



Division of Local Government Services
Certification Unit:
Appointments, Renewal, Tenure & Updates

Municipal Clerks' Association of New Jersey
Education Conference – March 21, 2023



Local Finance Notice (LFN) 2020-13

- Provided for extended certification renewal deadlines
 - Expiration dates on or after May 15, 2020 were extended by one (1) year

Certification:	Statutory Term:	Extended Term:
Qualified Purchasing Agent (QPA) Certified Public Works Manager (CPWM)	Three (3) years	Four (4) years
Certified County Finance Officer (CCFO) Certified Municipal Finance Officer (CMFO) Certified Tax Collector (CTC) Registered Municipal Clerk (RMC)	Two (2) years	Three (3) years

- After this one (1) time extension terms revert to the statutory Terms



LFN 2020-13 & RMC Renewal Dates

Original Renewal Date	Extended Renewal Date per LFN	1 st Renewal Date After Extension	2 nd Renewal Date After Extension
September 30, 2020	September 30, 2021	September 30, 2023	September 30, 2025
October 31, 2020	October 31, 2021	October 31, 2023	October 31, 2025
December 31, 2020	December 31, 2021	December 31, 2023	December 31, 2025
April 30, 2021	April 30, 2022	April 30, 2024	April 30, 2026
September 30, 2021	September 30, 2022	September 30, 2024	September 30, 2026
October 31, 2021	October 31, 2022	October 31, 2024	October 31, 2026
December 31, 2021	December 31, 2022	December 31, 2024	December 31, 2026
April 30, 2022	April 30, 2023	April 30, 2025	April 30, 2027



Local Finance Notice (LFN) 2022-15

- Allows for a one (1) time exception to the Division's no banking / carryover of contact hours
- New renewal requirements for QPAs
- Notification of vacancy requirements for the position of the QPA



New Contact Hour Banking/Carryover Policy

- One (1) time exemption permitting the banking / carryover of contact hours due to Covid-19
- Allows banking /carrying over half the contact hours needed to renew from the extended certification term (LFN 2020-13) to the immediate next certification term

RMC	CMFO & CCFO	CPWM	CTC	QPA
10	15	10	7.5	12.5



When RMCs Can Carryover Contact Hours



Extended Renewal Deadline	First Renewal Deadline	Next Renewal Deadline
September 30, 2021	September 30, 2023	September 30, 2025
October 31, 2021	October 31, 2023	October 31, 2025
December 31, 2021	December 31, 2023	December 31, 2025
April 30, 2022	April 30, 2024	April 30, 2026
September 30, 2022	September 30, 2024	September 30, 2026
October 31, 2022	October 31, 2024	October 31, 2026
December 31, 2022	December 31, 2024	December 31, 2026
April 30, 2023	April 30, 2025	April 30, 2027



How to Carryover Contact Hours

- **Send the Division three (3) documents**
 - Copy of renewal application for previous extended term
April 30, 2018 to April 30, 2021
 - Renewal application for expiring term **ONLY** with the contact hours from within the term dates
April 30, 2021 to April 30, 2023
 - Addendum with **ONLY** contact hours that were unused from the extended term to be carried over to this renewal
April 30, 2018 to April 30, 2023



How NOT to Bank Contact Hours

- **DO NOT** use the addendum if you have enough contact hours total and have the minimally required contact hours within the current term. **If you do not need it, do not use it.**
- If you are using the addendum **DO NOT** send the addendum alone without the two (2) other required documents and the renewal fee.



Local Finance Notice (LFN) 2022-15

New QPA Renewal Requirements

- Increases the number of CEUs required to renew a QPA

	Old Requirement	New Requirement
Total Contact Hours Needed to Renew QPA	20	25
Contact Hours Needed in Procurement Procedure	2	5



Local Finance Notice (LFN) 2022-15

New QPA Renewal Requirements

- New **optional** contact hour category: Public Works Compliance
 - NJ & Federal prevailing wage laws
 - Equal Employment Opportunity & Affirmative Action (EEO/AA)

Category	Required Contact Hours
Procurement Procedures	5
Office Administrative/General Duties	2
Ethics	3
Green Purchasing	2
IT	0
Public Works Compliance	0



Local Finance Notice (LFN) 2022-15

New Auditor Notification Requirement

- When a QPA vacates the position the local unit's auditor must be notified **unless** the auditor makes an annual inquiry.

