



SPECIAL EVENT

JOB FAIR

SPECIAL DEAL

“EARLY BIRD” REGISTRATION

2019 BUILDING SAFETY CONFERENCE OF NEW JERSEY

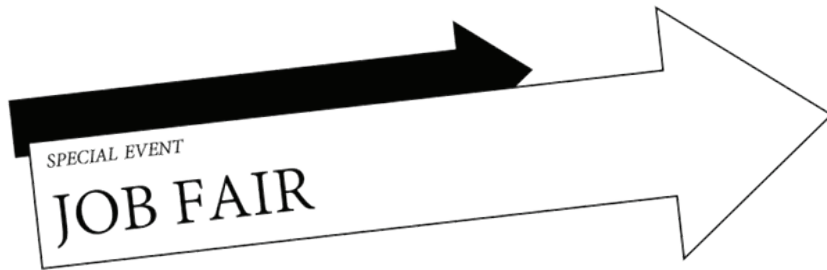
Wednesday, May 1

Thursday, May 2

Friday, May 3

BALLY'S ATLANTIC CITY
Atlantic City, NJ

RUTGERS
Continuing Studies



Open to public

Free networking event sponsored by
Building Safety Conference of New Jersey Committee
Municipal Electrical Inspectors Association
Municipal Construction Officials of NJ
NJ Plumbing Inspectors Association
NJ Fire Prevention and Protection Association
Building Officials Association of NJ
NJ Association of Technical Assistants

Bally's Atlantic City
(1900 Pacific Ave, Atlantic City, NJ)
Bally Room (6th floor)

Wednesday, May 1, 2019
4 PM - 8 PM

Building Safety Conference of New Jersey
38th Annual Spring Conference
Wednesday, Thursday, & Friday, May 1-3, 2019
Bally's

CONFERENCE SCHEDULE

WEDNESDAY, MAY 1

4:00PM-7:00PM	REGISTRATION	Conference Floor
4:00PM-8:00PM	JOB FAIR	Bally Room Conference Floor
6:00PM-8:00PM	CRACKERBARREL Roundtable discussions on various topics. Get your questions answered by the experts.	Grand Ballroom Conference Floor

THURSDAY, MAY 2

6:15AM-8:15AM	REGISTRATION	Conference Floor
6:00AM-7:45AM	BUFFET BREAKFAST	Ocean Ballroom Conference Floor
8:00AM-11:45AM	CONTINUING EDUCATION SEMINARS	
12:00PM-2:00PM	AWARDS LUNCHEON Annual event to honor Code Enforcement Persons of the Year	Ocean Ballroom Conference Floor – (Ticket required)
2:00PM-4:00PM	CONTINUING EDUCATION SEMINARS	
4:00PM-5:00PM	ASSOCIATION MEETINGS (if scheduled)	

Maytober Fest

Come celebrate with the recipients of the Code Enforcement Persons of the Year awards in a joyous atmosphere of Oktoberfest in May! It's all about celebration, delicious food, favorite music, and good friends!

CenterStage Entertainment will help get us in the party mood with songs, contests and giveaways. They've even provided a link to request your favorite songs!

TheRequestList.com/h8gzf1

Please enter this link in your internet browser to check their music library, select requests, and include special notes about the requests you make for that special song for the reception this year!

Don't forget to request Polka, the Chicken Dance and to practice your yodeling!



FRIDAY, MAY 3

6:15AM-8:15AM REGISTRATION Conference Floor

6:00AM-7:45AM BUFFET BREAKFAST Ocean Ballroom
Conference Floor

8:00AM-1:00PM CONTINUING EDUCATION SEMINARS

SPOUSES' EVENTS

WEDNESDAY, MAY 1

4:00PM-7:00PM REGISTRATION Conference Floor

6:00PM-8:00PM PAINT, RELAX AND ENJOY! Arturo's Restaurant,
Conference Floor

Paint party company Easel On Down invites you to create your own work of art while enjoying wine and good company! No experience is needed, your instructor will take you from start to finish and will provide you with all art materials necessary for an easy and beautiful project - painting a vase.

