

# WORKPLACE PRIVACY ISSUES

## Earn 5 Continuing Education Credits!

### APRIL 20, 2018

#### JUMPING BROOK COUNTRY CLUB, NEPTUNE, 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 RPPA/RPPS 5 CEUs - 3 Office Administration/General Duties & 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, Breakfast Buffet - 9:00am – 1:10 pm Seminar Timetable

It is important of all government professionals and licensed holders to keep aware of the current areas of privacy in discharge of their professional management duties. Some topics cover this time:

- Employee Surveillance
- Searches and Ethical Behavior
- Monitoring Communications
- Drug and Alcohol Testing
- Psychological and Personality Tests
- Off-Duty Behavior and Activities

**Speaker: Armando Riccio, Esquire**

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

Mail Checks to: Institute for Professional Development  
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200

I wish to register for Workplace Privacy Issues 4/20/18  
**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

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NAME

TITLE

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ADDRESS

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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*

Michael F. Conti, Program Coordinator

P.O. Box 1468 , 758 Clifton Avenue, Clifton, NJ 07015-1468 - (973) 777-4200