

Institute for Professional Development, PO Box 1468, Clifton, NJ 07015
2018 Upcoming Seminars

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

***"OH WHAT A YEAR FOR PUBLIC PROCUREMENT PERSONNEL
WITH HALF A YEAR STILL REMAINING!"***

JUNE 8, 2018 NEW JERSEY LAW CENTER, NEW BRUNSWICK, NJ

***EARN 5 CREDITS!
2GREEN PURCHASING***

Approved by DCA - CMFO, - 5 CEU's - 2 Financial Debt Management 3 Office Mgt/Ancillary
Approved by DCA - CCFO - 5 CEU's - 1 Debt Mgt 2 Off Mgt/Ancill 2 Cty Fiscal Operations
Approved by DCA - CPWM - 5 CEU's - 3 Management - 2 Government
Approved by Rutgers - RPPO & RPPS - Public Purchasing
Approved by DCA - QPA - 5 CEU's - 3 Procurement Procedures 2 Green Purchasing
Approved for 5 CPE's for CPA, RMA PA - Management

Seminar #6 \$125 per person \$150 Door Registration
Registration and Breakfast Buffet 8:30am - 9:00am -- Seminar Timetable 9am-1:10pm

**CONFLICT and the DIFFICULT EMPLOYEE
New Management Seminar
Earn 5 Continuing Education Credits!**

JUNE 8, 2018-NEW JERSEY LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects, 1 Ethics & 1 Information Technology
*Approved by DCA for CPWM (Public Works Managers) 5 CEUs - 3 Management, 1 Ethics & 1 Information Technology
*Approved by DCA for RMCs 5CEUs - 3 Professional Development, 1 Ethics & 1 Information Technology
*Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties, 1 Ethics & 1 Information Technology
*Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties, 1 Ethics & 1 Information Technology
*Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Management/Supervisory & 2 Ethics
*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 #7 \$125 per person \$150 Door Registration
Registration and Breakfast Buffet 8:30am - 9:00am -- Seminar Timetable 9am-1:10pm

NAVIGATING EMPLOYEE LITIGATIONS
Earn 5 Continuing Education Credits!
JUNE 8, 2018-NEW JERSEY LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects, 2 Ethics
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 3 Management, 2 Ethics
- *Approved by DCA for RMCs 5CEUs - 3 Professional Development, 2 Ethics
- *Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties, 2 Ethics
- *Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties, 2 Ethics
- *Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Management/Supervisory & 2 Ethics
- *Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs
- *Approved for 5 CPEs for CPAs, RMAs & PAs – 5 Management

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

Seminar #8 \$125 per person \$150 Door Registration

OPEN PUBLIC RECORDS ACT (OPRA)
Everything You've Ever Wanted to Know About What the Public Wants to Know

JUNE 8, 2018 NEW JERSEY LAW CENTER, NEW BRUNSWICK

- Approved by DCA - CMFO, CCFO, 4 CEU's – Office Management & Ancillary
- Approved by DCA –CTC -4 CEU's – General/Secondary
- Approved by DCA - RMC – 4 CEU's – Records Approved by Rutgers RPPO, RPPS
- Approved by DCA – CPWM – 4 CEU's – Government
- Approved by DCA – QPA – 4 CEU's – Office Adm.
- Approved – RMA, CPA, PA – 4 CPE's - Management

9:00am –9:30 am Registration, HOT BREAKFAST, SEMINAR
9:30am – 12:50pm Seminar Timetable

Seminar #9 \$99 per person \$125 Door Registration

What's New in Management?
The Positive Organization
Earn 5 Continuing Education Credits!
JUNE 22, 2018-NEW JERSEY LAW CENTER, NEW BRUNSWICK, NJ

- *Approved by DCA for CMFOs & CCFOs 5 CEUs - 3 Office Mgt/Ancillary Subjects, 1 Ethics & 1 Information Technology
- *Approved by DCA for CPWM (Public Works Managers) 5 CEUs – 3 Management, 1 Ethics & 1 Information Technology
- *Approved by DCA for RMCs 5CEUs - 3 Professional Development, 1 Ethics & 1 Information Technology
- *Approved by DCA for CTCs 5 CEUs - 3 General/Secondary Duties, 1 Ethics & 1 Information Technology
- *Approved by DCA for QPAs 5 CEUs - 3 Office Administration/General Duties, 1 Ethics & 1 Information Technology
- *Approved by Rutgers University for RPPO/RPPS 5 CEUs - 3 Management/Supervisory & 2 Ethics
- *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

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

Seminar #10 \$125 per person \$150 Door Registration

IMPLEMENTATION OF INTERNAL CONTROLS
JUNE 22, 2018 NJ LAW CENTER, NEW BRUNSWICK, NEW JERSEY
Approved by DCA - CMFO,CCFO – 4 CEU's – 4 Accounting
Approved CPA, RMA , PA – 4 CEU's – Accounting & Auditing

9:00am – 9:30am Registration, HOT BUFFET BREAKFAST - Seminar 9:30am – 12:50pm

Seminar #11 \$99 per person \$125 Door Registration

EMPLOYMENT LAW PRIMER :
Federal and New Jersey Law Regarding
Discrimination, Retaliation and Leaves
For Municipalities & School Districts
EARN 5 CREDITS

