

check the Seminars You wish to  
Attend-Select 3 Seminars by  
3/15/16 and take \$10.00 off of the  
3 seminars total

- I wish to Register for Seminar #1 or  Seminar #2
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- I wish to Register for Seminar #29 or  Seminar #30
- I wish to Register for Seminar #31 or  Seminar #32
- I wish to Register for Seminar #33 or  Seminar #34
- I wish to Register for Seminar #35

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

**FAX Your Registration 973 777 0401**

\$99.00 person \$125.00 Door Registration

Mail Checks to: Institute For Professional Development  
P.O. Box 1468, Clifton, New Jersey 07015-1468

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

ADDRESS \_\_\_\_\_

Organization or Government Unit Telephone # Fax #

**CLAIMANTS CERTIFICATION & DECLARATION**

I do solemnly declare and certify under the penalty of the law  
Just mail your check with this application form That the within bill is  
correct in all particulars, the article you do not need to send your  
Voucher for a separate Have been furnished or services rendered as  
stated herein, that signature since the presigned certification  
no bonus has been given or received by any person or persons on the  
left can be attached to your Voucher in lieu within knowledge of this  
claimant in connection with the above of sending it to us for a  
signature. This form has 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 the  
presigned certificate 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.

*Michael J. Conti*

Program Coordinator

### Mission Statement

"The Institute is dedicated to promoting and  
enhancing professionalism within the  
Governmental and Educational Communities."

### About the Institute

IPD provides timely training seminars for  
governmental officials of state, county and local  
entities. Approved by the Department of  
Community Affairs, New Jersey Department of  
Education, New Jersey Department of Health,  
New Jersey Department of Environmental  
Protection Agency, the New Jersey State Board  
of Social Workers Examiners, the New Jersey  
State Board of Accountancy, Supreme Court of  
New Jersey Board on Continuing Legal  
Education for Attorneys as Provider Status, and  
the National Association of State Boards of  
Accountancy as a sponsor for continuing  
education seminars.



National Association of State Boards of  
Accountancy (NASBA) approved CPE program  
sponsor

### Institute for Professional Development

PO Box 1468  
758 Clifton Avenue  
Clifton, NJ 07015  
Visit our Web Site for Details:  
<http://ipd2.com>

## Institute for Professional Development

*2016 Upcoming Seminar*

Institute for Professional Development

Tel: 973 777 4200  
Fax: 973 777 0401

## **2016 Upcoming Seminar**

**1/22/16**

Annual Financial Workshop  
NJ Law Center – Seminar #1

Sexual Harassment & the Law  
NJ Law Center – Seminar #2

OPRA & Records Management  
NJ Law Center – Seminar #3

**1/29/16**

Information Technology Security Workshop  
NJ Law Center – Seminar #4

Winter Road Maintenance  
NJ Law Center – Seminar #5

**3/18/16**

Clerks, Tax Collectors & CFOs  
We are all connected  
NJ Law Center #6

Review of Pension Procedures  
NJ Law Center – Seminar #7

What's New in Management  
NJ Law Center – Seminar #8

**4/15/16**

Avoiding Hostile Work Environment Claims  
Holiday Inn, Totowa, NJ – Seminar #9

Playground Safety & Maintenance Workshop  
Holiday Inn, Totowa, NJ – Seminar #10

Purchasing Update – Joseph Valenti  
Holiday Inn, Totowa, NJ – Seminar #11

Problem Solving & Decision Making  
Holiday Inn, Totowa, NJ – Seminar #12

**4/22/16**

Information Technology Security Workshop II  
Jumping Brook Country Club, Neptune, NJ #13

Labor Law Update: Bargaining & Arbitration Prep  
Jumping Brook Country Club, Neptune, NJ #14

What You Should Know Appearing Before the LFB and  
Review of Attorney General Opinions  
Jumping Brook Country Club, Neptune, NJ #15

Playground Safety & Maintenance Workshop  
Jumping Brook Country Club, Neptune, NJ #16

**5/6/16**

Accounting Considerations for Good Fiscal Mgt.  
Holiday Inn, Totowa, NJ – Seminar #17

How to Evaluate Your 457 Plan  
Holiday Inn, Totowa, NJ – Seminar #18

Leadership Vs Management  
Holiday Inn, Totowa, NJ – Seminar #19

**5/13/16**

Snapshot on Reading Your Audit  
NJ Law Center – Seminar #20

Health & Accidents Retirement Benefits  
NJ Law Center – Seminar #21

Discrimination Workshop  
NJ Law Center – Seminar #22

**5/20/16**

2016 Employment & Labor Issues Including PERC  
& Federal/State Court Decisions  
NJ Law Center – Seminar #23

Implementation of Internal Controls  
NJ Law Center – Seminar #35

**6/10/16**

Economic Update  
NJ Law Center – Seminar #24

Fundamental of Employment At-Will  
NJ Law Center – Seminar #25

Property Sales Tax Liens, Foreclosures & Reserve  
NJ Law Center – Seminar #26

**6/17/16**

Purchasing 2016 – Joseph Valenti  
Jumping Brook Country Club, Neptune, NJ #27

Information Technology Security Workshop III  
Jumping Brook Country Club, Neptune, NJ #28

Handbook Policies & Training Issues  
Jumping Brook Country Club, Neptune, NJ #29

**6/24/16**

Appropriation & Tax Levy CAPs  
NJ Law Center – Seminar #30

Handbook Policies & Training Issues  
NJ Law Center – Seminar #31

How to Evaluate Your 457 Plan  
NJ Law Center – Seminar #32

**7/15/16**

Delinquency Enforcements: CTCs  
NJ Law Center – Seminar #33

Identity Thief: What Cities & School Districts  
Should Know  
NJ Law Center – Seminar #34