THURSDAY, MAY 2

6:15AM-8:15AM REGISTRATION Conference Floor

8:00AM-10:00AM SPECIAL SPOUSE BREAKFAST Arturo's Restaurant,
Conference Floor

12:00PM-2:00PM AWARDS LUNCHEON Ocean Ballroom
Conference Floor – (Ticket required)
Annual event to honor Code Enforcement Persons of the Year.

7:00PM-10:00PM AWARDS RECEPTION Ocean Ballroom

Maytober Fest

Come celebrate with the recipients of the Code Enforcement Persons of the Year awards in a joyous atmosphere of Oktoberfest in May! It's all about celebration, delicious food, favorite music, and good friends!

CenterStage Entertainment will help get us in the party mood with songs, contests and giveaways. See more information on page 2.

FRIDAY, MAY 3

8:00AM-10:00AM SPECIAL SPOUSE BREAKFAST Arturo's Restaurant,
Conference Floor

Enjoy Atlantic City! Spend your leisure time shopping, walking the Boardwalk or just relaxing.






CONTINUING EDUCATION SEMINARS


Many of the following seminars are available through the regular Spring 2019 education program, and some have been offered in previous semesters. Please select carefully, as credit will not be given for any seminar which has already been completed. The Division of Fire Safety will award reciprocal credit for those seminars marked with **♯**. The Board of Electrical Contractors will award reciprocal credit for those seminars marked with **✓**. Approval for reciprocal credit with the Board of Electrical Contractors is pending for the electrical seminars marked with **P**.


THURSDAY, MAY 2

Seminar Title	Course Code	Admin	Building	Electrical	Elevator	Fire Protection	Plumbing	Mechanical	Multiple Dwelling	Special Inspector	State Jurisdiction	Reciprocal with DFS	For details see page
The UCC Challenge. 2019 Edition • NEW	A725	X										♯	13
Prior Approvals - A Refresher Course • NEW	A726	X										♯	12
2018 IRC Wall Bracing Made Simple • NEW	B820		X										10
The Relationships of the Enforcing Regulations	D174	X	X			X			X			♯	12
Selection and Installation of the Proper Type of Cross-Connection Control Required and the Field Testing Procedures for this Protection • NEW	D331					X	X					♯	12
2018 IBC Significant Changes • NEW	D334		X			X						♯	10
2018 IMC/IFGC Significant Changes • NEW	D338		X			X	X	X			V	♯	10
Understanding Residential Swimming Pool Requirements • NEW	D345		X	P			X						13
2017 NEC/DCA Code Update - 2 day • NEW	E313			P									10
NFPA 13 2016 Update • NEW	F617					X						♯	12
2018 National Standard Plumbing Code and ICC Code Change Update • NEW	P256						X						10

FRIDAY, MAY 3

Seminar Title	Course Code	Admin	Building	Electrical	Elevator	Fire Protection	Plumbing	Mechanical	Multiple Dwelling	Special Inspector	State Jurisdiction	Reciprocal with DFS	For detail see page
Five Star Leadership 2 - Communication Breakdown • NEW	A722	A											14
Navigating the UCC Rehab Code	D265	X	X										15
Introduction to Sprinkler Systems	D287					X			X				15
2018 IRC Performing Residential Mechanical Inspections • NEW	D340		X			X	X	X			V		13
2018 IRC Significant Changes • NEW	D341		X			X							14
Code Requirements of Concrete Special Inspection • NEW	D342		X							SC			14
Energy Code for UCC Subcodes 2018 IRC • NEW	D349		X	P			X	X					14
2017 NEC/DCA Code Update - 2 day • NEW	E313			P									13

 The Board of Electrical Contractors will award reciprocal credit for this seminar
P Approval for reciprocal credit from the Board of Electrical Contractors is pending for this seminar

 The Division of Fire Safety will award reciprocal credit for this seminar
SC Structural Concrete and Masonry special inspector
SS Structural Welding/Steel Bolting special inspector

