

Institute for Professional Development, PO Box 1468, Clifton, NJ 07015
2018 & 2019 Upcoming Seminars

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

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

New Developments in Labor and Employment Law

New Laws; Same Old Lesson – EARN 5 CREDITS!

OCTOBER 26, 2018 JUMPING BROOK CC, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO – 5 CEU's - 4 Office Mgt/Ancillary Sub & 1 Ethics

Approved by DCA - RMC – 5 CEU's - 4 Professional Development & 1 Ethics

Approved by DCA – CPWMs- 5 CEUs – 4 Management & 1 Ethics

Approved by Rutgers University CRPs – 4 Classroom

Approved CPA, RMA, PA – 5 CEU's – Management

Approved by NJ Supreme Court 5 CLEs – 5 Labor & Employment Law

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, 1 Procurement Procedures & 1 Ethics

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

* Approved by NJ Supreme Court 5 CLEs – 2 Ethics & 3 Business and Corporation

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

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

NJ LAW AND PROFESSIONAL ETHICS SEMINAR

November 2, 2018 - 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

Approved by NJ Supreme Court 4 CLEs – 3 Ethics & 1 Commercial/Consumer Law

Seminar #16 \$150 per person \$175 Door Registration

NEW JERSEY PAID SICK LEAVE LAW

TAKES EFFECT OCTOBER 29, 2018

FOR SCHOOL DISTRICTS AND MUNICIPALITIES

NOVEMBER 2, 2018

NJ LAW CENTER, NEW BRUNSWICK, NJ

Applied to DCA - CMFO, CCFO – 4 CEU'S – 2 Financial/Debt Mgt., & 2 Accounting

Applied to DCA – RMC 4 CEUs – 4 Finance

Approved for CPEs RMA, CPA, PA – 4 CPE's – Finance

Applied to NJ Supreme Court for Attorneys 4 CLEs Law Practice Management

Seminar #17 \$125 per person \$150 Door Registration

SENIOR CITIZENS/VETERANS DEDUCTIONS

For Tax Collector and Assessors

DECEMBER 6, 2018,

JUMPING BROOK COUNTRY CLUB, NEPTUNE NJ

Earn 5 CEUs For Tax Collectors

Applied to DCA for CTCs 5 CEUs 2 Legislation , 2 Enforcement & 1 Reporting/Billing/Collections

Applied to NJ Taxation Division 4 CEUs in 4 Property Tax Administration

Approved for 5 CPEs for CPAs. RMAs, PSAs, PAs 5 Taxation

Seminar will provide (4) credit hours in 4 Property Tax Administration for CTAs

Seminar #18 \$125 per person \$150 Door Registration

EQUAL PAY ACT and PAID SICK LEAVE ACT
FOR SCHOOL DISTRICTS AND MUNICIPALITIES

DECEMBER 6, 2018

JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Applied to DCA - CMFO, CCFO - 4 CEU'S - 2 Fin/Debt Mgt., & 2 Accounting

Applied to DCA - RMC 4 CEUs - 4 Finance

Approved for CPEs RMA, CPA, PA - 4 CPE's - Finance

Applied to NJ Supreme Court for Attorneys 4 CLEs Law Practice Management

Seminar #19 \$125 per person \$150 Door Registration

Local Public Procurement - 2018

A Look At Where We Have Been & Where We Are Going

DECEMBER 6, 2018 JUMPING BROOK CC, NEPTUNE, NJ

Approved by DCA - CMFO, - 4 CEU's - 2 Financial Debt Management, 2 Office Mgt/Ancillary

Approved by DCA - CCFO - 4 CEU's - 1 Debt Mgt 1 Off Mgt/Ancill 2 Cty Fiscal Operations

Approved by DCA - CPWM - 4 CEU's - 2 Management - 2 Government

Approved by Rutgers - RPPO & RPPS - 4 CEUs Public Purchasing

Approved by DCA - QPA - 4 CEU's - 2 Procurement Procedures 2 Green Purchasing

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

Seminar #20 \$125 per person \$150 Door Registration

Ethics - It's All Conflicts

DECEMBER 6, 2018

JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, CTC, CPWM, RMC, QPA - 4 CEU's - ETHICS

Approved - Rutgers University - 4 CEU's RPPO, RPPS 4 CEUs - Public Purchasing

Approved-RMA, CPA, P A - 4 C P E ' s - Ethics (Not Professional Ethics - Chapter 6)

App lied to NJ Supreme Court for Attorneys 4 CLES - Ethics

Seminar #21 \$125 per person \$150 Door Registration

Motivating Employees in the 21st Century

New Management Seminar

Earn 5 Continuing Education Credits!

