

**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  
Approve 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**

**Apparent Transparency: The Basics**  
**Broken Records: Why Exemptions Are Essential for Good Government**  
**Breaking Records: Requests on the Rise**  
**Practical Practice: What's New Under the Sunshine Laws**

**SPEAKER: Casey Woods, Esquire**  
**OPRA Custodian**  
**Rutgers University Ethics & Compliance**

**Directions on our web site – <http://ipd2.com>**

**Inclement always check our web site to see if Seminar is Scheduled**

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT

**Mail Checks to: Institute For Professional Development**  
**P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200**

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

\_\_\_ I wish to register for the June 8, 2018 OPRA and the Exemptions

**FAX YOUR REGISTRATION FORM TO (973)-777-0401**

**Cancellation Policy – 48 Hours in advance of seminar, in writing\*\***

**During inclement Weather, Call the Day Before the Seminar\*\***

**SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person Registration At Door \$ 125.00**

**NAME \_\_\_\_\_ TITLE \_\_\_\_\_**

**ADDRESS \_\_\_\_\_**

**Organization or Government 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 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.

*Michael F. Conti*

Michael F. Conti, Program Coordinator

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

Just mail your check with this application form you do not need to send 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 requirement of the statutes for this type of expenditure.