

Application for Rutgers/NJSBGA Educational Facility Manager Certificate
For students completing required course of study between June 2016 and May 2017

Note: This form is for use by prospective graduates of the New Jersey Educational Facility Management Program, co-sponsored by Rutgers Center for Government Services and the New Jersey School Buildings and Grounds Association. This form is separate from the initial CEFM application solicited by the New Jersey Department of Education, available for download at <http://www.state.nj.us/education/facilities/CEFM>.

Please carefully read and complete all three (3) parts of this application and submit to CGS after enrolling in your seventh and final program course.

Part 1: Verification of Personal Information

Enter name as it should appear on certificate (please print):

Enter any special instructions regarding pronunciation of first and/or last name:

Do you hold a high school diploma or equivalency certificate?: Yes No

Employer: _____

Title: _____

Business Address

Street: _____

City: _____ State: _____ ZIP: _____

Home Address

Street: _____ Apt: _____

City: _____ State: _____ ZIP: _____

Telephone Numbers

Mobile: _____ Home: _____

Business: _____ Extension: _____

E-mail Addresses

Business: _____ Home: _____

Part 2: Status for Graduation Ceremony – Thursday, May 25, 2017, 6:30 to 8:00 p.m.

Indicate below whether you will be attending the graduation ceremony at:

**Rutgers University Busch Campus Center
604 Bartholomew Road
Piscataway, NJ 08854**

Due to space constraints, **guests are limited to four (4)**. Driving directions and parking instructions will be shared with eligible graduates via e-mail and postal mail by May 1.

Are you planning to attend?

Yes → → → Total attendees including self _____ **(5 max)**

No

The Educational Facility Manager Certificate will be presented to attending graduates. Unclaimed certificates will be shipped to the home address listed in Part 1 **after** the May 25 ceremony. Allow two-to-three weeks for delivery.

Part 3: Authorization and Submission

I attest that the information provided in Part 1 is true.

Signature: _____ Date: _____

Submit this completed form by **Friday, May 12, 2017**.

Return via e-mail (preferred): mariad@docs.rutgers.edu

Return via postal mail: NJ Educational Facility Management Program
 Center for Government Services
 Rutgers, The State University of New Jersey
 303 George Street, Suite 604
 New Brunswick, NJ 08901

Return via facsimile: 732-932-3586

Please direct any questions to Christine Cicio, Senior Program Coordinator, at ccicio@docs.rutgers.edu or 732-932-3640, ext. 654.