NJ Educational Facility Management Program

CO-SPONSORED BY NJ SCHOOL BUILDINGS & GROUNDS ASSOCIATION

CORE TRAINING & CONTINUING EDUCATION COURSES FOR NJ SCHOOL DISTRICTS || FALL 2016 SCHEDULE

Rutgers
Continuing Studies
Both the initial application and renewal application are available at http://cgs.rutgers.edu/efm or http://www.state.nj.us/education/facilities/CEFM. The initial form also includes information about other ways that CEFM candidates may comply with N.J.A.C. 6A:26-16.1(a).

Questions, applications and documentation should be submitted to:

E-mail: CEFM_app@doe.state.nj.us
(please make all attachments PDF files)

Postal Mail:
CEFM Program Application
New Jersey Department of Education
Office of School Facilities
P.O. Box 500
Trenton, NJ 08625-0500

Overnight Delivery:
CEFM Program Application
New Jersey Department of Education
Office of School Facilities
200 Riverview Plaza, 2nd Floor
Trenton, NJ 08611-3419

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.

CORE COURSES
Management Supervision and Human Resources – 27 Hours

This course examines the changing role of the buildings and grounds supervisor by focusing on the roles, responsibilities, and relationships of a manager with staff, school administration, and other school department personnel. The course explores a variety of relevant topics including leadership, decision making, supervising, delegating, teamwork, communicating, strategic planning, problem solving, and conflict resolution. The course covers these topics in the context of school systems and established personnel practices, labor relations, staff development, custodial management, and salary administration.
Information Systems – 18 Hours
This course focuses on personal computers and their usefulness to school buildings and grounds operations. The instructor demonstrates and discusses a variety of applications including computerized energy systems, maintenance management systems, reporting capabilities, and recordkeeping. Microsoft Office Suite programs are used.

Structural and Mechanical Systems – 15 Hours
This course includes an overview of the construction process followed by a survey of the types of facilities managed by students in the class. Structural plans and designs are examined with regard to the use of different types of materials, such as concrete, masonry, steel, wood, glass, and plastic structures. The advantages and disadvantages of renovation and upgrades of each material are discussed. The course also covers analyzing plot plans, blueprints, and operational plans as they relate to construction designs and specifications. The instructor examines the exterior and interior plumbing of school buildings, sewer systems, HVAC, refrigeration, fire protection and detection, electrical power sources, motor control, boiler operations, safety and alarm systems, and integrated clocks and communication systems.

Environmental 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. Environmental regulations include the Public Employees Occupational Safety and Health Indoor Air Quality Standard, Community Right to Know Act, the Lead/Copper Rule, and the Asbestos Hazard Emergency Response Act. In addition, managing hazardous wastes and material recycling are discussed. Code compliance topics include fire drills, emergency response, and the Americans with Disabilities Act.

Preventive Maintenance – 15 Hours
This course examines building design, maintenance programs, and the related costs of equipment and materials for upkeep of buildings and grounds. Instructors review the theoretical and practical aspects of planning, scheduling, and evaluation, including time-motion studies, life-cycle formulas, and monitoring programs. Instructors discuss efficient and effective maintenance practices, including environmentally sound turf, tree, and shrub management; pest control programs; recreational facilities in and around the school, such as playgrounds, swimming pools, and equipment; and sidewalks and parking lots.

Financial Management and Purchasing – 15 Hours
Financial Management and Purchasing addresses the financial issues that educational facility managers must deal with regularly. In the financial management section, the instructor discusses the significance and general principles of a cost accounting system, General Acceptable Accounting Practices (GAAP), budget preparation, auditing procedures, and cash flow analysis. In the purchasing segment, the instructor reviews effective purchasing practices of supplies and equipment, public contract laws as they relate to purchasing goods and services, cooperative purchasing procedures, change order regulations, certification of funds, and the competitive bidding process. The course emphasizes the importance of standardized procedures and clear communication between the school buildings and grounds department and administration.

