

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

IPD

INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Policies for Reviewing Your Employees

Earn 5 Continuing Education Credits!

OCTOBER 25, 2019-JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 4 Office Mgt/Ancillary Subjects & 1 Ethics
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs - 4 Management & 1 Ethics
- *Approved by DCA for RMCs 5CEUs - 4 Professional Development & 1 Ethics
- *Approved by DCA for CTCs 5 CEUs - 4 General/Secondary Duties & 1 Ethics
- *Approved by DCA for QPAs 5 CEUs - 4 Office Administration/General Duties & 1 Ethics
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Applied to NJ Supreme Court for Attorneys 5 CLEs- 1 Ethics & 4 Labor & Employment Law
- *Approved for 5 CPEs for CPAs, RMAs & PAs - 5 Management

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check, No need to send us your voucher for a separate signature because this form has been approved by the DLGS Local Finance Board and meets the requirements for certification of performance of service.

8:30am-9:00 am Registration, Hot Breakfast Buffet - 9:00am-1:10 pm Seminar Timetable

- Drug and Alcohol Testing and Policies
- Reasonable Accommodation Issues
 - Direct Threat
 - Undue Hardship
- Safety Sensitive Functions
- Monitoring Workplace Behavior
- Key Handbook Policies and Contract Clauses
- Local Government Ethics Law Update (1 hour)

Speaker: Armando V. Riccio, Esquire

Mail Checks to: Institute for Professional Development

P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

___ I wish to register for Policies for Reviewing Your Employees Seminar 10/25//19 - Directions on Web: <http://ipd2.com>

FAX YOUR REGISTRATION (973) 777-0401

Cancellation Policy - 48 Hours before seminar in writing by Fax

*During Inclement Weather check our website <http://ipd2.com> Day Before Seminar**

SEMINAR INCLUDES FULL BREAKFAST BUFFET ___\$125 per person \$150 Registration at door

NAME

TITLE

ADDRESS

ORGANIZATION OR GOVERNMENTAL UNIT

TELEPHONE NUMBER

FAX NUMBER

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form! You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator
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