FALL 2017 SCHEDULE

Inspector of Hotels and Multiple Dwellings - $300 (60 Hours)

UC-5500-FA17-1  Morris Plains
Morris County Public Safety Training Academy
500 West Hanover Avenue
Tuesdays & Thursdays
Sept. 12, 14, 19, 21, 26, 28, Oct. 3, 5, 10, 12, 17, 19, 24, 26, Nov. 2, 7, 9, 14
6:00 p.m. – 9:00 p.m.
Instructor: Jesse D’Amore

UC-5500-FA17-2  Bordentown
Rutgers EcoComplex
1200 Florence-Columbus Road, Room 202
Mondays & Wednesdays
Sept. 11, 13, 18, 20, 25, 27, Oct. 2, 4, 9, 11, 16, 18, 23, 25, 30, and Nov. 1, 13, 15
5:30 p.m. – 8:30 p.m.
Instructor: John Mosser

Housing Code Official - $300 (60 Hours)

UC-5600-FA17-1  Franklin (Somerset County)
Franklin Township Municipal/Community Development Building
475 Demott Lane
Mondays & Wednesdays
Sept 6, 11, 13, 18, 20, 25, 27, Oct. 2, 4, 9, 11, 16, 18, 23, 25, and 30, Nov. 1, 15, 20, 22
6:00 p.m. – 9:00 p.m.
Instructor: Vince Lupo

Questions?
For course information or registration questions, please contact the Center for Government Services at (732) 932-3640 x648.

For information on specific licensing requirements, contact the Department of Community Affairs at (609) 984-7834.

Special Needs Students
Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.
The Regulations for Maintenance of Hotels and Multiple Dwellings require that the inspectors and officials who enforce the hotel and multiple dwelling regulations within their jurisdictions obtain a license. The Rutgers University Center for Government Services, in cooperation with the New Jersey Department of Community Affairs, offers the training courses for these professionals.

Inspector of Hotels & Multiple Dwellings - 60 Hours
Inspectors of Hotels & Multiple Dwellings are authorized to carry out field inspections of hotels and multiple dwellings within an enforcing agency such as a municipality or for the state of New Jersey under the supervision of a licensed Housing Code Official. This course discusses the duties required by inspectors of hotels and multiple dwellings and prepares students to take the national certification exam necessary to become a licensed inspector. Students should take this course if they wish to obtain an Inspector of Hotels & Multiple Dwellings license, if they require a better understanding of the regulations, codes, and law, or if they have received a license under the special provisions of the licensing rules but still need additional guidance.

This 60-hour course includes 54-hours of classroom instruction plus a mandatory one day field inspection. Course instructors provide field inspection details as soon as they are available but students must make the necessary arrangements to attend on the scheduled date.

Housing Code Official - 60 Hours
Housing Code Officials are authorized to act as the first line supervisor in an enforcing agency and are responsible for the administration and enforcement of the New Jersey Hotel & Multiple Dwelling law and regulations. Offered to the holders of a valid Inspector of Hotels & Multiple Dwellings license, this course prepares students to perform the duties of a Code Official of Hotels & Multiple Dwellings.

Student Tuition
Student tuition is $300 for each course. Payment can be made in the form of check, money order, or purchase order. A refund will be issued to any student who notifies Rutgers in writing of his/her intent to withdraw at least 2 business days before the course is scheduled to start. The University reserves the right to cancel any course or seminar.

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**REGISTRATION FORM**

Mail registration form and payment to:
INSPECTOR OF HOTELS & MULTIPLE DWELLINGS
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 _____
Employer _____________________________
Title ________________________________

Business Address
Street ________________________________
City _________________________________
State __________________ Zip _________

Home Address
Street ________________________________
City _________________________________
State __________________ Zip _________

Phone Numbers (required – check box for preferred)
☐ Mobile _______________ ☐ Home _______________
☐ Work _______________ Extension _____________

E-mail Addresses (required – check box for preferred)
☐ Business _______________________________
☐ Home _________________________________

**PAYMENT INFORMATION**

Check, voucher, or money order must accompany this registration form.

Please indicate your payment method:
☐ Check  ☐ Voucher  ☐ Money Order

All payments must be made payable to: Treasurer, State of New Jersey and mailed to Rutgers at the address above.