- *Applied to DCA CMFO & CCFOs – 5 CEU's - 4 Office Management & Ancillary Subjects, 1 Accounting
- * Applied to DCA CTCs 5 CEUs – 2 Legislation & 3 General/Secondary Duties
- * Applied to DCA CPWMs 5 CEUs – 2 Management & 3 Government
- * Applied to DCA RMC – 5 CEU's - 2 Finance & 3 Professional Development
- *Approved for CPA, RMA, PA - 5 CPE's - 3 Finance & 2 Management

June 22, 2018 – NJ Law Center, New Brunswick, NJ

8:30am – 9:00am *Registration, Full Breakfast Buffet- Seminar Hours 9:00am-1:10pm

Seminar #12 \$125 per person \$150 Door Registration

PAYROLL FUNDAMENTALS
For Municipalities & School Districts

June 22, 2018 – NJ LAW CENTER, NEW BRUNSWICK, NJ

*Approved by DCA for CMFO, CCFO - 4 CEU'S-2 Financial/Debt Mgt. & 2 Accounting

*Approved CPA, RMA , PAS, PAs -4 CPEs— Finance

Registration and Breakfast Buffet - 9am to 9:30am
Seminar 9:30am to 12:50pm

Seminar #13 \$125 per person \$150 Door Registration

BUDGET WORKSHOP
HANDS-ON IN PREPARING YOUR 2019 BUDGET
AND FAST, ETHICS & PROCUREMENT UPDATE

October 26, 2018

Jumping Brook Country Club, Neptune, NJ

*Approved by DCA for 5 CEUs for CMFOs-3 Budget, 1 Ethics & 1 Financial Debt Mgt.

*Approved by DCA for 5 CEUs for CCFOs 3 Budget, 1 Ethics & 1 Financial Debt Mgt.

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

*Approved by DCA for 5 CEUs for RMCs 4 Finance ,1 Ethics

*Approved by DCA for 5 CEUs for QPAs – 3 Office Adm/Gen Duties,1Procurement Procedures & 1 Ethics

*Approved by Rutgers – RPPO & RPPS for 5 CEUs– 4 Office Adm/General Duties, 1 Ethics

Seminar #14 \$125 per person \$150 Door Registration

PENSION WORKSHOP:
WHAT ARE YOUR RESPONSIBILITIES
For Municipalities & School Districts

October 26, 2018 – Jumping Brook County Club, Neptune, NJ

*Approved by DCA CMFO & CCFOs – 4 CEU's - 1 Accounting & 3 Financial Debt/Mgt.

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

*Approved for CPA, RMA, PA - 4 CEU's - Finance

Seminar #15 \$125 per person \$150 Door Registration

THE BASIC FOURS OF TAX COLLECTION
EARN 5 CONTINUING EDUCATION CREDITS!

OCTOBER 26 2018 – JUMPING BROOK COUNTY CLUB, NEPTUNE, NJ

*Approved by DCA - CTCs -5 CEU's - 2 Enforcement, 2 Report/Coll/Bill, 1 Legislation

*Approved by DCA –CMFO & CCFOs - 5 CEUs – 4 Accounting, 1 Financial Debt Management

*Approved CPA, RMA , PA – 5 CEU's – Accounting & Auditing

Seminar #16 \$125 per person \$150 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

June Seminars - SEMINARS INCLUDE HOT BREAKFAST BUFFET

I wish to register June 8, 2018	Seminar #6* ___ Purchasing Procurement	\$ 125 per person Door Registration \$ 150
I wish to register June 8, 2018	Seminar #7* ___ Conflict & Difficult Employee	\$ 125 per person Door Registration \$ 150
I wish to register June 8, 2018	Seminar #8* ___ Navigating Employee Litigation	\$ 125 per person Door Registration \$ 150
I wish to register June 8, 2018	Seminar #-9 ___ OPRA	\$ 99 per person Door Registration \$ 125
I wish to register June 22, 2018	Seminar #10* ___ The Positive Organization	\$ 125 per person Door Registration \$ 150
I wish to register June 22, 2018	Seminar #11 ___ Internal Controls	\$ 99 per person Door Registration \$ 125
I wish to register June 22, 2018	Seminar #12* ___ Employee Law Primer	\$ 125 per person Door Registration \$ 150
I wish to register June 22, 2018	Seminar #13 ___ Payroll Fundamentals	\$ 125 per person Door Registration \$ 150
I wish to register October 26, 2018	Seminar #14 ___ Budget Workshop	\$ 125 per person Door Registration \$ 150
I wish to register October 26, 2018	Seminar #15 ___ Pension Workshop	\$ 125 per person Door Registration \$ 150
I wish to register October 26, 2018	Seminar #16 ___ Basic 4sTax Collections	\$ 125 per person Door Registration \$ 150

*** Seminars 6, 7, 8, 10, 12, 14, 16 are ALL 5 Continuing Education Credits**

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

Michael F. Conti, Program Coordinator

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