

**Application for Rutgers/NJSBGA Educational Facility Manager Certificate**  
For students completing required course of study between June 2019 and May 2020

*Note: This form is for use by prospective graduates of the New Jersey Educational Facility Management Program, co-sponsored by Rutgers Center for Government Services and the New Jersey School Buildings and Grounds Association. This form is separate from the initial CEFM application solicited by the New Jersey Department of Education, available for download at <http://www.state.nj.us/education/facilities/CEFM>.*

*Please carefully read and complete all three (3) parts of this application and submit to CGS after enrolling in your seventh and final program course.*

**Part 1: Verification of Personal Information**

Enter name as it should appear on certificate (please print):

\_\_\_\_\_

Enter any special instructions regarding pronunciation of first and/or last name:

\_\_\_\_\_

Do you hold a high school diploma or equivalency certificate?:    Yes    No

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

*Business Address*

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*Home Address*

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*Telephone Numbers*

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Business: \_\_\_\_\_ Extension: \_\_\_\_\_

*E-mail Addresses*

Business: \_\_\_\_\_ Home: \_\_\_\_\_

**Part 2: Status for Graduation Ceremony – Thursday, May 21, 2020, 6:30 to 8:00 p.m.**

Indicate below whether you will be attending the graduation ceremony at:

**Rutgers University Busch Campus Center  
604 Bartholomew Road  
Piscataway, NJ 08854**

Due to space constraints, **guests are limited to four (4)**. Driving directions and parking instructions will be shared with eligible graduates via e-mail by May 8.

Are you planning to attend?

**Yes**      **→**      **→**      **→**      Total attendees including self \_\_\_\_\_ **(5 max)**

**No**

The Educational Facility Manager Certificate will be presented to attending graduates. Unclaimed certificates will be shipped to the home address listed in Part 1 **after** the May 21 ceremony. Allow two-to-three weeks for delivery.

**Part 3: Authorization and Submission**

I attest that the information provided in Part 1 is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this completed form by **Friday, May 1, 2020**.

Return via e-mail (preferred): [mariad@docs.rutgers.edu](mailto:mariad@docs.rutgers.edu)

Return via postal mail:            NJ Educational Facility Management Program  
                                                 Center for Government Services  
                                                 Rutgers Lifelong Learning Center  
                                                 3 Rutgers Plaza  
                                                 New Brunswick, NJ 08901

Return via facsimile:            732-932-3586

Please direct any questions to Christine Cicio, Senior Program Coordinator, at [ccicio@docs.rutgers.edu](mailto:ccicio@docs.rutgers.edu) or 848-932-4736.