



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/Ancillary
- *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 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
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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 Management & 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