THURSDAY, MAY 2

B820 NEW **2018 IRC WALL BRACING MADE SIMPLE**

Instructor: Richard Perlman

Credit: building

This seminar is designed to present the provisions of the 2018 International Residential Code sections R602.10 to R602.12 in a simple and easy to understand format. Participants will review such topics as braced wall lines, intermittent and continuous sheathing methods, simplified wall bracing, alternate braced walls, portal frames, attachment methods, and spacing criteria with clear and simple explanation of the associated text and tables. 0.5 CEU

E313 (pending) NEW **2017 NEC/DCA CODE UPDATE - 2 DAY**

Instructor: Tom Pernal Electrical Seminars, LLC

Credit: electrical

This seminar provides participants with information about the most significant changes in the 2017 National Electrical Code. The presentation is based on the International Association of Electrical Inspectors' "Analysis of Changes". Modifications to the NEC as set forth by The State of NJ are covered as applicable. 1.0 CEU

D334 NEW **2018 IBC SIGNIFICANT CHANGES** **Instructor: International Code Council**

Credit: building, fire protection

This seminar overviews the changes from the 2015 to the 2018 IBC. It identifies changes in organization and code requirements and the applicability of these requirements to design, plan review and inspection. 0.5 CEU

D338 NEW **2018 IMC/IFGC SIGNIFICANT CHANGES** **Instructor: International Code Council**

Credit: building, fire protection, plumbing, mechanical, boiler, pressure vessel and refrigeration

This seminar introduces participants to the major changes from the 2015 IMC and IFGC to the 2018 IMC and IFGC. Participants will discuss the changes, reasons for the changes, and take part in the knowledge review activities. Information presented will allow participants to apply new code requirements to design, plan review, and/or inspection. 0.5 CEU

P256 NEW **2018 NATIONAL STANDARD PLUMBING CODE AND ICC CODE CHANGE UPDATE**

Instructor: Fritz Reuss

Credit: plumbing

All code changes to the 2018 National Standard Plumbing Code as compared to the 2015 NSPC are reviewed. In addition, applicable code changes within the 2018 International Mechanical Code and International Fuel Gas Code, for which the Plumbing Code Official is responsible, are also evaluated. The reason behind the change is presented to better understand the code change. 0.5 CEU

Spouse's Registration

The 2019 Building Safety Conference will offer a spouse registration which includes the opportunity to attend any and all of the conference events you select below. Please indicate your choices for the Welcome Painting Party Event, Breakfasts, Awards Luncheon, and/or the Awards Reception on the Registration Form below.

The registration fee for spouses is \$149. To register a spouse, please complete the Registration Form below, then detach and return it to us along with the Inspector's Registration Form and complete payment. (Make check payable to: Building Safety Conference of New Jersey) *For detailed registration instructions, please turn to the "Registration" section of this brochure.*
NOTE: Be sure to fill out this form completely, including the selection of ALL activities you will be attending.

2019 Building Safety Conference Spouse's Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Home Phone: _____

Name of inspector you are accompanying: _____

Spouse's License/Certification No.: _____

Registration Form

Name: _____ UCC License No./Registration No.: _____

Spouse's Name (if Attending): _____

Address: _____

City: _____ State: _____ Zip: _____

Municipality: _____ Title: _____

(Please note that the municipality and title you list will be on your conference name badge)

Daytime Phone: _____ Home Phone: _____ E-mail: _____

Please indicate which day(s) you will be attending the conference: May 1 May 2 May 3

Make check payable to Building Safety Conference of NJ. Please note that vouchers will not be accepted after April 1, 2019.

BE SURE TO CHECK ALL THE BOXES FOR THE EVENTS YOU WILL ATTEND:

1. Crackerbarrel Roundtable session on May 1 (6:00 PM - 8:00 PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Will your spouse be attending? (If yes, please enclose the Spouse's Registration Form and payment)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Breakfast on Thursday, May 2 (6:00 AM - 7:45 AM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Awards Luncheon, Thursday, May 2 (12:00 PM - 2:00 PM) (Ticket required)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Awards Reception, Maytober Fest, Thursday, May 2 (7:00 PM - 10:00 PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Breakfast on Friday, May 3 (6:00 AM - 7:45 AM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

INDICATE YOUR SEMINAR CHOICE(S) BY MARKING AN "A" (FIRST CHOICE) AND A "B" (SECOND CHOICE) FOR EACH DAY YOU ATTEND THE CONFERENCE.

