CENTER FOR GOVERNMENT SERVICES

NJ Educational Facility Management Program

CO-SPONSORED BY NJ SCHOOL BUILDINGS & GROUNDS ASSOCIATION

CORE TRAINING & CONTINUING EDUCATION COURSES FOR NJ SCHOOL DISTRICTS || SPRING 2019 SCHEDULE

RUTGERS
Continuing Studies
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.

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.

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.
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.

Financial Management and Purchasing – 15 Hours

In the financial management section of this course, 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.

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

Basic Writing Skills – 3 Hours

This course will provide an understanding of basic writing skills such as grammar and tips for writing in the workplace.

CEFM Refresher – 20 Hours

This course is ONLY for individuals who have allowed their CEFM certification to expire. The 20-hour course will serve as an opportunity to reactivate the CEFM certification as approved by the NJ Department of Education. Expired CEFM number required from expired CEFM certificate.

SCHEDULE OF CORE COURSES

Management Supervision and Human Resources
27 Hours (6 or 9 Sessions) – $924

BG-1101-SP19-1 - Sparta
Sparta High School, Room 315
70 W Mountain Rd
Mon/Tue/Wed/Thu, 5:00pm-8:00pm
Jan. 14, 16, 17, 22, 24, 28, 29, 31; Feb. 4
Instructor: Stephen Sluka

BG-1101-SP19-2  Branchburg
Raritan Valley Community College
Somerset Hall, Room S016
118 Lamington Road
Sat, 8:00am-12:30pm
Jan. 26; Feb. 2, 9, 16, 23; March 2
Instructor: Raul Nieves, CEFM

Information Systems
15 Hours (3 Sessions) – $504

BG-1102-SP19-1  Branchburg
Raritan Valley Community College
College Center, Room C022
118 Lamington Road
Sat, 8:00am-1:00pm
Jan. 5, 12, 19
Instructor: Raul Nieves, CEFM

Environmental Stewardship, Code Compliance and Sustainability
24 Hours (6 or 8 Sessions) – $799

BG-1105-SP19-1  West Orange
Liberty Middle School, Room 110
1 Kelly Drive
Tue/Thu, 5:00pm-8:00pm
Feb. 12, 14, 19, 21, 26, 28; March 5, 7
Instructor: Robert Csigi, CEFM

BG-1105-SP19-2  Paterson
International High School, Room 321
200 Grand Street
Mon/Wed, 5:00pm-8:00pm
Jan. 23, 28, 30; Feb. 4, 6, 11, 13, 20
Instructor: Steven Morlino, CEFM
BG-1105-SP19-3  Galloway
Stockton University, Room TBA
101 Vera King Farris Drive
Sat, 8:00am-12:15pm
Jan. 19, 26; Feb. 2, 16, 23; March 2
Instructor: Henry Rodrique, CEFM

BG-1105-SP19-4  Neptune
Neptune High School, Room A148
55 Neptune Boulevard
Tue/Thu, 5:00pm-8:00pm
Feb. 5, 7, 12, 14, 19, 21, 26, 28
Instructor: Donald Frangipane, CEFM

BG-1105-SP19-5  Sparta
Sparta High School, Room 315
70 W Mountain Road
Tue/Thu, 5:00pm-8:00pm
Feb. 5, 7, 12, 14, 19, 21, 26, 28
Instructor: Steven Ternosky, CEFM

BG-1105-SP19-6  Branchburg
Raritan Valley Community College
Somerset Hall, Room S014
118 Lamington Road
Sat, 8:00am-12:15pm
Feb. 2, 9, 16, 23; March 2, 9
Instructor: Stephen Sluka

Preventive Maintenance
15 Hours (3 or 5 Sessions) – $570

BG-1106-SP19-3  Galloway
Stockton University, Room TBA
101 Vera King Farris Drive
Sat, 8:00am-1:15pm
March 16, 23; April 6
Instructor: Henry Rodrique, CEFM

