INSTITUTE FOR PROFESSIONAL DEVELOPMENT UPCOMING SEMINARS

ALL SEMINARS INCLUDE FULL BREAKFAST BUFFET- \$99.00 Per Person and \$125.00 Door Registration Registration & Breakfast 9am-9:30am - Seminar 9:30am-12:50pm You can only pick one seminar for each date. \$99.00 per person per seminar To receive 12 credits you would have to attend three seminars. 4 credits each seminar.



New Jersey Worker's Compensation Overview -#1 AUGUST 12, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ *Approved by DCA - CMFO, CCFO - 4 CEU's - 4 Office Mgt/Ancilliary *Approved by DCA -RMC 4 Professional Development

*Approved by DCA - CPWM - 4 CEUs - 4 Government

*Approved for 4 CPE's for RMAs, CPAs, PAs - Finance

UNDERSTANDING IRS PAYROLL REGULATIONS- FOR SCHOOL DISTRICTS AND MUNICIPALITIES #2 AUGUST 12, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ *Approved by DCA - CMFO, CCFO - 4 CEU'S - 4 Accounting

*Approved by DCA - CMFO, CCFO - 4 CEO S - 4 Accounting

*Approved for CPEs RMA, CPA, PA - 4 CPE's - Accounting & Auditing

The Interplay among the Family Medical Leave, Americans with Disabilities Act, NJ Law Against Discrimination and NJ Family Leave Act and NJ Family Leave Act #3

AUGUST 12, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

*Approved by DCA - CMFO, CCFO, - 4 CEU's -4 Office Management/Ancillary Subjects

*Approved by DCA -CPWM - 4 CEU's - 4 Government

*Approved by DCA - RMC -4 CEU's - 4 Professional Management

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

GRANT ACCOUNTING WORKSHOP #4

AUGUST 12, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

*Approved by DCA - CMFO, CCFO, - 4 CEU's -3 Accounting & 1 Budget

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

*Approved for 4 CPE's for CPA, RMA PA - Accounting

PUBLIC WASTEWATER COLLECTIONS SYSTEMS: Compliance & Enforcement Issues Workshop #5

for Public Works Officials, Municipal Engineers, & Licensed Water and/or Wastewater System Operators AUGUST 12, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

*Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - TECHNICAL

*Approved by the State Board of Professional Engineers & Land Surveyors 4 CPC-Technical

*Applied to NJDEP for 4TCHs - Technical for Licensed Water and/or Wastewater System Operators