	Choice A/B	Friday, May 3	Choice A/B
Thursday, May 2 <i>E313 2017 NEC/IDCA CODE UPDATE - 2 DAY</i> <i>Credit: electrical</i>			
B820 2018 IRC WALL BRACING MADE SIMPLE <i>Credit: building</i>		D340 2018 IRC PERFORMING RESIDENTIAL MECHANICAL INSPECTIONS <i>Credit: building, fire protection, plumbing, mechanical, boiler, pressure vessel and refrigeration</i>	
D334 2018 IBC SIGNIFICANT CHANGES <i>Credit: building, fire protection</i>		D341 2018 IRC SIGNIFICANT CHANGES <i>Credit: building, fire protection</i>	
D338 2018 IMC/IFGC SIGNIFICANT CHANGES <i>Credit: building, fire protection, plumbing, mechanical, boiler, pressure vessel and refrigeration</i>		D342 CODE REQUIREMENTS OF CONCRETE SPECIAL INSPECTION <i>Credit: building, special inspector (concrete)</i>	
P256 2018 NATIONAL STANDARD PLUMBING CODE AND ICC CODE CHANGE UPDATE <i>Credit: plumbing</i>		D349 ENERGY CODE FOR UCC SUBCODES 2018 IRC <i>Credit: building, electrical, plumbing, mechanical</i>	
F617 NFPA 13 2016 UPDATE <i>Credit: fire protection</i>		A722 FIVE STAR LEADERSHIP 2 - COMMUNICATION BREAKDOWN <i>Credit: administrative</i>	
A726 PRIOR APPROVALS - A REFRESHER COURSE <i>Credit: administrative</i>		D287 INTRODUCTION TO SPRINKLER SYSTEMS <i>Credit: fire protection, hotel/multiple dwelling</i>	
D331 SELECTION AND INSTALLATION OF THE PROPER TYPE OF CROSS-CONNECTION CONTROL REQUIRED AND THE FIELD TESTING PROCEDURES <i>Credit: fire protection, plumbing</i>		D265 NAVIGATING THE UCC REHAB SUBCODE <i>Credit: administrative, building</i>	
D174 THE RELATIONSHIPS OF THE ENFORCING REGULATIONS <i>Credit: administrative, fire protection, hotel/multiple dwelling</i>			
A725 THE UCC CHALLENGE. 2019 EDITION <i>Credit: administrative</i>			
D345 UNDERSTANDING RESIDENTIAL SWIMMING POOL REQUIREMENTS <i>Credit: building, electrical, plumbing</i>			

PLEASE CHECK (✓) ALL THE ACTIVITIES YOU WISH TO ATTEND:

Wednesday, May 1, 2019

- Welcome Paint Party - Arturo's Restaurant (Conference floor) (6:00 PM - 8:00 PM)

Thursday, May 2, 2019

- Special Spouse Breakfast – Arturo's Restaurant (Conference floor) (8:00 AM - 10:00 AM)
- Awards Luncheon - Ocean Ballroom (Conference floor, ticket required) (12:00 PM - 2:00 PM)
- Awards Reception and **Maytober Fest** Party - Ocean Ballroom (7:00 PM - 10:00 PM)

Friday, May 3, 2019

- Special Spouse Breakfast – Arturo's Restaurant (Conference floor) (8:00 AM - 10:00 AM)

F617  **NEW**
NFPA 13 2016 UPDATE
Instructor: Fire Smarts, LLC
Credit: fire protection

This seminar provides a review of the significant changes that were incorporated into the 2016 edition of NFPA 13 Standard for the Installation of Sprinkler Systems. This seminar also explores some of the proposed revisions that were rejected by the technical committees, as rejected proposals often provide insight for understanding the technical committees' intent for the requirements found in the standard. 0.5 CEU

