



NEW JERSEY SCHOOL BUILDINGS & GROUNDS ASSOCIATION

PO Box 376, Newton, NJ 07860

Continuing Education Course Approval Application

STANDARDS FOR COURSE AND PROGRAM APPROVAL

Continuing education programs must be directed toward the enhancement of NJ Certified Facilities Managers knowledge and practice skills related to Maintenance and Operations of NJ School Buildings and Grounds.

The New Jersey Department of Education in conjunction with the New Jersey School Buildings and Grounds Association shall be responsible for course review and approval.

One (1) credit hour equals 50-60 minutes of actual instruction, exclusive of coffee breaks, lunch, etc.

Instructions:

- ✓ The **original and one copy of the completed application** must be submitted by the sponsor/provider to the above address at least **90 days** before the date the course or program commences. NJSBGA Board evaluation takes 45 to 90 days depending on volume.
- ✓ The application must be printed or typed only. All questions must be fully answered. The following documents must accompany each application submitted:
 - a. Course outline indicating starting time, breaks, lunch, and ending times; course objectives; and a sample course evaluation form.
 - b. Sample of the Certificate of Attendance that is to be issued to each person in attendance. The sample certificate must contain the name of the sponsor, title of the course, and spaces marked for each of the following: name of licensee, date of course, number of clock hours, NJSBGA Board approval number and Stamped Gold Seal and signature of the person authenticating attendance.

Agreement

I understand the information in this application will be used by members of the NJSBGA Executive Board Educational Committee. I verify that this form is in the original format as supplied by the NJSBGA and has not been altered or otherwise modified in any way. I certify that the information provided herein is accurate, and if approved, agree to abide by the criteria and procedures set by the NJSBGA and State Department of Education for continuing education for Certified Educational Facilities Managers and upon request will submit evaluation forms.

Signature of Applicant

Date



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Application for Approval for CEU Course

Applicant is (please check one) Sponsor Individual
 NJSBGA Course Rutgers Course ASBO/NJSBA Course

All NJSBGA, RUTGERS, ASBO and NJSBA Courses are Pre-Approved.

All Provider/Sponsors must submit this application in duplicate at least 90 days prior to the program.

Please print or type. All lines must be completed- "see attached" is not acceptable.

Name and telephone number of person completing this application:

Name of Sponsor _____
Last First Telephone number

Address of Sponsor _____
Street

City State Zip Code

Title of Course _____

Location _____

Date of course _____ Specific Hours _____

Number of credit hours requested (actual instruction hours) _____

Has this program been approved in any other state? Yes No

If yes, list states of approval and telephone number. _____

IMPORTANT NOTE

It is mandatory that you issue all participants an attendance certificate. The certificate must contain the name of the sponsor, the name of the attendee, title of the course, date of the course, number of credit hours, Board approval number and signature of the person verifying attendance.



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QUESTIONNAIRE

1. Title of the Program: _____
2. Dates Program will be offered: _____
3. Number of Hours of Instruction (one hour = 50 minutes of presentation or study): _____
() NJSBGA Course () RUTGERS Course () ASBO/NJSNA Course

Above Course Materials are PRE-APPROVED – No further information necessary

4. Name of Instructor for this course: _____
5. Instructor Credentials or Resume: _____
6. Sponsoring Organization: _____
7. Course Description: _____

8. Course Objectives: _____

9. Course Content: _____

10. Method of Instruction: _____

11. Means of Evaluation: (provide a copy of the evaluation form)

12. Course Certificate: (provide a copy of the certificate that will be given to participants)



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CONTINUING EDUCATION CHECKLIST

Program Name: _____

Date of Program: _____ Number of CE hours being requested: _____

Hours of Course: From: _____ To: _____ Total Hours including breaks _____

Name of Person Requesting Approval: _____

Contact Address: _____

Contact Phone#: _____ Cell #: _____

Before the Continuing Education Committee for the New Jersey School Buildings and Grounds Association gives approval, the Educational Committee must receive the following materials at least ninety (90) days before the program is presented.

- Copy of ALL materials (PowerPoint's and Handouts) to be distributed to participants
- Information on presenter(s)
- Program syllabus or specifications/objectives of the program
- Copy of certificate presented to participants
- Statement evaluation form will be provided to participants for the purpose of evaluating program materials or copy of evaluation form.

If any information is missing everything will be returned.

FOLLOW-UP:

Within 30 days after the program, a list of participants must be received at the board office.

FOR OFFICE USE ONLY

Date Received by Board Office _____ Signed: _____



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BOARD USE ONLY

REFERENCE # _____ BOARD APPROVAL # _____

APPROVED [] DISAPPROVED [] PROVISIONAL DENIAL []

BY BOARD MEMBER _____

SIGNATURE DATE _____

REASON(S) FOR DISAPPROVAL

- () Not 90 days prior to program
- () No detail in courses
- () Not related to School Facilities Management
- () No outline of courses
- () No learning objectives
- () No specific course hours
- () No Sample Certificate of Attendance
- () No goals listed
- () Does not enhance CEFM knowledge and skills
- () Other

NOTES



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FOR USE BY NJSBGA EDUCATIONAL COMMITTEE

CONTINUING EDUCATION REVIEW CHECKLIST

PROGRAM TITLE: _____

WORKSHOP DATE: _____ CEU's REQUESTED: _____

CONTACT: _____ PHONE NUMBER: _____



- ❖ Is subject matter relevant to School Facilities Management? YES NO
- ❖ THIS PROGRAM IS NOT A ROUTINE MONTHLY MEETING. YES NO
- ❖ Is the Agenda/Outline Content satisfactory? YES NO
- ❖ Are the learning objectives measurable? YES NO
- ❖ Are Teaching Methods identified? YES NO
- ❖ Instructors Credentials included and appropriate? YES NO
- ❖ Will Program be evaluated? YES NO
- ❖ Is Evaluation Form appropriate? YES NO
- ❖ Is the Attendance Certificate appropriate? YES NO
- ❖ Will attendance records be forwarded to NJSBGA for records? YES NO



NOTE: ANY NO ANSWER WILL DISQUALIFY PROGRAM. APPLICATION MAY BE RESUBMITTED WITH APPROPRIATE CHANGES.

APPROVED

DENIED



NJSBGA Educational Committee

REVIEWER: _____

DATE: _____