REGISTRATION FORM

GREEN PRODUCT PURCHASING
RUTGERS CENTER FOR GOVERNMENT SERVICES
303 GEORGE STREET, SUITE 604
NEW BRUNSWICK, NJ 08901-2020
FAX: 732-932-3586

Last Name ____________________________________
First Name _____________________ Middle Initial ___
Employer _____________________________________
Title __________________________________________
Business Address_______________________________
City __________________________________________
State ________________  Zip _________________
Home Address __________________________________
City __________________________________________
State ________________  Zip _________________

Phone Numbers (required – check box for preferred)
 Mobile _______________   Home _______________
 Work __________________ Extension_____________

E-mail Addresses (required – check box for preferred)
 Business _______________________________________
 Home ____________________________________

COURSE INFORMATION
Title: _______________________  ID ____________________
Location _____________________________________ Fee: $120

PAYMENT INFORMATION
Check or voucher must accompany registration form and made payable to: Rutgers, The State University of New Jersey and send to Public Purchasing Program, Center for Government Services, 303 George St., Ste. 604, New Brunswick, NJ 08901
Credit card information will no longer be processed by CGS staff due to new University policies. Credit card registrations must be completed by the student on-line at: http://cgs.rutgers.edu/ Click on the red “Register Now” link. There is a $25 fee for course withdrawals and/or returned checks.
This 3-hour Introduction to Green Product Purchasing course suggests strategies for optimizing purchasing decisions in terms of environmental performance, product performance, and cost to New Jersey procurement professionals. The course offers guidance and suggestions for personnel responsible for buying the goods and services that keep local units operating.

This course introduces the long-term benefits of Green Product Purchasing and addresses how it can reduce overall costs, improve the workplace environment, strengthen markets for recyclable materials, promote the use of less toxic products to protect the health and safety of workers while minimizing potentially harmful emissions to air and water, and minimize local unit energy costs by promoting the purchase of energy-conserving appliances, equipment, and fixtures.

BASICS OF GREEN PRODUCT PURCHASING, 3 hours, $120

PP-2216-SP16-1, Hackensack
Monday, March 21, 9:00 AM - 12:00 PM
Bergen County Administration Building
One Bergen County Plaza, 3rd Floor, Room 3D
Instructor: Gerald T. Reiner, Jr., QPA/CCPO
Purchasing Agent, County of Bergen

PP-2216-SP16-2, Morris Plains/Parsippany
Thursday, April 7, 3:30 AM - 6:30 PM
Morris County Public Safety Training Academy
500 West Hanover Avenue, Room 140
Instructor: James J. Jorgensen, QPA/CCPO
Purchasing Agent, County of Morris

PP-2216-SP16-3, Atlantic City
Tuesday, April 26, 3:00 PM - 6:00 PM
Sheraton Atlantic City Convention Center Hotel
2 Convention Boulevard, Pearl Ball Room
Instructor: Suzanne Taylor, QPA/RPPO
Director of Purchasing/QPA, Township of North Bergen

PP-2216-SP16-4, Waretown
Saturday, June 4, 9:00 AM - 12:00 PM
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Room E
Instructor: Tammy Fetherman, QPA/RPPO
Purchasing Agent
Lacey Township Municipal Utilities Authority

ADVANCES IN GREEN PRODUCT PURCHASING

The goal of Advanced Green Product Purchasing training is to develop organizational leadership in sustainability and greenhouse gas emission reductions via procurement actions. This course promotes the need for local units to promote green product procurement by ensuring that environmental performance and sustainability factors are included to the maximum extent practicable for all applicable procurements in the planning, award, and execution phases of the acquisition. Real-life examples demonstrate the challenges and successes of implementing a green product purchasing program.

ADVANCES IN GREEN PRODUCT PURCHASING, 3 hours, $120

PP-2217-SP16-1, New Brunswick
Tuesday, May 10, 9:00 AM - 12:00 PM
Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom B
Instructor: Kevin Lyons, Ph.D., Associate Professor, Department of Supply Chain Management at Rutgers Business School and Research & Research Professor, Supply Chain Environmental Archeology at the Rutgers Center for Supply Chain Management

DCA CONTINUING EDUCATION CREDIT

All GPP courses have been approved for 3 contact hours:

REGISTRATION INFORMATION

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 associated prerequisites. 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.

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

Course Fees and Payment: Payment can be obtained by using any of the following three methods:
1) Credit card payment (Visa, MasterCard, Discover or AMEX) available only through on-line registration cgs.rutgers.edu
2) Check or money order payment by mail or in person.
3) Authorized voucher or purchase order

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.

Late Fees: Students are required to register for classes before the date of the first class. A student who attempts to register on or after the first day of class will be considered a late registrant and will be assessed a $15 late fee. In-person registrations at the course on the first day of class are considered walk-ins, which are accepted and are assessed a $15 late registration fee. Additionally, they must complete an Agreement-to-Pay Form and must make full payment of all fees or provide a valid purchase order within five business days of the first class.

Withdrawals/Transfers: Changes in registration status by withdrawal or transfer, must be submitted in writing at least 2 business days before the start date and will incur a $25 processing fee.

Course Cancellation Policy: The Center reserves the right to cancel any seminar. CGS will notify students of the cancellation and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for the seminar or exercising his 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.