

CENTER FOR
GOVERNMENT SERVICES

NJ Educational Facility Management Program

CO-SPONSORED BY NEW JERSEY SCHOOL
BUILDINGS AND GROUNDS ASSOCIATION

TRAINING & CONTINUING EDUCATION
COURSES FOR NJ LOCAL GOVERNMENT

SUMMER 2017 SCHEDULE



RUTGERS
Continuing Studies

THE NEW JERSEY EDUCATIONAL FACILITY MANAGEMENT PROGRAM

A joint venture of Rutgers University and the New Jersey School Buildings and Grounds Association, the NJ Educational Facility Management Program is designed to meet the professional and educational needs of directors, supervisors, and managers of buildings and grounds for New Jersey school systems. A series of seven courses addresses management issues unique to running an educational facility. For a complete listing visit <http://cgs.rutgers.edu/efm>.

ADMISSION REQUIREMENTS

All participants must be high school graduates or hold a high school equivalency certificate. At least one year of supervisory experience in a school district is highly recommended before enrolling in the program.

CEFM DESIGNATION REQUIREMENTS

The Rutgers/NJSBGA certificate prepares students to apply for the authorization of Certified Educational Facilities Manager (CEFM). Upon successful completion of the program, individuals with a minimum of two years experience as a supervisor of school buildings and grounds are eligible to apply for state certification through the NJ Department of Education (DOE), Office of School Facilities.

For a downloadable CEFM application form and application instructions, visit <http://cgs.rutgers.edu/efm>.

CONTINUING EDUCATION

NJ State Assembly Bill No. 893 (Senate Bill No. 2257) establishes a process for renewal of the DOE-issued CEFM credential. The application must include a certified statement that the applicant has completed at least 20 hours of training or continuing education in the last three years in fields of study related to school facilities as approved by the DOE. The continuing education course listed below has been approved by the DOE for credit.

PROGRAM COURSE

Environmental Stewardship, Code Compliance and Sustainability– 24 Hours

This course covers the regulatory codes and enforcement procedures relating to school building and grounds operations. Instructors provide an overview of the various environmental and code issues involved in maintaining regulatory compliance.

CONTINUING EDUCATION COURSES

Communicating Information in Microsoft Visio – 6 Hours

Microsoft Visio is a drawing and diagramming software program that makes it easy for operations department professionals to visualize, explore, and communicate complex information. (**Note:** Students are required to bring a copy of the floor plan/building they wish to draw and a 4 GB-plus flash drive to class.)

Conflict Management– 6 Hours

This one-day seminar will cover topics including communication skills, emotional intelligence, and conflict resolution.

SUMMER 2017 SCHEDULE OF COURSES

**Food service included in registration fee*

Environmental Stewardship, Code Compliance and Sustainability - 24 hours (6 sessions) - \$778

BG-1105-SU17-1 Howell

Southard School Community Center, Room 3

115 Kent Road

Sat, 8 a.m. – 12:15 p.m.

Jul 8, 15, 22, 29; Aug 5, 12

Instructor: Steven Morlino, CEFM

Communicating Information in Microsoft Visio 6 Hours (1 Session) – \$249*

BG-1111-SU17-1 New Brunswick

Rutgers Public Safety Building, Room 205A

55 Commercial Avenue

Thursday, Aug 3 - 8:30 a.m. – 3:00 p.m.

Instructors: Keith Gourlay, CEFM & Stephen Sluka, CEFM

Conflict Management 6 Hours (1 Session) – \$230*

BG-1115-SU17-1 Morris Plains/Parsippany

Morris County Public Safety Training Academy, Library

500 W Hanover Avenue

Tuesday, July 11 - 8:30 a.m. – 3:00 p.m.

Instructor: Sean Canning

BG-1115-SU17-2 Sayreville

Middlesex County Fire Academy, Room TBA

1001 Fire Academy Drive

Wednesday Aug 23 - 8:30 a.m. – 3:00 p.m.

Instructor: Sean Canning

Registration form follows in centerfold

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:

RUTGERS CENTER FOR GOVERNMENT SERVICES

303 George Street, Suite 604

New Brunswick, NJ 08901-2020

Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ ZIP _____

Home Address

Street _____

City _____

State _____ ZIP _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

REGISTRATION FORM

NS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

COURSE INFORMATION

I wish to register for:

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: <http://cgs.rutgers.edu>.

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and online registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. **Go to <http://cgs.rutgers.edu> and click on the "Register Now" button on the homepage (NEW).**

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the day of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained by using any of the following three methods:

1. Credit card payment (Visa, MasterCard, Discover or American Express) **AVAILABLE ONLY THROUGH ONLINE REGISTRATION (<http://cgs.rutgers.edu>)**
2. Check or money order payment by mail or in person
3. Authorized voucher or purchase order received via mail or fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990. Continuing Education Loans are available from The Rutgers Federal Credit Union. Contact them at: www.rutgers.fcu.org for more information.

Veterans' Registration: This program has been approved by the Veterans Administration and may be available for GI benefits. Visit lifelonglearning.rutgers.edu for additional information and instructions.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer must be submitted in writing at least two (2) business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for the course cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Education Credit: The NJ Department of Education has approved all continuing education courses offered by CGS for continuing education credit toward the renewal of the DOE-issued authorization of Certified Educational Facilities Manager. Selected courses in the CGS program are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers University sponsor #703.

Certificates: Certificates are mailed to students after the successful completion of the course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

For More Information: Visit the program webpage at <http://cgs.rutgers.edu/efm>.

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