A726  **NEW**
PRIOR APPROVALS - A REFRESHER COURSE
Instructor: Valerie Waricka
Credit: administrative

The purpose of this seminar is to define the responsibilities and duties in the prior approval review process. Prior approvals are discussed in detail, as well as how each component comes together when issuing a permit. Actual examples of documents are used to explain their role in the permit process and to ensure better understanding of information. 0.5 CEU

D331  **NEW**
SELECTION AND INSTALLATION OF THE PROPER TYPE OF CROSS-CONNECTION CONTROL REQUIRED AND THE FIELD TESTING PROCEDURES FOR THIS PROTECTION
Instructor: IAPMO
Credit: fire protection, plumbing

This seminar explains the theory and principles of backflow prevention and cross connection control. It discusses


code requirements and state and federal regulations related to the proper selection of backflow prevention protection along with installation procedures and necessary testing and maintenance of this protection. Participants will review a wide range of methods, devices, and assemblies available for use with domestic water systems, irrigation systems, fire protection systems, and mechanical systems to provide cross connection control and backflow prevention. 0.5 CEU

D174  **NEW**
THE RELATIONSHIPS OF THE ENFORCING REGULATIONS
Instructor: John Daniels
Credit: administrative, fire protection, hotel/multiple dwelling

This seminar is designed to enhance the participants' knowledge of the relationship between the regulations. These changing regulations require an understanding of how they connect to each other and how they ultimately have an effect on everyone. A review of the direct and indirect references will show this relationship. A resource method is shown that will enable participants to identify other enforcing agencies and their contact information. 0.5 CEU


A725  **NEW**
THE UCC CHALLENGE. 2019 EDITION
Instructor: Dennis Pino, Nick Fabiano, Patrick Reardon
Credit: administrative

This high-paced interactive seminar is developed for all disciplines and all agency staff. Participants will discuss numerous real-life UCC scenarios from ordinary maintenance to reconstruction projects. From construction permit requirements to certificate issuance; a positive proactive seminar featuring the "counter of doom" where we challenge the misconceptions, bust the myths and provide the facts with the intention to promote uniform compliance amongst our agencies. 0.5 CEU

D345  (pending) **NEW**
UNDERSTANDING RESIDENTIAL SWIMMING POOL REQUIREMENTS
Instructor: Northeast Spa & Pool Association
Credit: building, electrical, plumbing

This seminar provides the participants with an overview of the code requirements for aboveground, inground, portable spas and permanent hot tubs. The International Code Council in collaboration with the Association of Pool and Spa Professionals developed International Swimming Pool and Spa Code (ISPSC). This seminar covers the 2018 edition of the ISPSC with focus on areas that are either new or changed from previous codes. Key elements in code review are barrier requirements, entrapment prevention, and electrical grounding & bonding. 0.5 CEU

FRIDAY, MAY 3

E313  (pending) **NEW**
2017 NEC/DCA CODE UPDATE - 2 DAY
Instructor: Tom Pernal Electrical Seminars, LLC
Credit: electrical

This seminar provides participants with information about the most significant changes in the 2017 National Electrical Code. The presentation is based on the International Association of Electrical Inspectors' "Analysis of Changes". Modifications to the NEC as set forth by The State of NJ are covered as applicable. 1.0 CEU

D340  **NEW**
2018 IRC PERFORMING RESIDENTIAL MECHANICAL INSPECTIONS
Instructor: International Code Council
Credit: building, fire protection, plumbing, mechanical, boiler, pressure vessel and refrigeration

This seminar focuses on the key changes from the 2018 International Residential Code (IRC). The details provided enhance participants' understanding of mechanical terminology, equipment, materials and methods of installation as related to residential construction. This seminar concentrates on the mechanical portion of the IRC along with the appropriate portions of the International Fuel Gas Code and the International Energy Conservation Code. It covers the minimum requirements for residential mechanical inspections. Participants will also discuss major portions of a residential plan. This seminar provides information necessary for the residential mechanical inspector to perform inspection tasks that are consistent with the requirements in the 2018 IRC. 0.5 CEU

