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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **WHAT EVERY DEPUTY SHOULD KNOW ABOUT ADMINISTRATIVE RULEMAKING**

**June 14, 2013  
10:00 a.m. to 12:00 p.m.  
124 Halsey Street  
7th Floor, Monmouth Room  
Newark, New Jersey**

#### *Program Summary*

This presentation will discuss the DAG's role in the rulemaking process. In doing so, the interplay that occurs throughout that process between the agency, the OAL and the DOL will be highlighted. Specifically, the general process of how an administrative rule is promulgated and the role of a DAG throughout that process, including defending a rule at the appellate level will be discussed.

#### *Who Should Attend?*

While this program is intended for those attorneys who deal with the rulemaking process, others may find the issues discussed of interest.

#### *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.

**DAG Melissa Dutton Schaffer** is the Section Chief of the Education/Higher Education Section in the Division of Law. In this capacity, among other things, she supervises the deputy attorneys general and attorney assistant within the assignment and oversees 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 represents 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](mailto: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. This is Step 1 of the process, which you need only do once.

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.