

Please read this entire form to ensure you maintain the appropriate continuing education records for submission with your certificate renewal application.

Part A: Type of Request

Name _____

Date of Request _____

Check One:

- Pre-Attendance** – For certificate holders that have identified an upcoming continuing education program they would like to attend that is sponsored by an organization other than the Rutgers University Center for Government Services.

This type of request must be accompanied by:

1. A copy of your completed registration form for the program.
2. A copy of the program description and agenda which includes the length of the program (number of days and hours per day).

- Post-Attendance** – For certificate holders that have already attended a continuing education program they would like to have considered for continuing education credits that was sponsored by an organization other than the Rutgers University Center for Government Services.

This type of request must be accompanied by:

1. A copy of the program description and agenda which includes the length of the program (number of days and hours per day).
2. A copy of a certificate of completion or attendance confirmation from the sponsoring organization OR
3. The instructor's original signature here:

Instructor's Name (Print)

Instructor's Signature

Part B: Program Information

Date(s) of Program _____ Classroom Hours (excluding lunch) _____

Program Title _____

Sponsoring Organization _____

Program Location _____

Instructor(s) _____

Part C: Requester's Information

Check the appropriate box(es). I hold a: Planning/Zoning Board Secretary Certificate
 Land Use Administrator Certificate
 Zoning Official Certificate

Name _____

Home Address _____

Home Phone _____ Mobile Phone _____

Employer _____

Business Address _____

Work Phone _____ E-mail _____

Official Title _____

Can Rutgers return this form to you via e-mail as a PDF attachment? Yes No
If yes, please ensure your e-mail is clearly written above.

Part D: Records to Maintain for Certificate Renewal Applications

Rutgers will review this request and return this form to you indicating the number of approved contact hours in Part E below. **Please file this document with your continuing education records. Each certificate holder is responsible for maintaining records of his/her own accumulated continuing education hours.**

Certificate Renewal Instructions - Please submit the following documents with your certificate renewal application. Always keep a file of these records for yourself.

If this is a **Pre-Attendance** request, you must submit the following documents with your certificate renewal application:

1. A copy of this *Multi-Purpose Continuing Education Form* with the pre-approval indicated.
2. A copy of a certificate of completion or attendance confirmation from the sponsoring organization OR
3. The instructor's original signature here:

Instructor's Name (Print)

Instructor's Signature

If this is a **Post-Attendance** request, you must submit a copy of this *Multi-Purpose Continuing Education Form* with the post-attendance approval indicated. Rutgers does not maintain copies of student Continuing Education forms.

Part E: Approval Status – FOR RUTGERS USE ONLY

Pre-Attendance

Administrative Technical Number of hours approved: _____

_____ Date: _____

Pre-Approval:

Reg. Form

Description/Agenda

Renewal:

CE Form

Certificate/Sponsor Confirmation/Instructor Signature

Post-Attendance

Administrative Technical Number of hours approved: _____

_____ Date: _____

Post-Approval:

Description/Agenda

Certificate/Sponsor Confirmation/Instructor Signature

Renewal:

CE Form

Return this completed form and supporting documentation to:

Laura Flagg
Senior Program Coordinator
Rutgers, The State University of New Jersey
Center for Government Services
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901

You can also submit your request via e-mail to flagg@docs.rutgers.edu.