Acting or Temporary Appointments

- Individuals with a CCFO, CMFO, CPWM, QPA or RMC **cannot be appointed to a temporary, acting, or interim position**, or any synonym thereof including:
 - Substitute
 - Surrogate
 - “The new (insert retiree’s name)”
 - Provisional
 - Fill-in
 - “(Insert name)’s replacement until someone permanent can be hired”
 - Reserve
 - Stand-in
 - Transitional
 - Short-term
 - Proxy
 - Pitch Hitter
 - “The licenses on the wall for the time being”
 - Conditional



Acting or Temporary Appointments

Position:	Initial Appointment:	Additional Appointment:	Statute:
Temporary County CFO	1 Year by Governing Body	1 Year w/Director Approval	<u>N.J.S.A. 40A:9-28.4.d</u>
Temporary Municipal CFO	1 Year by Governing Body	2 Years w/Director Approval	<u>N.J.S.A. 40A:9-140.13.f</u>
Temporary Purchasing Agent	1 Year by Governing Body	1 Year w/Director Approval	<u>N.J.S.A. 40A:11-9.g</u>
Acting Clerk	1 Year by Governing Body	2 Years w/Director Approval	<u>N.J.S.A. 40A:9-133.c</u>
Temporary Principal Public Works Manager	1 Year by Governing Body	1 Year by Governing Body	<u>N.J.S.A. 40A:9-154.6g.c</u>
Acting Tax Collector	NOT PERMITTED BY STATUTE		



Regular Appointment Terms

Position:	Appointment Term:	Statute:
Chief County Finance Officer (CCFO)	Must complete unexpired term & appointed back to Jan. 1 st of the year. Full term is 3 years from Jan. 1 st .	<u>N.J.S.A. 40A:9-28.4</u>
Chief Municipal Finance Officer (CMFO)	Must complete unexpired term & appointed back to Jan. 1 st of the year. Full term is 4 years from Jan. 1 st .	<u>N.J.S.A. 40A:9-140.8</u>
Certified Tax Collector (CTC)	Fulfills unexpired term unless previous tax collector is tenured. If they were tenured then new CTC fills unexpired term only until the end of the year & gets their own term on Jan. 1 st . Full term is 4 years.	<u>N.J.S.A. 40A:9-142</u>
Qualified Purchasing Agent (QPA)	Not set by statute, based on the discretion of the governing body. The suggested term is 1 year.	None
Registered Municipal Clerk (RMC)	Does not complete unexpired term. Full term is for 3 years from date of appointment.	<u>N.J.S.A. 40A:9-133a</u>
Principal Public Works Manager (CPWM)	No appointment term, indefinite.	None



Tenure – Who gets it & How

Position:	Tenure Requirements:	Statute:
Chief County Finance Officer (CCFO)	DOES NOT RECEIVE TENURE	None
Chief Municipal Finance Officer (CMFO)	Complete a full 4 year term. Can be an unexpired term only if the CMFO is appointed in the first year of the term. Must file notice with the municipal clerk & DLGS.	<u>N.J.S.A. 40A:9-149.8</u>
Certified Tax Collector (CTC)	Complete full 4-year term.	<u>N.J.S.A.</u>
Qualified Purchasing Agent (QPA)	DOES NOT RECEIVE TENURE	None
Registered Municipal Clerk (RMC)	Complete a full 3-year term & be reappointed.	<u>N.J.S.A. 40A:9-133.7.b</u>
Principal Public Works Manager (CPWM)	The governing body can grant if the CPWM serves in the same municipality for at least 5 consecutive years & there is an ordinance granting tenure.	<u>N.J.S.A. 40A:9-154.6</u>



Private Entity CFO – Last Resort

- **Prior to appointment**, a municipality **must** request permission from the Director of DLGS
- Provide documentation that a good-faith effort was made to hire a CFO
- **Prior to reappointment**, a municipality **must** request permission from the Director of DLGS for a second year
- **Two (2) years only!**
- Hiring an individual who holds a CMFO and simultaneously having a contact with a private entity to do all the CFO duties is considered a private entity CFO. An application to the Division will be required.
- Application is on the DLGS Certification website



Certification Unit Reminders

- **Do not** attach certificates of attendance to your renewal application. Hold on to them for 6 months after certification is renewed as they will be requested if your renewal is audited.
- **Do not** send your check by itself. Also include the renewal application.



Certification Unit Reminders

- When sending resolutions to the Unit please **e-mail** them to DLGS.Certification@dca.nj.gov. No need to also send a paper copy.
- Individuals in statutory positions need to **sign up** for GovConnect & EGG Notices



DLGS Reminders

Financial Disclosure Statements (FDS)

- Update the roster each year when advised to.
- If a newly elected official is appointed on Jan. 1st wait to put them on the updated roster in March.
- Clerks can reset LGOs passwords for them. Please do not tell them to call DLGS to reset their password.
- Do not have the LGOs file their FDS until the DLGS says to do so in a LFN.



DLGS Reminders

- Please **Read** the LFNs. They are important!
- Daniel's Law – **Do not** contact DLGS, questions should be directed to the Office of Information Privacy (OIP) at OIP@dca.nj.gov.
- **Be kind**



Contact Information

Person/Entity:	Contact:
DLGS Website	www.nj.gov/dca/dlgs
Certification Unit E-mail - General Questions on renewals, certifications, exams & submission of documents	DLGS.Certification@dca.nj.gov
Office of Information Privacy (OIP)	OIP@dca.nj.gov
Bonnie Brookes, RMC, CMR Community Service Officer – Certification Unit	Bonnie.Brookes@dca.nj.gov 609-913-4395 (NEW)
GovConnect & EGG Notices	E-gov@dca.nj.gov