DECEMBER 6, 2018-JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

*Applied to DCA for CMFOs & CCFOs 5 CEUs - 5 Office Mgt/Ancillary Subjects

*Applied to DCA for CPWM (Public Works Managers) 5 CEUs - 5 Management

*Applied to DCA for RMCs 5 CEUs - 5 Professional Development

*Applied to DCA for CTCs 5 CEUs - 5 General/Secondary Duties

*Applied to DCA for QPAs 5 CEUs - 5 Office Administration/General Duties

*Applied to Rutgers University for RPPO/RPPS 5 CEUs - 5 Management/Supervisory

*Approved by NJ State Board of Professional Engineers & Land Surveyors - 5 CPCs

*Applied to Rutgers University for 4 CRPs in Classroom for Certified Recycling Professionals

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

Seminar #22 \$125 per person \$150 Door Registration

OPRA
Truly an “Exemotional” Law

JANUARY 11, 2019 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
Approve by DCA – QPA – 4 CEU's – Office Adm.
Approved – RMA, CPA, PA – 4 CPE's - Management
Applied to NJ Supreme Court for 4 CLEs for Attorneys in Law Practice Management
Applied to NJ Taxation Division 4 CEUs for CTAs in Property Tax Administration

Seminar #23 \$125 per person \$150 Door Registration

PREPARING THE ANNUAL FINANCIAL STATEMENT

JANUARY 11, 2019 NEW JERSEY LAW CENTER

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

Seminar #24 \$125 per person \$150 Door Registration

SEXUAL HARASSMENT and the LAW

JANUARY 11, 2019, NJ LAW CENTER, NEW BRUNSWICK, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's –4 Ethics
Approved by DCA –CPWM - 4 CEU's – 4 Ethics
Approved by DCA –CTC - 4 CEU's – 4 Ethics
Approved by DCA – RMC -4 CEU's - 4 Ethics
Approved by DCA – QPA – 4 CEU's – 4 Ethics
Approved for 4 CPE's for CPA, RMA PA – Management

Seminar #25 \$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

SEMINARS INCLUDE HOT BREAKFAST BUFFET

- I wish to register October 26, 2018 Seminar #12 ___ Pension Workshop \$ 125 per person Door Registration \$ 150
- I wish to register October 26, 2018 Seminar #13* ___ Labor/Employment Law \$ 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* ___ Basic 4sTax Collections \$ 125 per person Door Registration \$ 150
- I wish to register November 2, 2018 Seminar #16 ___ NJ Law &Professional Ethics \$ 150 per person Door Registration \$ 175
- I wish to register November 2, 2018 Seminar #17 ___ NJ Paid Sick Pay Law \$ 125 per person Door Registration \$ 150
- I wish to register December 6, 2018 Seminar #18 ___ Sr Citizens/Veteran Deductions \$ 125 per person Door Registration \$150
- I wish to register December 6, 2018 Seminar #19 ___ Equal Pay Act \$ 125 per person Door Registration \$ 150
- I wish to register December 6, 2018 Seminar #20 ___ Local Public Procurement \$ 125 per person Door Registration \$ 150
- I wish to register December 6, 2018 Seminar #21 ___ Ethics- It's All Conflicts \$ 125 per person Door Registration \$150
- I wish to register December 6, 2018 Seminar #22* ___ New Management Seminar \$ 125 per person Door Registration \$150

2019

- I wish to register January 11, 2019 Seminar #23 ___ OPRA \$ 125 per person Door Registration \$150
- I wish to register January 11, 2019 Seminar #24 ___ AFS \$ 125 per person Door Registration \$ 150
- I wish to register January 11, 2019 Seminar #25 ___ Sexual Harassment & Law \$ 125 per person Door Registration \$ 150

*** Seminars 11, 13, 14, 15, 22 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

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