



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 803
TRENTON, NJ 08625-0803

MEMORANDUM

TO: CMFOs, CCFOs, CTCs, CPWMs, RMCs, QPAs

FROM: Certification Unit
Division of Local Government Services

SUBJECT: Individual Continuing Education Agreement (Revised 8/2017)

Attached is an Individual Continuing Education Agreement for your use. This agreement is to be used for applying for continuing education credit if you are participating in a program for which the sponsor has not requested credit, but for which you believe credit is applicable.

Please complete both pages of the application **except for Part Three, "Statement of Certification."** Attach a copy of the course syllabus, seminar brochure, etc., and mail the application to the attention of the Certification Unit at the Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. The application may also be faxed to the Certification Unit at (609) 633-6243, or emailed to Shannon.Hudak@dca.nj.gov Retain a copy for your records.

It is strongly recommended that you submit the application in a timely manner prior to your attendance at the program. Applications submitted retroactively risk being denied credit at the discretion of the Division.

Upon review of the application and material submitted, you will be notified if the program has been approved or denied for credit. Upon completion of the program, complete Part Three and mail the original to the above address. Keep a copy for your records and record the appropriate information onto your "Record of Continuing Education/Certification Renewal" form.

You may duplicate this form for future use. Thank you for your efforts at continuing your professional education in the field. If you have any questions, please contact the Certification Unit at (609) 292-4656 or by email at denalder.richardson@dca.nj.gov.

Attachment



NEW JERSEY DEPARTMENT COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
Individual Continuing Education Agreement

Part 1 — Certification Information

Name:

Address:

City:

State:

Zip:

Certification #:

Telephone number:

Part 2 — Program Details

Title of Program:

Program Sponsor Name:

Date(s) of Session:

Time of Session:

Location of Session:

Summary of Program Content (attach detailed syllabus):

Part 3 – Statement of Certification

Upon **conclusion** of the program, complete the following certification. Mail the original to the Certification Unit, Division of Local Government Services, Department of Community Affairs, P.O. Box 803, Trenton, New Jersey 08625-0803. **Keep a copy for your records.** Record the appropriate information onto your "Record of Continuing Education/Certification Renewal" form.

I, _____, hereby certify that I have attended the above program as approved by the Division of Local Government Services. I understand that any willful misrepresentation on my part may be grounds for action to be taken against my certification.

Signature: _____

Date: _____

NEW JERSEY DEPARTMENT COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

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Allocation of Certification Program, Curriculum Areas and Hours			
Certification Program	Curriculum Area	Proposed Contact Hours	Approved Contact Hours <small>(DLGS use only)</small>
Municipal Financial Officer	Accounting	_____	_____
	Budgeting	_____	_____
	Financial and Debt Management	_____	_____
	Office Management and Ancillary Subjects	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
County Finance Officer	Accounting	_____	_____
	Budgeting	_____	_____
	Financial and Debt Management	_____	_____
	Office Management and Ancillary Subjects	_____	_____
	County Fiscal Operations	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
Tax Collector	Enforcement	_____	_____
	Legislation	_____	_____
	Reporting/Billing/Collection	_____	_____
	General/Secondary	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
Public Works Manager	Technical	_____	_____
	Management	_____	_____
	Government	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
Municipal Clerk	Elections	_____	_____
	Finance	_____	_____
	Licensing	_____	_____
	Records	_____	_____
	Professional Development	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
Qualified Purchasing Agent	Procurement Procedures	_____	_____
	Office Admin./General Duties	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
	Green Purchasing	_____	_____

For DLGS Use Only: Date Received: _____ Date Approved: _____

Comments:

Reviewer	App.	Comments
_____	_____	_____
_____	_____	_____