

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

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. **Date: 1/26/19 - Federal ID# 22-3064914**

Seminar Time Table

All 4 Credit Seminars – Registration 9:00am to 9:30am – Seminar 9:30am to 12:50pm

All 5 Credit Seminars – Registration 8:30am to 9:00am – Seminar 9:00am to 1:10pm

All Seminars Include Our Delicious Buffet Breakfast

Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

2019

YOUR MANAGEMENT OBLIGATIONS

Including Legal Review of NJ Paid Sick Leave Law

Earn 5 Continuing Education Credits!

MARCH 15, 2019-NJ LAW CENTER, NEW BRUNSWICK, 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 Rutgers University for RPPO/RPPS 5 CEUs - 5 Management/Supervisory
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Approved by Rutgers University for 4 CRPs in Classroom for Certified Recycling Professionals
- *Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

Seminar #26 \$125 per person \$150 Door Registration

IMPLEMENTATION OF INTERNAL CONTROLS

MARCH 15, 2019 NJ LAW CENTER, NEW BRUNSWICK, NEW JERSEY

Approved by DCA – CMFO, CCFO – 4 CEU's – Accounting
Approved RMA, CPA, PA – 4 CPE's – Accounting/Auditing

Seminar #27 \$125 per person \$150 Door Registration

**REDEMPTIONS, ASSIGNMENTS and
FORECLOSURES WORKSHOP
A REFRESHER FOR THE COLLECTOR – EARN 5 DUAL CREDITS
MARCH 15, 2019 - NJ LAW CENTER, NEW BRUNSWICK, NJ**

*Approved by DCA for CTC's-5 CEUs - 3 Enforcement & 2 Reporting/Billing/Collecting

*Approved by DCA for CMFOs & CCFOs - 4 CEUs- 4 Accounting & 1 Fin/Debt Mgt.

*Approved for 5 CPEs for CPAs, RMAs & PAs - Accounting

Seminar #28 \$125 per person \$150 Door Registration

**“BANK REC's to BALANCE SHEETS & EVERYTHING IN BETWEEN-
Getting a hold of your Municipal Finance Responsibilities”
APRIL 26, 2019 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ**

Approved by DCA – CMFO, CCFO – 4 CEU's – Accounting

Approved RMA, CPA, PA – 4 CPE's – Accounting/Auditing

Seminar #33 \$125 per person \$150 Door Registration

***UNDERSTANDING IRS PAYROLL REGULATIONS
FOR SCHOOL DISTRICTS AND MUNICIPALITIES*
APRIL 26, 2019 – JUMPING BROOK COUNTRY CLUB, NEPTUNE NJ**

Approved by DCA – CMFO, CCFO – 4 CEU's – Accounting

Approved RMA, CPA, PA – 4 CPE's – Accounting/Auditing

Seminar #34 \$125 per person \$150 Door Registration

**HARASSMENT and DISCRIMINATION IN THE WORKPLACE
Including Sexual Harassment**

APRIL 26, 2019, JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's – 2 Office Mgt./Ancillary Subjects & 2 Ethics

Approved by DCA –CPWM - 4 CEU's – 2 Ethics & 2 Management

Approved by DCA –CTC - 4 CEU's – 2 Ethics & 2 General/Secondary

Approved by DCA – RMC -4 CEU's - 2 Ethics & 2 Professional Development

Approved by DCA – QPA – 4 CEU's – 2 Ethics & 2 Office Administration/General Duties

Approved for 4 CPE's for CPA, RMA PA – Management

Approved by NJ Supreme Court for Attorneys 4 CLEs – 3 Law Practice Management, 1 Tort

Seminar #29 \$125 per person \$150 Door Registration

ETHICS:
What You Have a Right to Do versus What is Right to Do
APRIL 26, 2019
JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, CTC, CPWM, RMC, QPA – 4 CEU's - ETHICS
Approved – RMA, CPA, PA – 4 CPE's - Ethics (Not Professional Ethics – Chapter 6)
Approved by NJ Supreme Court for Attorneys 4 CLEs Ethics

Seminar #30 \$125 per person \$150 Door Registration

Performance, Discipline & Discharge Issues
Earn 5 Continuing Education Credits!
MAY 17, 2019-NJ LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for CMFOs & CCFOs 5 CEUs - 4 Office Mgt/Ancillary Subjects & 1 Accounting
*Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 4 Management & 1 Government
*Approved by DCA for RMCs 5CEUs - 4 Professional Development & 1 Finance
*Approved by DCA for CTCs 5 CEUs - 4 General/Secondary Duties & 1 Legislation
*Approved by DCA for QPAs 5 CEUs - 5 Office Administration/General Duties
*Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
*Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

Seminar #31 \$125 per person \$150 Door Registration

NJ LAW AND PROFESSIONAL ETHICS SEMINAR
May 17, 2019
NJ Law Center, New Brunswick, NJ
Approved for CPAs, RMAs, PSAs, PAs 4 CPEs Professional Ethics Chapter 6
Approved for 4 CEUs by DLGS for CMFO/CCFOs, CTCs, QPAs, CPWMs, RMCs - 4 Ethics

Seminar #32 \$150 per person \$175 Door Registration

During Inclement Weather: Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

Directions on our Web Site <http://ipd2.com>

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOU PAYMENT
Mail Check to: Institute for Professional Development, P. O. Box 1468 Clifton, NJ 07015 (973) 777-4200

SEMINARS INCLUDE HOT BREAKFAST BUFFET

2019

I wish to register March 15, 2019	Seminar #26 ___ Your Management Obligations	\$ 125 per person Door Registration \$ 150
I wish to register March 15, 2019	Seminar #27 ___ Internal Controls	\$ 125 per person Door Registration \$ 150
I wish to register March 15, 2019	Seminar #28 ___ Tax Redemptions	\$ 125 per person Door Registration \$ 150
I wish to register April 26, 2019	Seminar #29 ___ Harassment & Discrimination	\$ 125 per person Door Registration \$ 150
I wish to register April 26, 2019	Seminar #30 ___ Ethics	\$ 125 per person Door Registration \$ 150
I wish to register April 26, 2019	Seminar #33 ___ Municipal Finance	\$ 125 per person Door Registration \$ 150
I wish to register April 26, 2019	Seminar #34 ___ IRS Payroll Regulations	\$ 125 per person Door Registration \$ 150
I wish to register May 17, 2019	Seminar #31 ___ Performance, Discipline	\$ 125 per person Door Registration \$ 150
I wish to register May 17, 2019	Seminar #32 ___ NJ Law & Professional Ethics	\$ 150 per person Door Registration \$ 175

SELECT THE SEMINARS ABOVE THAT YOU WISH TO ATTEND & FAX THIS REGISTRATION FORM TO (973)777-0401

Cancellation Policy – 48 Hours in advance of seminar, in writing - During inclement weather Check our Web Site: <http://ipd2.com>

Name _____ Title _____

Address _____


Organization/Government Unit _____

Telephone # _____ Fax # _____ Email _____

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

P.O. Box 1468 Clifton, New Jersey 07015-1468 (973) 777-4200 FAX (973) 777-0401