BG-1106-SP19-4  Neptune
Neptune High School, Room A148
55 Neptune Boulevard
Tue/Thu, 5:00pm-8:00pm
March 5, 7, 19, 21, 26
Instructor: Donald Frangipane, CEFM

BG-1106-SP19-5  Sewell
Rowan College at Gloucester County
Instructional Center, Room TBA
1400 Tanyard Road
Tue/Thu, 5:00pm-8:00pm
March 19, 26, 28; April 2, 4
Instructor: Richard Winter, CEFM

BG-1106-SP19-6  Sparta
Sparta High School, Room 315
70 W Mountain Road
Mon/Wed, 5:00pm-8:00pm
Mar. 18, 20, 25, 27; Apr. 1
Instructor: Keith Gourlay, CEFM

BG-1106-SP19-7  Branchburg
Raritan Valley Community College
Somerset Hall, Room S014
118 Lamington Road
Sat, 8:00am-1:15pm
March 16, 23, 30
Instructor: Stephen Sluka

Financial Management and Purchasing
15 Hours (3 or 5 Sessions) – $501

BG-1107-SP19-1  West Orange
Liberty Middle School, Room 110
1 Kelly Drive
Tue/Thu, 5:00pm-8:00pm
March 21, 26, 28; April 2, 4
Instructor: Robert Csigi, 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 ___________________________________________
BG-1107-SP19-2  Paterson
International High School, Room 321
200 Grand Street
Mon/Wed, 5:00pm-8:00pm
March 18, 20, 25, 27; April 1
Instructor: Steven Morlino, CEFM

BG-1107-SP19-3  Galloway
Stockton University, Room TBA
101 Vera King Farris Drive
Sat, 8:00am-1:15pm
April 13, 27; May 11
Instructor: Henry Rodrique, CEFM

BG-1107-SP19-4  Sparta
Sparta High School, Room 315
70 W Mountain Road
Mon/Wed, 5:00pm-8:00pm
April 3, 8, 10, 15, 17
Instructor: Keith Gourlay, CEFM

BG-1107-SP19-5  Howell
Southard School Community Center, Room 4
115 Kent Road
Sat, 8:00am-1:15pm
Apr. 13, 27; May 4
Instructor: Ronald Sanasac, CEFM

BG-1107-SP19-6  Bordentown
Rutgers Eco-Complex, Room 105/106
1200 Florence-Columbia Road
Sat, 8:00am-1:15pm
Apr. 13, 27; May 11
Instructor: James Carrano

Energy Management
6 Hours (1 Session) – $263

BG-1104-SP19-2  Howell
Southard School Community Center, Room 4
115 Kent Road
Sat, 8:30am-3:30pm
May 11
Instructors: Ronald Sanasac, CEFM

SCHEDULE OF CONTINUING EDUCATION COURSES

Basic Writing Skills – 3 Hours
(1 Session) – $157

BG-1122-SP19-1  New Brunswick
Rutgers Center for Government Services
303 George Street, 6th Floor, Classroom A
Thu, 9:00am-12:00pm
April 25
Instructors: Shawn Taylor, Ed.D, Director of Assessment and Writing Coaching - Rutgers Learning Center

CEFM Refresher – 20 Hours
(3 Sessions) - $739

BG-1123-SP19-1  Branchburg
Raritan Valley Community College
Somerset Hall, Room S016
118 Lamington Road
Sat, 8:00am-4:00pm (Day 1); 8:00am-3:00pm (Days 2 & 3)
March 23, 30; April 6
Instructors: Raul Nieves, CEFM; Steven Morlino, CEFM; Keith Gourlay, CEFM

Food service included in registration fee for all continuing education courses.
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: http://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 online 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. Go to http://cgs.rutgers.edu and click on the “Register Now” button on the homepage (NEW).

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

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

1. Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION (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.

Continuing Education Loans are available from The Rutgers Federal Credit Union. Contact them at: www.rutgers.fcu.org for more information.

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:** Selected courses in the CGS program qualify for continuing education credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

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.