivery form has been submitted and approved by the Office of Training and Certification, please have your fire instructor contact me three weeks prior to the class start date. I will arrange delivery of the fire code books directly to the academy instructor and provide instruction on how to collect payment. This will ensure every student has a book on the first day of class.

We find that this process alleviates the burden placed upon the students to obtain the Uniform Fire Code book on their own, as well as alleviates the responsibility placed on the Publications Unit to expedite individual student orders.

Only under extenuating circumstances, should the Division have to fill individual student book orders moving forward. Please take a moment to inform all fire instructors of this process. If you have any questions, please contact me at 609-913-4288 or at Jessica.Duff@dca.nj.gov.

Sincerely,

Jessica Duff

Jessica Duff
Publications Unit
Division of Fire Safety

c: Richard Mikutsky, Director
Kent Neiswender, Office of Training and Certification