



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

RULEMAKING UNDER THE APA

June 4, 2014

1:00 p.m. to 3:00 p.m.

DMAHS/DFD Office Complex

Quakerbridge Plaza, Bldg. 7

2nd Fl. Conference Rms. A-B-C

3635 Quakerbridge Road

Mercerville, New Jersey

Program Summary

This presentation will discuss the general process of how an administrative rule is promulgated. This presentation will also focus on the mechanics of what generally goes into deciding when a rule is necessary; how an agency goes about drafting regulations; and the different stages of rulemaking at the OAL level, (i.e., proposal and adoption).

Who Should Attend?

This program is intended for Department of Human Services personnel and those attorneys within the Department of Law and Public Safety whose sections represent the Department of Human Services, and selected invitees **only**. Please do not attempt to register for this program if you are not a Department of Human Services employee, an attorney assigned to one of the designated Department of Law and Public Safety sections or selected invitee.

Who Is the Faculty?

Thomas E. Harris Jr., is currently a Supervising Rules Analyst in the Division of Administrative Rules in the Office of Administrative Law. In this capacity, Tom is responsible for the training and review of the work of lower level legal staff and acting in the manager's stead, as needed, in managing the operation of the seven-person Division. Tom is instrumental, with the Division manager, in the intake, review, editing, and processing of State agency rulemaking notices and updates to the New Jersey Administrative Code and maintenance of Register and Code archival material. Tom also serves as a public resource for information and research on State rules (both current and historical, dating back to the 1960s), as well as serving as the primary contact for State agencies on information and training on the State rulemaking process. Tom graduated from New Jersey City University (B.S. in criminal justice as the first person to

have a dual concentration in law enforcement and security administration, with honors) and the City University of New York at Queens College (J.D.); is member of the New Jersey and New York State bars and the United States District Court for the District of New Jersey; is employed by the New Jersey Office of Administrative Law since 2002 (2002-2004, Law Clerk; 2004-2006, Rules Analyst; 2006-present Supervising Rules Analyst (Legal Assistant 2)); and also has been an Adjunct Assistant Professor at Rider University in the business school and for the political science department since 2009.

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.