

CENTER FOR  
GOVERNMENT SERVICES

# Municipal Clerk Program

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || SPRING 2017



**RUTGERS**  
Continuing Studies

## MUNICIPAL CLERK PROGRAM

### Course Descriptions

#### Introduction to the Duties of the Municipal Clerk

This course acquaints the student with the statutory and some non-statutory duties of the Municipal Clerk and offers a general introduction to municipal government and licensing. (24 hours)

#### Advanced Duties of the Municipal Clerk

A more detailed and technical description of the Municipal Clerk's office is presented in this course. Topics include personnel policies and procedures, municipal land use law, ancillary duties, parliamentary procedures, fiscal affairs, budgets, and bonds. (21 hours)

#### Local Elections Administration

This course outlines the New Jersey electoral process, including the primary and general elections, as explained in Title 19. Students will be introduced to HAVA, the Faulkner Act, and non-partisan elections. (21 hours)

#### Municipal Finance Administration for Municipal Clerks

This course provides a foundation for understanding local government finance. Major areas covered include the institutional framework, the state's role, local public contracts law, the municipal budget process, and local fiscal affairs. (24 hours)

#### Information and Records Management

Retention and disposition of records and records filing have evolved into management information systems. This course teaches OPRA, compliance, and essential records management techniques. (18 hours)

#### Municipal Clerk Review

This optional course is held prior to the state certification exam and is open to individuals who have successfully completed the five required courses. (21 hours)

## COOPERATING AGENCIES

Municipal Clerks' Association of New Jersey  
New Jersey Department of Community Affairs, Division of  
Local Government Services  
Rutgers University, Center for Government Services

## PREREQUISITE INFORMATION

Introduction to the Duties of the Municipal Clerk must be successfully completed before taking any of the other program courses. Advanced Duties of the Municipal Clerk must be successfully completed before taking the Municipal Finance Administration for Municipal Clerks course.

## STATE EXAM

New Jersey's Municipal Clerk state certification exam is administered by the Department of Community Affairs two times per year. The application form is available at [www.nj.gov/dca/divisions/dlgs](http://www.nj.gov/dca/divisions/dlgs). Completed applications must be received at DCA one month before the exam date. For information on experience and other requirements for attaining state certification, please call (609) 292-4656.

## INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)

The Rutgers University Center for Government Services is the seat of the IIMC Institute in New Jersey. Information regarding IIMC membership and Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) requirements are available at [www.iimc.com](http://www.iimc.com). CGS offers IIMC courses throughout the year. Schedules and seminar information are posted online at [cgs.rutgers.edu/clerks](http://cgs.rutgers.edu/clerks) when available.

Effective January 1, 2015, students completing any of the five core courses in the Rutgers Municipal Clerk Program may count them as education points towards the IIMC's CMC designation. The approved point breakdown is:

Introduction to the Duties - 21 hours (10.5 points)

Advanced Duties - 18 hours (9 points)

Local Elections - 18 hours (9 points)

Municipal Finance Administration - 21 hours (10.5 points)

Information and Records Management - 16 hours (8 points)

Individuals interested in the CMC designation that complete any of the courses listed above after January 1, 2015, must submit their course completion certificate(s) to the IIMC with their CMC application for consideration.

## 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: [www.cgs.rutgers.edu](http://www.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 on-line 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.

Students may now register online with a credit card or e-check. Go to [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu) and click on the "Register Now" link in the left column.

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

In-person registrations at the course location at 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 using any of the following three methods:

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION at [cgs.rutgers.edu](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](http://www.salliemae.com/00262990). Continuing education loans are available from the Rutgers Federal Credit Union. Contact them at [www.rutgers.fcu.org](http://www.rutgers.fcu.org).

**Veterans' Registration:** This program has been approved by the Veterans Administration and may be available for GI benefits. Go to [lifelonglearning.rutgers.edu](http://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 returned checks. 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 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 courses cancelled by CGS or 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.

**Certificates:** Certificates are mailed to students after the successful completion of each 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 CGS at [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu), the Municipal Clerks' Association at [www.mcanj.com](http://www.mcanj.com), and the New Jersey State Department of Community Affairs at [www.nj.gov/dca/divisions/dlgs](http://www.nj.gov/dca/divisions/dlgs).

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT [CGS.RUTGERS.EDU](http://CGS.RUTGERS.EDU)

Mail registration form and payment to:

**MUNICIPAL CLERK PROGRAM**

**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 \_\_\_\_\_

## 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 \_\_\_\_\_

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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.

## COURSE MATERIALS

The Third Edition of the Study Guide (2010) is currently being used in class. There are six inserts: Supplement #1 - 2011, Supplement #2 - 2012, Supplement #3 - 2013, Supplement #4 - 2014, Supplement #5 - 2015, and Supplement #6 - 2016.

Students registered for the Introduction course will receive the complete Study Guide which is updated through Supplement #6. It will be distributed on the first day of class and students are to bring it to all subsequent sessions.

Students registered for any of the other courses in the program during the spring 2017 semester will receive Supplement #6 on the first day of class. All students are to bring their complete Study Guide to each class session.

Individuals not registered for courses during the spring 2017 semester can purchase a copy of Supplement #6 through the Center for Government Services by completing the Study Guide Order Form at [cgs.rutgers.edu/clerks](http://cgs.rutgers.edu/clerks). Questions regarding Study Guide orders can be directed to Maria at (732) 932-3640, ext. 648 or [marriad@docs.rutgers.edu](mailto:marriad@docs.rutgers.edu).

