

REGISTRATION FORM

MAIL REGISTRATION FORM AND PAYMENT TO:

County Administrators Certificate Program
Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
or Fax to 732-932-3586

Last Name _____

First Name _____ Middle Initial _____

Employer _____

Title _____

Business Address _____

City _____

State _____ Zip _____

Home Address _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Work _____ Extension _____

E-mail _____

COURSE INFORMATION:

NJ County Administrators Certificate Program
COURSE ID# CT-7301-FA15-1, New Brunswick, \$750

PAYMENT INFORMATION:

Check or voucher must accompany registration form. Make check or voucher payable to Rutgers, the State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register on-line at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals, transfers and/or returned checks.

CENTER FOR
GOVERNMENT SERVICES
IN COOPERATION WITH THE
NEW JERSEY
ASSOCIATION OF COUNTIES

NEW JERSEY
COUNTY ADMINISTRATORS
BASIC CERTIFICATE PROGRAM



CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

Continuing Studies

RUTGERS

October 23 & 30, 2015
Rutgers University
Center for Government Services
New Brunswick

RUTGERS
Continuing Studies

COUNTY ADMINISTRATORS BASIC CERTIFICATE PROGRAM

Rutgers University Center for Government Services, in cooperation with the New Jersey Association of Counties, is pleased to present a certificate program on county administration designed to enhance the operational and functional knowledge of county administrators and professional staff.

This two-day Basic Certificate Program covers essential components in the administration of county government. Sessions on management challenges, public procurement, county fiscal affairs and ethics provide an overview of these important day-to-day operations.

Instructed by experienced professionals in their respective fields, the sessions bring real-life applications and insight to the implementation of daily operations and challenges.

This program has been specifically designed to address the needs and interests of administrators, managers and administrative staff working in county government.

The Division of Local Government Services, DCA has approved continuing education credits for CCPO, CCFO, CMFO, and QPA recertification, as indicated on the agenda.

Rutgers University
Center for Government Services
303 George Street
6th Floor, Classroom A
New Brunswick, NJ 08901-2020

October 23 & 30, 2015
\$750.00

Course ID: CT-7301-FA15-1

Directions and parking information can be found at:
<http://cgs.rutgers.edu/directions-cgs>

CONTACT INFORMATION
732-932-3640 X632, fax: 732-932-3586
www.cgs.rutgers.edu

COUNTY ADMINISTRATORS BASIC CERTIFICATE PROGRAM

AGENDA

Friday, October 23, 2015

8:30AM - 9:00AM: **Registration/Continental Breakfast**

9:00AM - 12:00N: **Public Procurement**

Anna Marie Wright, Purchasing Agent,
Camden County

Mary Louise Stanton, Purchasing Agent,
Somerset County (retired)

Recertification Credit, 3 Contact Hours:

CMFO/CCFO: *Financial/Debt Management, RMC: Finance, CPWM: Government, QPA: Procurement Procedures*

12:00N - 1:00PM: **Lunch**

1:00 PM - 4:00 PM: **Management Challenges**

Assemblywoman Sheila Oliver,
Speaker Emeritus, NJ General Assembly/
Assistant County Administrator, Essex

Recertification Credit, 3 Contact Hours:

CMFO/CCFO: *Office Management/Ancillary Subjects, RMC: Professional Development, CPWM: Management, QPA: Office Administration/General Duties*

Friday, October 30, 2015

8:30AM - 9:00AM: **Registration/Continental Breakfast**

9:00AM - 12:00PM: **County Fiscal Affairs**

Joseph A. Kovalick, Jr., Director of Finance & Treasurer,
Morris County

Recertification Credit, 3 Contact Hours:

CCFO: *County Fiscal Affairs*

12:00N - 1:00PM: **Lunch**

1:00PM - 4:00PM: **Ethics**

Stephanie R. Bush-Baskette, Esq., Ph.D.
Former Commissioner, NJ DCA

Recertification Credit, 3 Contact Hours:

CMFO/CCFO, CTC, RMC, CPWM, QPA: *Ethics*

REGISTRATION INFORMATION

Enrollment Policy

Mail-in, faxed, on-line (at <http://cgs.rutgers.edu>), and in-person registrations at the CGS offices are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured. A student who has a delinquent account with CGS will not be permitted to enroll in any CGS courses until the delinquency is resolved. Students may now register online with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column. In-person registrations at the course location on the day of the first class are considered "walk-ins," who will be assessed a late fee and must complete an agreement-to-pay form. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days.

Course Fees and Payment

Payment for a student's participation in a course can be obtained using any of the following methods:

- 1) Credit card payment available only through online registration at <http://cgs.rutgers.edu>
- 2) Check or money order payment
- 3) Authorized voucher or purchase order

Late Fees

Students are required to register for classes before the date of the first session. Any student who attempts to register on or after the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Class Cancellation Policy

The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund or exercising the option to enroll in another course that is offered during the same semester.

Certificates

Certificates are mailed to students after completion of each course. They will not be issued if any fees are delinquent.

Special Needs Students

Students with special needs are encouraged to contact CGS so that appropriate accommodations can be made.