Energy Management – 6 Hours
This course examines the impact of efficient energy systems on the facilities management operation. Topics include new trends in energy conservation and management and measures for steam, electricity, heating, ventilation, and air conditioning systems.

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. Continuing education students will use the wide variety of Visio diagrams to understand, act on, and share information about organizational systems, resources, and processes throughout their school district. They will learn how to transform complicated, hard-to-understand plans into Visio plans that communicate information at a glance. (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.)
Basic Microsoft Office for CEFMs – 6 Hours
The Microsoft Office suite of desktop applications is essential for performing the duties of Certified Educational Facilities Manager. Using Office 2013 for the Windows operating system, this continuing education course will offer training on word processor, spreadsheet program, presentation program, personal information manager and desktop publishing application, with a brief demonstration of project management software. Learn how to use Word for memoranda and business letters; Excel for preparing a budget; PowerPoint for training staff; Outlook for communicating with head custodians and managing tasks and contacts; Publisher for designing safety posters and newsletters for the district; and Project (not bundled in any Office suite) for tracking programs, tasks and maintenance schedules. (Note: Students are required to bring a 4 GB-plus flash drive to class.)

OSHA Job Hazard Analysis & Risk Assessments – 6 Hours
This one-day seminar will cover important safety awareness issues that Certified Educational Facilities Managers face on a daily basis. The topics include accident prevention, worker safety, teenage worker safety, hazard recognition and risk analysis, This course will also offer a review of OSHA requirements. (Students are required to bring a 4 GB-plus flash drive.)

Job Readiness Skills for CEFMs – 6 Hours
Whether you are a newly certified or seasoned Educational Facility Manager, there are certain skills that are essential to succeeding at your job. This one-day course will help develop skills in areas such as performance development and communicating with employees as well as supervisors.

SCHEDULE OF CORE COURSES
Management Supervision and Human Resources
27 Hours (6 or 9 Sessions) – $888

BG-1101-FA16-1 Paterson
International High School, Room TBA
200 Grand Street
Mon/Tue/Wed, 5:00pm-8:00pm
Sep. 7, 13, 14, 19, 21, 26, 28; Oct. 4, 5
Instructor: Steven Morlino, CEFM

BG-1101-FA16-2 West Orange
Liberty Middle School, Room 109
1 Kelly Drive
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 22, 27, 29; Oct. 4, 6
Instructor: Robert Csigi, CEFM

BG-1101-FA16-3 Neptune
Neptune High School, Room A148
55 Neptune Boulevard
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 22, 27, 29; Oct. 4, 6
Instructor: Donald Frangipane, CEFM

BG-1101-FA16-4 Mays Landing
Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 214
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 27, 29; Oct. 4, 6, 11
Instructor: Henry Rodrique, CEFM

BG-1101-FA16-5 Sewell
Rowan College at Gloucester County
Instructional Center, Room 447
1400 Tanyard Road
Tue/Thu, 5:00pm-8:00pm
Sep. 8, 13, 15, 20, 27, 29; Oct. 4, 6, 11
Instructor: Richard Winter, CEFM

BG-1101-FA16-6 Branchburg
Raritan Valley Community College
Somerset Hall, Room S244
118 Lamington Road
Sat, 8:00am-12:30pm
Sep. 10, 17, 24; Oct. 1, 8, 15
Instructor: Raul Nieves, CEFM
Mail registration form and payment to:
NJ EDUCATIONAL FACILITY MANAGEMENT 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 ___________________________________________