## ONLINE BLENDED COURSES

Online blended learning offers students the flexibility to learn anytime. The Municipal Clerk Program offers two courses with an online option - Information and Records Management and Local Elections Administration. These courses are administered online for several weeks, opening on the first date of the provided date range. Students then have the ability to access the course when their schedule allows, submitting assignments as directed by the instructor. The course concludes with a single classroom session where students meet in person. The classroom session meets at the listed location on the last date of the course dates provided. Please note that there is a \$35 online fee included in the registration fee.

Individuals registering for a blended course will receive a confirmation email with log-in information approximately 72 hours after their registration form and payment are received by CGS. When registering, please make sure that your contact information is accurate and legible. Individuals who registered but did not received an email with log-in information one week before the course start should contact CGS at (732) 932-3640 ext. 648.

## MCANJ SCHOLARSHIPS

Please be advised that the Municipal Clerks' Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing their RMC certification. Please visit [NJClerks.org](http://NJClerks.org) for the application and more information.

**MUNICIPAL CLERK PROGRAM  
SCHEDULE OF COURSES  
SPRING 2017**

**Introduction to the Duties of the Municipal Clerk  
24 Hours**

**MC-4000-SP17-1 Morris Plains**

Morris County Public Safety Training Academy  
500 West Hanover Avenue  
Sat, January 21, 28, February 4, 11 (4 Sessions)  
9:00 a.m. - 4:00 p.m.  
Instructor: Robert Sloan  
\$824

**MC-4000-SP17-2 Eastampton**

Recreation Building  
7 Knightsbridge Road  
Sat, January 28, February 4, 11, 18 (4 Sessions)  
9:00 a.m. - 4:00 p.m.  
Instructor: Kim-Marie White  
\$824

**Advanced Duties of the Municipal Clerk  
21 Hours**

**MC-4001-SP17-1 Morris Plains**

Morris County Public Safety Training Academy  
500 West Hanover Avenue  
Sat, February 25, March 4, 11, 18\* (4 Sessions)  
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.\*  
Instructor: Kathy Coviello  
\$649

**MC-4001-SP17-2 Lakewood**

Georgian Court University  
900 Lakewood Avenue, Farley Center  
Fri/Sat\*\*, March 24, 31, April 1\*\*, 8\*\*\* (4 Sessions)  
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.\*  
Instructors: Elaine Kennedy and Mary Madonna  
\$649

**MC-4001-SP17-3 Mantua**

Municipal Building  
401 Main Street  
Sat, March 4, 11, 18, 25\* (4 Sessions)  
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.\*  
Instructor: Jennica Bileci  
\$649

**MC-4001-SP17-4 Eastampton**

Recreation Building  
7 Knightsbridge Road  
Sat, March 11, 18, 25, April 8\* (4 Sessions)  
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.\*  
Instructor: Kim-Marie White  
\$649



**CENTER FOR GOVERNMENT SERVICES**

**Local Elections Administration  
21 Hours**

**MC-4002-SP17-1 Online Blended Course, Mantua**

Municipal Building  
401 Main Street

Mon, January 16 - Sat, February 18

9:00 a.m. - 4:00 p.m.

Instructor: Jennica Bileci

\$684

*See the online blended course information on page 7.*

**MC-4002-SP17-2 New Brunswick**

Rutgers Center for Government Services

303 George Street, 6th Floor

Sat, March 4, 11, 18, 25\* (4 sessions)

9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.\*

Instructor: Amy Antonides

\$649

**Municipal Finance Administration for the Municipal Clerk  
24 Hours**

**MC-4003-SP17-1 Morris Plains**

Morris County Public Safety Training Academy

500 West Hanover Avenue

Sat, January 7, 14, 21, 28\* (4 Sessions)

9:00 a.m. - 5:00 p.m. and 9:00 a.m. - 12:00 p.m.\*

Instructor: Kathy Coviello

\$736

**MC-4003-SP17-2 Neptune Township**

Municipal Building

25 Neptune Boulevard, Room B11

Fri, January 13, 20, 27, February 3 (4 Sessions)

9:00 a.m. - 4:00 p.m.

Instructor: Mark Mutter

\$736

**MC-4003-SP17-3 Waretown**

Ocean County Training Center

200 Volunteer Way

Saturday, April 1, 8, 22, 29\* (4 Sessions)

8:30 a.m. - 4:00 p.m. and 8:30 a.m. - 11:30 a.m.\*

Instructor: Lucy Samuelson

\$736

**Information and Records Management**  
**18 Hours**

**MC-4004-SP17-1 Online Blended Course,  
North Brunswick**

Middlesex County Archives  
95 Apple Orchard Lane  
Mon, April 3 - Fri, May 12  
9:00 a.m. - 4:00 p.m.  
Instructor: Kathy Coviello  
\$597

*See the online blended course information on page 7.*

**MC-4004-SP17-2 North Brunswick**

Middlesex County Archives  
95 Apple Orchard Lane  
Fri, February 10, 17, 24 (3 Sessions)  
9:00 a.m. - 4:00 p.m.  
Instructor: Elaine Kennedy  
\$562

**Municipal Clerk Review**  
**21 hours**

**MC-4005-SP17-1 South Plainfield**

Municipal Building  
2480 Plainfield Avenue, Council Chambers  
Fri, February 3, 10, 17 (3 Sessions)  
9:00 a.m. - 5:00 p.m.  
Instructor: Amy Antonides  
\$649

**MC-4005-SP17-2 Waretown**

Ocean County Training Center  
200 Volunteer Way  
Sat, March 11, 18, 25 (3 Sessions)  
8:30 a.m. - 4:00 p.m.  
Instructor: Lucy Samuelson  
\$649

*\*The review is open to students who have completed all five courses. Exam applications must be filed with the DCA one month before the exam date.*

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Continuing Studies

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