

CENTER FOR GOVERNMENT SERVICES MUNICIPAL CLERKS PROGRAM

FALL 2006 SCHEDULE OF COURSES

ALL COURSE TIMES ARE FROM 9AM TO 4PM EXCEPT WHERE NOTED.

INTRODUCTION TO THE DUTIES OF THE MUNICIPAL CLERK \$475

7301A	Montclair: Fire House, 1 Pine Street, 2nd Floor	THURS: 10/5, 12, 19, 11/2**	Linda Wanat (Montclair)
7301B	New Brunswick: Rutgers, Bloustein School, 33 Livingston Ave., Room 253	THURS: 9/7, 14, 21, 28**	Theresa Tamburro (Blairstown)
7301C	Waretown: City Center, 239 11th Street	FRI/SAT: 9/9, 15, 16, 23**	Mary Madonna (Surf City) Bernadette Standowski (Lakewood)
7301D	Wenonah: Municipal Building, 1 So. West Ave.	FRI/SAT: 10/6, 7, 14, 21**	Dawn Human (Wenonah)

ADVANCED DUTIES OF THE MUNICIPAL CLERK \$389

7302A	Allendale: Municipal Bldg, 500 W. Crescent Ave.	FRI: 10/13, 20, 27, 11/3**	Gwen Gabbert (Allendale)
7302B	Brick: Municipal Bldg, 401 Chambers Bridge Rd.	SAT: 9/30, 10/7, 14, 21**	Elaine Kennedy (North Hanover) Mary Madonna (Surf City)
7302C	Mays Landing: Atlantic Cape Comm. College, 5100 Black Horse Pike	FRI/SAT: 10/28, 11/3, 4, 18**	Elaine Kennedy (North Hanover) Mary Madonna (Surf City)

LOCAL ELECTIONS ADMINISTRATION \$342

7303A	Mt. Arlington: Northwest NJ Executive Training Ctr., 400 Valley Road, Room 108	WED: 10/4, 11, 18, 25**	James Doherty (Wantage)
7303B	Upper Freehold (Cream Ridge): Municipal Bldg, 314 Route 539	WED/FRI/SAT: 10/20, 21, 28, 11/1**	Barbara Bascom (Upper Freehold Twp.)
7303C	Hammonton: Ramada Inn, 308 S. White Horse Pike	FRI/SAT: 9/15, 16, 23, 29**	Dawn Human (Wenonah)

MUNICIPAL FINANCE ADMINISTRATION FOR MUNICIPAL CLERKS \$440

7304A	Neptune City: Council Chambers, 106 W. Sylvania Ave.	TU/TH: 9/12, 19, 26, 28**, 10/3**	Joel Popkin (Neptune City)
7304B	Mays Landing: Atlantic Cape Comm. College, 5100 Black Horse Pike, Rm A115	FRI/SAT: 9/9*, 15*, 16*, 22**	Kevin Yecco (Wildwood Crest)

INFORMATION & RECORDS MANAGEMENT \$342

7305A	North Brunswick: Middlesex Cnty. Div. of Archives, Apple Orchard Ln.	FRI: 9/8, 15, 29	Elaine Kennedy (North Hanover)
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STATE EXAM REVIEW \$320

7306A	Mt. Arlington: Northwest NJ Executive Training Ctr., 400 Valley Road, Room 108	WED: 9/6, 13, 20	James Doherty (Wantage)
7306B	Mays Landing: Atlantic Cape Comm. College, 5100 Black Horse Pike, Rm A115	FRI/SAT: 9/29, 30, 10/6	Kevin Yecco (Wildwood Crest)

CONTACT INFORMATION

Center for Government Services, Rutgers University, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.
Telephone: 732/932-3640, ext. 648

Directions, forms, schedules, and course descriptions are available on our web site (www.policy.rutgers.edu/cgs).

* INDICATES CLASS TIMES ARE 9 A.M. - 5 P.M.
** INDICATES CLASS TIMES ARE 9 A.M. - NOON

**PLEASE SHARE THIS INFORMATION
WITH YOUR CO-WORKERS**



CENTER FOR GOVERNMENT SERVICES
MUNICIPAL CLERKS PROGRAM
FALL 2006 SCHEDULE OF COURSES

REGISTRATION INFORMATION

Register by mail or fax at 732/932-3586. Submit the attached registration form with check or voucher. No confirmation will be sent. Certificates are awarded for the satisfactory completion of each course which is defined as attendance at 80 percent of the class hours, a passing grade of 80 on the final exam, and full payment of all fees. For additional information, call 732/932-3640, ext. 648.

PREREQUISITES: Introduction to the Duties of the Municipal Clerk must be successfully completed before registering for all other Municipal Clerk courses. Advanced Duties must be successfully completed before registering for Municipal Finance.

WITHDRAWAL: The Center for Government Services (CGS) will refund the full course fee less a \$25 processing charge to any student who notifies CGS in writing of his/her intent to withdraw. Notices of withdrawal must be submitted at least 48 hours before the course is scheduled to start. Mail or fax withdrawal notices to: NJ Municipal Clerks Program, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979

RETURNED CHECK: There is a \$25 fee for all returned checks.

STATE EXAM

New Jersey's Municipal Clerk State Certification Exam is scheduled for Thursday, October 19, 2006. Applicants must apply to the Division of Local Government Services not less than 30 days in advance. The fee for the exam is \$50. Applications may be downloaded from the NJ DCA Division of Local Government Services web site at www.state.nj.us/dca/lgs. Telephone: 609/633-6349.

PUBLICATIONS

Study Guide Supplement (Latest Version 2005) \$48

Complete 2004 Study Guide (Supplement Included) \$85

To order, call 732/932-3640 ext. 648.

In order to enroll in a course, a student must satisfactorily complete the prerequisite course.

Mail to: NJ Municipal Clerks Program, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Ave., Suite 200, New Brunswick, NJ 08901-1979. Fax: 732/932-3586.

I wish to register for: _____
(Course Title) (Course Number) (Location)

Prerequisite Course: _____ Taken: Spring/Fall Year _____ Location _____

Name _____ Social Security # _____

Employer _____ Official Position _____

Home Address _____

Home Phone _____ Business Phone _____

Fax _____ Email Address _____

Business Address _____

Check, voucher, or credit card information must accompany registration. Make check or voucher payable to Rutgers, The State University of New Jersey. There is a \$25 fee for all returned checks.

Amount: \$ _____ Method of Payment (Circle One) Check Voucher VISA Mastercard Exp. Date _____

Credit Card Number _____ Signature _____

REGISTRATION FORM