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Details</th>
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| BG-1101-FA16-7 | Sparta High School, Room 320 | **Information Systems**  
18 Hours (4 or 6 Sessions) – $568  
Mon/Tue/Wed, 5:00pm-8:00pm  
Sep. 7, 12, 14, 19, 21, 26, 28; Oct. 4, 5  
Instructor: Stephen Sluka, CEFM |
| BG-1101-FA16-8 | Neptune High School, Room A148 | |}
| BG-1102-FA16-1 | Neptune High School, Room A148 | |}
| BG-1102-FA16-2 | Atlantic Cape Community College  
Rutgers Lifelong Learning Center (Q Bldg), Room 214  
5100 Black Horse Pike | Tue/Thu, 5:00pm-8:00pm  
Oct. 13, 18, 25, 27; Nov. 1, 3  
Instructor: Henry Rodrique, CEFM |
| BG-1102-FA16-3 | Sparta High School, Room 320 | Tue/Thu, 5:00pm-8:00pm  
Oct. 11, 12, 17, 19; Nov. 1, 2  
Instructor: Keith Gourlay, CEFM |
| BG-1102-FA16-4 | Rutgers Public Safety Building, Room 205B  
55 Commercial Avenue | Tue/Thu, 5:00pm-8:00pm  
Oct. 10, 12, 17, 19, 24, 26  
Instructor: Raul Nieves, CEFM |
| BG-1102-FA16-5 | Raritan Valley Community College  
Somerset Hall, Room S244  
118 Lamington Road  
Sat, 8:00am-12:30pm  
Oct. 22, 29; Nov. 5, 12  
Instructor: Stephen Sluka, CEFM |
| BG-1103-FA16-1 | International High School, Room TBA  
200 Grand Street | Tue/Thu, 5:00pm-8:00pm  
Nov. 7, 9, 14, 16, 21  
Instructor: Steven Morlino, CEFM |
| BG-1103-FA16-2 | Liberty Middle School, Room 109  
1 Kelly Drive | Tue/Thu, 5:00pm-8:00pm  
Nov. 8, 10, 15, 17, 22  
Instructor: Robert Csigi, CEFM |
| BG-1103-FA16-3 | Neptune High School, Room A148  
55 Neptune Boulevard | Tue/Thu, 5:00pm-8:00pm  
Nov. 8, 15, 17, 22, 29  
Instructor: Donald Frangipane, CEFM |
| BG-1103-FA16-4 | Atlantic Cape Community College  
Rutgers Lifelong Learning Center (Q Bldg), Room 206  
Sat, 8:00am-11:45am  
Oct. 29; Nov. 5, 12, 19  
Instructor: Henry Rodrique, CEFM |
| BG-1103-FA16-5 | Rowan College at Gloucester County  
Instructional Center, Room 447  
1400 Tanyard Road  
Tue/Thu, 5:00pm-8:00pm  
Nov. 8, 10, 15, 22, 29  
Instructor: Richard Winter, CEFM |
| BG-1103-FA16-6 | Raritan Valley Community College  
Somerset Hall, Room S244  
118 Lamington Road  
Sat, 8:00am-11:45am  
Nov. 19; Dec. 3, 10, 17  
Instructor: Steven Sluka, CEFM |
BG-1103-FA16-7 Sparta  
Sparta High School, Room 320  
70 W Mountain Road  
Mon/Wed, 5:00pm-8:00pm  
Nov. 7, 9, 14, 16, 21  
Instructor: Keith Gourlay, CEFM

Energy Management  
6 Hours (1 Session) – $244  
Food service included in registration fee

BG-1104-FA16-1 Parsippany  
Morris County Public Safety Training Academy, Room 102A  
500 W Hanover Avenue  
Fri, 8:30am-3:30pm  
Dec. 2  
Instructors: Robert Csigi, CEFM & Keith Gourlay, CEFM

BG-1104-FA16-2 Mays Landing  
Atlantic Cape Community College  
Rutgers Lifelong Learning Center (Q Bldg), Room 101A  
5100 Black Horse Pike  
Sat, 8:30am-3:30pm  
Dec. 3  
Instructors: Henry Rodrique, CEFM & Kimberly Keener, CEFM

BG-1104-FA16-3 Sayreville  
Middlesex County Fire Academy Room 3B  
1001 Fire Academy Drive  
Fri, 8:30am-3:30pm  
Dec. 9  
Instructors: Donald Frangipane, CEFM & Mario Cofini, CEFM