D341 ☞ **NEW**
2018 IRC SIGNIFICANT
CHANGES

Instructor: International Code Council

Credit: building, fire protection

This seminar reviews and analyzes selected significant changes from the 2015 IRC to the 2018 IRC. It familiarizes participants with many of the significant changes in the 2018 IRC and assists code users in identifying the specific code changes that have occurred, and more importantly, understanding the reason behind the change. Finally, it focuses on those code changes selected due to their frequency of application, special significance or change in application. 0.5 CEU

D342 **NEW**
CODE REQUIREMENTS
OF CONCRETE SPECIAL
INSPECTION

Instructor: International Code Council

Credit: building, special inspector (concrete)

This seminar focuses on the code basis of concrete special inspection requirements. Topics include an overview of ACI 318-14 and IBC 2015 and subsequent sections as related to concrete special inspection program. An overview of the reinforcing placement requirements and tolerances is also presented. 0.5 CEU

D349 ✎ (pending) **NEW**
ENERGY CODE FOR UCC
SUBCODES 2018 IRC

Instructor: Dennis Pino, Nick Fabiano, Fritz Reuss

Credit: building, electrical, plumbing, mechanical

This seminar is a definitive breakdown of R-5 single-family energy code elements in the 2018 IRC. It is designed to promote positive change and provide a complete overview of energy efficiency elements with a detailed focus on assigned subcode responsibilities for both plan review and inspection. From permit application to certificate issuance, this seminar busts the myths, challenges misconceptions and provides facts. Included are permit and construction plan elements, compliance documentation, energy codes, code change, and an overview of the rehabilitation subcode energy elements. 0.5 CEU

A722 ☞ **NEW**
FIVE STAR LEADERSHIP 2 -
COMMUNICATION BREAKDOWN

Instructor: Richard Perlman

Credit: administrative

This seminar is designed to help Code professionals communicate effectively and listen with comprehension. Participants will learn communication techniques to successfully deal with design professionals, contractors, business owners, homeowners and staff. Participants will gain an understanding of how to communicate the complex subject matters of the Uniform Construction Code, the I-Codes and standards in a simple and easy to understand manner. They will learn to present ideas and data with clarity, credibility, conviction, and inspiration to avoid a breakdown in communication. 0.5 CEU

D287 ☞
INTRODUCTION TO SPRINKLER
SYSTEMS

Instructor: Fire Smarts, LLC

Credit: fire protection, hotel/multiple dwelling

This seminar is a high level overview on fire sprinkler systems, their history and objectives. The three required components for a sprinkler to function are examined: automatic sprinkler; water supply, and the connection (piping) between the two. In addition, this seminar covers the four major types of sprinkler systems and the associated components. Basic installation requirements are reviewed along with system acceptance. 0.5 CEU

D265 ☞
NAVIGATING THE UCC REHAB
SUBCODE

Instructor: John Daniels

Credit: administrative, building

This seminar reviews all types of rehab work and is designed to enhance the participant's existing knowledge and understanding of the rehab subcode. Participants will use actual projects to develop a methodical approach to navigating the rehab subcode and ensuring proper enforcement. The sections of the referenced codes that are applicable are also discussed. Participants should bring a current UCC administrative book to the seminar. 0.5 CEU

GENERAL INFORMATION

The registration fee is **\$199 per person**. The registration fee includes **ANY AND ALL EVENTS** you select on your registration form.

Please return the Registration Form(s) with complete payment. All payments must be received in this office by **Friday, April 19**. If this is not possible, you must bring cash or a personal check to be paid at the Conference registration. Make check, money order, or voucher payable to **Building Safety Conference of New Jersey**. No vouchers will be accepted after **Monday, April 1**. For detailed registration instructions please see the "Registration" section of this brochure.

Confirmations will be sent approximately 10 days before the conference. **Bring your confirmation** with you to the registration booth to receive your conference packet which includes your activities, tickets, name badge, etc. If your fees have not been paid you will be directed to the problem registration area.

