

**Application for Rutgers/NJSBGA Educational Facility Manager Certificate**  
For students completing required course of study between June 2020 and May 2021

*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 the two (2) 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: \_\_\_\_\_

Certificates will be shipped to the home address listed in Part 1 **after** the end of the Spring 2021 semester. Allow two-to-three weeks for delivery.

## **Part 2: Authorization and Submission**

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

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

Submit this completed form by **Friday, May 7, 2021**.

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

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

## **Updated Graduation Information**

Due to the uncertainty of the ongoing COVID19 pandemic, we will release more details about graduation later in the semester.