BG-1104-FA16-4 Howell  
Southard School Community Center, Room 3  
115 Kent Road  
Sat, 8:30am-3:30pm  
Dec 10  
Instructors: Raul Nieves, CEFM & Ronald Sanasac, CEFM

Environmental Stewardship, Code Compliance and Sustainability  
24 Hours (8 Sessions) – $778

BG-1105-FA16-1 Sparta  
Sparta High School, Room TBA  
70 W Mountain Road  
Tue/Wed/Thu, 5:00pm-8:00pm  
Oct. 18, 20, 25, 26; Nov. 1, 3, 8, 9  
Instructor: Steven Ternosky, CEFM

BG-1106-FA16-1 Paterson  
International High School, Room TBA  
200 Grand Street  
Mon/Wed, 5:00pm-8:00pm  
Oct. 12, 17, 19, 24, 26  
Instructor: Steven Mortino, CEFM

Financial Management and Purchasing  
15 Hours (3 Sessions) – $482

BG-1107-FA16-1 Bordentown  
Rutgers Eco-Complex, Room 202  
1200 Florence-Columbia Road  
Sat, 8:00am-1:15pm  
Sep. 17, 24; Oct. 1  
Instructor: James Carrano

SCHEDULE OF CONTINUING EDUCATION COURSES

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

BG-1111-FA16-1 New Brunswick  
Rutgers Public Safety Building, Room 205A  
55 Commercial Ave  
Thu, 8:30am-3:00pm  
Dec. 8  
Instructors: Stephen Sluka, CEFM & Keith Gourlay, CEFM

Basic Microsoft Office for CEFMs  
6 Hours (1 Session) – $249

BG-1114-FA16-1 New Brunswick  
Rutgers Public Safety Building, Room 205A  
55 Commercial Ave  
Thu, 8:30 a.m. – 3 p.m.  
Sep. 29  
Instructors: Stephen Sluka, CEFM & Keith Gourlay, CEFM
OSHA Job Hazard Analysis & Risk Assessments
6 Hours (1 Session) – $226

BG-1117-FA16-1  Sayreville
Middlesex County Fire Academy Room 3B
1001 Fire Academy Drive
Sat, 8:30am-3:00pm
Sep. 24
Instructors: Donald Frangipane, CEFM & Mario Cofini, CEFM

BG-1117-FA16-2  Mays Landing
Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 206
5100 Black Horse Pike
Sat, 8:30am-3:00pm
Oct. 15
Instructors: Henry Rodrique, CEFM & Kimberly Keener, CEFM

Job Readiness Skills for CEFMs
6 Hours (1 Session) – $229

BG-1118-FA16-1  Mays Landing
Atlantic Cape Community College
Rutgers Lifelong Learning Center (Q Bldg), Room 101A
5100 Black Horse Pike
Sat, 8:30am-3:00pm
Sep. 17
Instructors: Henry Rodrique, CEFM & Kimberly Keener, CEFM

BG-1118-FA16-2  Parsippany
Morris County Public Safety Training Academy, Room 102A
500 W Hanover Avenue
Fri, 8:30am-3:00pm
Nov. 4
Instructors: Stephen Sluka, CEFM & Keith Gourlay, CEFM

BG-1118-FA16-3  Howell
Southard School Community Center, Room 3
115 Kent Road
Sat, 8:30am-3:00pm
Dec. 3
Instructor: Ronald Sanasac, CEFM

Food service included in registration fee for all continuing education courses.
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.

**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 Community Affairs has approved 3 CEIs for **Visio & Microsoft Office** in Information Technology.

The NJ Department of Community Affairs has approved the **Visio** course for Certified Public Works Managers and Registered Municipal Clerks, with contact hours (CEUs) awarded in the curriculum area of Information Technology.

The NJ State Board of Accountancy has approved selected courses for Continuing Professional Education 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.