NEW

"EARLY BIRD" REGISTRATION DRAWING

Conference registrations received on or before March 26th will be entered into a drawing for not only 1 free 2019 Conference Registration, but also, a free 2-night stay at Bally's Atlantic City for the Conference on May 1st and 2nd!

HOTEL RESERVATIONS

It is strongly recommended that any hotel reservations for the 2019 conference be made through Bally's internet registration system, using the internet link below:

<https://book.passkey.com/go/SB04BU9>

Reservations can also be made by telephone directly with Bally's. To make reservations, you may call **888-516-2215** (8 am - 2 am EST seven days a week). The name of the group is listed as **Building Safety Conference of NJ**. Please reference the group code **SB04BU9 Bally's**.

Hotel reservations must be made no later than
TUESDAY, April 9th, 2019.

The conference rate per night is quoted per room, single or double occupancy, at the **new lower rate of \$82** for hotel rooms, \$20 extra per person. Please be aware that Atlantic City imposes a \$2 Tourism Fee, \$3 State Occupancy Fee, and \$10 Resort Fee for each hotel room per night plus room tax of 14% (tax is subject to change); which is not included in the Building Safety Conference room rate. When issuing a check, money order, or voucher, please be sure to include this fee for each night you book a room. To ensure that you are charged the special conference rate, you must (1) tell the operator that you will be participating in the Building Safety Conference of New Jersey, group code **SB04BU9 Bally's** and (2) make your overnight reservation with the hotel by Tuesday, April 9th, 2019. After this date, the conference rate will no longer be available. You must use your credit card to guarantee your reservation. Check-in time at the hotel is 4:00 PM. The hotel requires that you have a credit card with you at the time of check in. Check-out time is 12:00 noon. We encourage you to use Express Checkout; instructions are available in your hotel room.

CONFERENCE REGISTRATION INSTRUCTIONS

- 1.** Choose the seminar(s) you would like to attend from those listed in the brochure. Remember to select **one seminar for each day** you are attending the conference. We also request that you indicate a second choice since many classes fill up very quickly.
- 2.** Complete the registration form, providing all information requested. Indicate your seminar choice(s) by marking an “A” (first choice) and a “B” (second choice) for each day you attend the conference. If someone accompanying you will be registering under the spouse registration, please be certain to indicate this on the form, and include the completed Spouse’s Registration Form, found in this brochure.
- 3.** Fill out all sections of the registration form and answer all the questions.
- 4.** Payment must be made via check, money order, or voucher, and must be made payable to the **Building Safety Conference of New Jersey**.

Please note that a voucher will reserve your seminar space, but this office **MUST** receive your payment prior to the conference.

No vouchers will be accepted after April 1st, 2019.

Our Federal Tax Identification number is 22-2777775.

Any payment that is made out incorrectly will be returned to the sender, resulting in a delay in registration.

- 5.** Detach the completed registration form(s), enclose payment, and mail to:

Building Safety Conference
c/o DCA Education Unit
PO Box 802, Trenton, NJ 08625-0802

Please DO NOT make checks payable to DCA

Note:

*The **FINAL DEADLINE** for receipt of all registration forms and payment is **April 19th, 2019** (unless payment is made by voucher, in which case it must be received by **April 1st**). Paperwork received after this date will not be accepted.*

NO REFUNDS will be honored unless requests are received by DCA, in writing, no later than **Wednesday, April 24, 2019**.

- 6.** Take advantage of the “**Early Bird**” registration special offer (see page 16)

BUILDING SAFETY CONFERENCE OF NEW JERSEY COMMITTEE

Louis Buoncore
NJ Plumbing Inspectors Association

John Delesandro
Department of Community Affairs

Jerome Eger
Municipal Construction Officials of NJ

Jeffrey Heiss
Building Officials Association of NJ

Gary Lewis
NJ Fire Prevention and Protection Association

Kevin Luckie
Department of Community Affairs

Edward Reed
Municipal Electrical Inspectors Association

Patrick Ryan
Department of Community Affairs

Debbie Timko
NJ Association of Technical Assistants

RUTGERS
Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901

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