What's New in Management?: Managing in the 21st Century #6

AUGUST 26, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ

*Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government

*Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects

*Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Development

*Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties

*Approved by State of NJ, DCA for QPAs 4 CEUs - Office Adm/General Duties

*Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs – Management

NEGOTIATING WITH YOUR EMPLOYEES #7

August 26, 2016 NEW JERSEY LAW CENTER, NEW BRUNSWICK

*Approved by DCA - CMFO, CCFO - 4 CEU'S - 3 Office Mgt/Ancillary 1 Budget

*Approved by DCA - RMC - 4 CEU's - Professional Development

*Approved by DCA - CPWM - 4 CEU's - Management

*Approved for CPEs - RMAs, CPAs, PAs - 4 CPE's - Management

2016 PAYROLL ADMINISTRATION FOR: Local Government and School Districts #8

SEPTEMBER 9, 2016 New Jersey Law Center, New Brunswick, NJ

*Applied to DCA - CMFO,CCFO - 4 CEU's - 2 Accounting 2 Financial Debt Management

*Approved CPA, RMA , PA - 4 CEU's - Accounting & Auditing

LOCAL PUBLIC CONTRACTS LAW and REGULATIONS UPDATE-"A REFRESHER FOR EVERYONE" #9 SEPTEMBER 9, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ *Approved by DCA - CMFO, CCFO, - 4 CEU's -4 Office Management/Ancillary Subjects *Approved by DCA -CPWM - 4 CEU's - 3Management 1 Government *Approved by DCA - RMC -4 CEU's - 4 Finance *Approved by DCA - QPA - 4 CEU's - 3 Public Procurement 1 Office Administration/General Duties *Approved by Rutgers - RPPO & RPPS - Public Purchasing - Approved by Rutgers CRP - 3 Classroom *Approved for 4 CPE's for CPA, RMA PA - Accounting & Auditing TAX COLLECTORS'S RESPONSIBILITIES FOR PREPARATION OF TAX SALE and INTERNAL CONTROLS #10 September 9, 2016 - NJ Law Center, New Brunswick, NJ *Approved by DCA - CTCs - 4 CEU's - 2 Enforcement, 2 Report/Coll Cost Effective Best Management Practices for Sanitary Sewers: for Public Works Officials, Municipal Engineers & Licensed Water and/or Wastewater System Operators #11 SEPTEMBER 30, 2016 - NJ LAW CENTER, NEW BRUNSWICK, NJ *Approved by the State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - TECHNICAL *Approved by the State Board of Professional Engineers & Land Surveyors 4 CPC-Technical *Approved by NJDEP for 4TCHs - Technical for Licensed Water and/or Wastewater System Operators PREPARATION OF LOCAL PROPERTY TAX LIST AND DUPLICATE FOR TAX ASSESSORS & TAX COLLECTORS #12 OCTOBER 21, 2016, NJ LAW CENTER, NEW BRUNSWICK, NJ *Approved by DCA for CTCs 5 CEUs 2 Legislation and , 3 Reporting/Billing/Collections *Approved by State of NJ, Division of Taxation for 4 CEUs in Property Tax Administration BUDGET, PROCUREMENT and ETHICS WORKSHOP- HANDS-ON IN PREPARING YOUR 2017 BUDGET #13 October 28, 2016-NJ LAW CENTER, NEW BRUNSWICK, NJ *Approved by DCA for 4 CEUs for CMFOs-2 Budget, 1 Ethics & 1 Financial Debt Mgt . *Approved by DCA for 4 CEUs for CCFOs 2 Budget, 1 Ethics & 1 Financial Debt Mgt. *Approved for 4 CPEs for CPAs, RMAs, PAs -4 Accounting *Approved by DCA for 4 CEUs for RMCs 4 Finance YOUR PENSION RESPONSIBILITIES: For Municipalities & School Districts #14 November 4, 2016 - NJ Law Center, New Brunswick, 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 CONTINUING CONCERNS & DEVELOPING ISSUES IN THE PREPARATION AND UTILIZATION of SPECIFICATIONS #15 DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ *Approved by DCA - CMFO, CCFO, - 4 CEU's -2 Financial Debt Management 2 Office Management *Approved by DCA -CPWM - 4 CEU's - 2 Management 2 Government *Approved by DCA - RMC -4 CEU's - Finance *Approved by DCA - QPA - 4 CEU's - Public Procedures *Approved by Rutgers - RPPO & RPPS - Public Purchasing-*Approved by Rutgers - CRP - 3.5 Credits *Approved for 4 CPE's for CPA, RMA PA - Management ETHICS: New Jersey Conflicts of Interest Law #16 DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NEW JERSEY *Approved by DCA - CMFO, CCFO, CTC, RMC, CPWM, QPA - 4 CEU's - 4 Ethics *Approved by NJ State Board of Professional Engineers and Land Surveyors for Professional Engineers 4 CPCs *Approved RMA, CPA, PA - 4 CPE's - 4 Professional Ethics (Not Chapter 6) GETTING READY FOR YOUR AUDIT FOR CHIEF FINANCIAL OFFICERS & TAX COLLECTORS #17 DECEMBER 9, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ *Approved by DCA for CMFOs & CCFO - 4 CEUs - 2 Financial & Debt Managment & 2 Accounting *Approve by DCA for CCFO -4 CEUs - 2 Finanacial & Debt Management & 2 County Fiscal Operations *Approved by DCA for CTCs - 4 CEUs - 4 General/Secondary Duties *Approved for CPAs, RMAs & Pas 4 CPEs in 2 Accounting & 2 Auditing PAYROLL WORKSHOP Preparing for the Year End & beginning for 2017 For Municipalities & School Districts #18 DECEMBER 9, 2016 - JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ *Approved by DCA-CMFO, CCFO - 4 CEU'S- 2 Financial/Debt Mgt. & 2 Accounting *Approved CPA, RMA, PA -4 CEU's - Finance What's New in Management? - Government/Public School Social Responsibility #19 DECEMBER 9, 2016-Jumping Brook Country Club, Neptune, NJ *Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government *Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects *Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Development *Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties

*Approved by State of NJ, DCA for QPAs 4 CEUs - Office Adm/General Duties

*Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs – Management

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Check the circle for Date and Seminar(s) you wish to Register For:											
◯ I wish to register August 12, 2016)#1 Comp ()#2 IRS ()#3 Family Leave ()#4 Grant Acctg ()#5 Waste Water										
○ I wish to register August 26, 2016)#6 Management ()#7 Negotiation										
○ I wish to register September 9, 2016 (#8Payroll										
○ I wish to register September 30, 2016 (#11 Wastewater										
○ I wish to register October 21, 2016 ()#12 Property Tax List										
○ I wish to register October 28, 2016 (#13Budget, Procurement & Ethics										
○ I wish to register November 4, 2016 (#14Pension										
○ I wish to register December 9, 2016 (#15Specs ()#16Ethics ()#17 Audit ()#18 Payroll ()#19 Management										

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<u>SEMINARS INCLUDE HOT BUFFET BREAKFAST</u> \$ 99.00 per person Registration at door \$ 125.00

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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 rendered as state herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection within the above claim and that the amount Charged is a reasonable one. Just mail your check with this application form, you do not need to send your Voucher for a separate signature since pre-signed certification on the left can be attached to your Voucher in lieu of sending it to us for signature. This form has been determined by the DLGS to meet requirements of the statutes for this type of expenditure.

Michael 7. Conti. Program Coordinator P.O. Box 1468 Clifton, New Jersey 07015-1468 (973) 777-4200 FAX (973) 777-0401