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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### WHAT EVERY DEPUTY SHOULD KNOW ABOUT ADMINISTRATIVE RULEMAKING

**September 17, 2019  
10:30 a.m.-12:30 p.m.  
124 Halsey Street  
5th Floor, Room 10-C  
Newark, New Jersey**

### NOTICE REGARDING COURSE MATERIALS

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

#### *Program Summary*

This presentation will offer an overview of the administrative rulemaking process, highlighting the interplay that occurs between an 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. The program will also include the OAL's perspective on rulemaking issues.

#### *Who Should Attend?*

This program is open to all government attorneys, space allowing.

#### *Who Is the Faculty?*

**Melissa Dutton Schaffer** is an Assistant Attorney General in the Trenton Administrative Practice Group of the Division of Law, where she supervises attorneys in the five sections that comprise the practice group. She was previously an AAG in the Division's Appeals Practice Group, which is responsible for the overall management, supervision and policy direction for all State and federal court appeals throughout the Division. Melissa briefly served as Associate General Counsel for The College of New Jersey from August 2013 through January 2015. Prior to that, Melissa was the Section Chief of the Division's Education/Higher Education Section where she oversaw the representation and counseling of the Department of Education, the Secretary of Higher Education,

and all of the State Colleges. She represented her clients in a variety of complex education matters in administrative, State and federal courts at both the trial and appellate levels. Before joining the Division, Melissa was a staff attorney in the public interest sector in Philadelphia, PA. She received a J.D. from Widener University School of Law and a B.A. from Rutgers University, Camden.

**SDAG Nancy Costello Miller** is a member of the Division of Law's Consumer Affairs Counseling Section. She represents several State agencies and is responsible for professional boards' licensing and disciplinary matters, regulatory initiatives, and appellate matters. Nancy joined the Division of Law after clerking for the Honorable David D. Furman in the Appellate Division. She graduated with honors from Caldwell College, Caldwell and from Seton Hall Law School, where she was Editor-in-Chief of the Law Review.

**Thomas E. Harris Jr., Esq.**, is the Manager of the Division of Administrative Rules in the Office of Administrative Law. He reviews the intake, editing, and final processing of State agency rulemaking notices and updates to the New Jersey Administrative Code. He provides State agencies with information and training on the administrative rulemaking process, serves as the OPRA officer for rules matters and maintains the New Jersey Register and administrative code archives. Tom previously served as an OAL rules analyst and started his career with the office as a law clerk. He holds a B.S. with honors in criminal justice from New Jersey City University and a J.D. from the City University of New York at Queens College.

### *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://reg2.dcj.lps.state.nj.us/lpcreg/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://reg2.dcj.lps.state.nj.us/lpcreg/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: [njagai@njoag.gov](mailto:njagai@njoag.gov) 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://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.