



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

WHAT EVERY DEPUTY SHOULD KNOW ABOUT ADMINISTRATIVE RULEMAKING

**August 12, 2014
1:30 p.m. to 3:30 p.m.
New Jersey State House
125 West State Street
3rd Floor, Room 319
Trenton, New Jersey**

Program Summary

This presentation will offer an overview of the administrative rulemaking process, highlighting the interplay that occurs between the agency, the Office of Administrative Law and the Division of Law. It will focus on how an administrative rule is promulgated and the role of a Deputy throughout that process, including tips on how to defend a rule at the appellate level.

Who Should Attend?

This program is intended solely for those selected to participate in the *State House Series* programs, notice of which such persons have already received. **Please do not attempt to register if you have not been so selected.**

Who Is the Faculty?

SDAG Nancy Costello Miller is assigned to the Division of Law's Consumer Affairs Counseling Section. She graduated with honors from Caldwell College, Caldwell, New Jersey, and from Seton Hall Law School where she served as Editor-in-Chief of the Law Review. After clerking for the Honorable David D. Furman in the Appellate Division, Nancy joined the Division of Law. She has represented several state agencies over the years, and currently focuses on professional boards' licensing and disciplinary matters, regulatory initiatives, and appellate matters.

Melissa Dutton Schaffer is currently the Associate General Counsel for The College of New Jersey. Prior to her current position, she was Section Chief of the Education/Higher Education Section in the Division of Law. In this capacity, among other things, she supervised the deputy attorneys general and attorney assistant within the assignment and oversaw all counseling and

representation of the nine State Colleges, the Secretary of Higher Education, the Department of Education and additional State agencies involved in matters of education. She represented her clients in a variety of complex education matters in administrative, state and federal court at both the trial and appellate levels. Prior to joining the New Jersey Attorney General's Office in 2005, Melissa practiced family law as a staff attorney with the Women Against Abuse Legal Center in Philadelphia, PA. She received her J.D. from Widener University School of Law in 2002 and a B.A. in English from Rutgers University, Camden in 1998.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 2.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.5 substantive credits (\$3.00 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: AdvocacyInstitute@lps.state.nj.us for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

If you have already been issued an authorization code in the past you do not need to request another one. You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.