

Rutgers University, Division of Continuing Studies

Center for Government Services

NJ Education Facility Management

COURSE TRACKER

Use this form to track your 7 required courses. Once you are enrolled in your 7th course, please complete the graduation application. You can find the graduation application on our website, in your welcome email from your last course, by clicking or copy and pasting the following link into your browser <https://forms.office.com/r/nS12Gn7rJB>. **The application Deadline is March 15, 2025.**

<u>Required Course (7 total)</u>	<u>Date</u>	<u>Credit</u>
Management Supervision and HR (27 Hours)	_____	_____
Information Systems (15 hours)	_____	_____
Structural Mechanical Systems (15 hours)	_____	_____
Environmental Code Compliance and Sustainability (24 hours)	_____	_____
Preventive Maintenance (15 hours)	_____	_____
Financial Management & Purchasing (15 hours)	_____	_____
Energy Management (6 hours)	_____	_____

To graduate, participants must successfully complete the 7 required courses. Successful Completion is defined as 80% attendance of the class hours and a passing grade of 70% or higher on the final exam.

Graduation is always held in May. Please contact Lakea Nicholson, Senior Program Coordinator at lakea.nicholson@rutgers.edu.