

CENTER FOR
GOVERNMENT SERVICES

Municipal Clerk Program

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SUMMER 2018



RUTGERS
Continuing Studies

MUNICIPAL CLERK PROGRAM

Course Descriptions

Course descriptions are available online at cgs.rutgers.edu/clerks.

PREREQUISITE INFORMATION

Introduction to the Duties of the Municipal Clerk must be successfully completed before taking any of the other program courses. Advanced Duties of the Municipal Clerk must be successfully completed before taking the Municipal Finance Administration for Municipal Clerks course.

STATE EXAM

New Jersey's Municipal Clerk state certification exam is administered by the Department of Community Affairs two times per year. The application form is available at www.nj.gov/dca/divisions/dlgs. Completed applications must be received at DCA one month before the exam date. For information on experience and other requirements for attaining state certification, please call (609) 292-4656.

COOPERATING AGENCIES

Municipal Clerks' Association of New Jersey
New Jersey Department of Community Affairs, Division of
Local Government Services
Rutgers University, Center for Government Services

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)

The Rutgers University Center for Government Services is the seat of the IIMC Institute in New Jersey. Information regarding IIMC membership and Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) requirements are available at www.iimc.com. CGS offers IIMC courses throughout the year. Schedules and seminar information are posted online at cgs.rutgers.edu/clerks when available.

Effective January 1, 2015, students completing any of the five core courses in the Rutgers Municipal Clerk Program may count them as education points towards the IIMC's CMC designation. The approved point breakdown is:

Introduction to the Duties - 21 hours (10.5 points)

Advanced Duties - 18 hours (9 points)

Local Elections - 18 hours (9 points)

Municipal Finance Administration - 21 hours (10.5 points)

Information and Records Management - 16 hours (8 points)

Individuals interested in the CMC designation that complete any of the courses listed above after January 1, 2015, must submit their course completion certificate(s) to the IIMC with their CMC application for consideration.

COURSE MATERIALS

The Third Edition of the Study Guide (2010) is currently being used in class. There are eight inserts: Supplement #1 through #8. Students registered for Information & Records Management and Local Elections Administration during the summer 2018 semester will receive Supplement #8 on the first day of class. All students are to bring their complete Study Guide to each class session.

Individuals in Municipal Finance Administration during summer 2018 will not receive Supplement #8. If Supplement #8 is needed, students can purchase a copy through the Center for Government Services by completing the Study Guide Order Form at cgs.rutgers.edu/clerks. Questions regarding Study Guide orders can be directed to Maria at (732) 932-3640, ext. 648 or mariad@docs.rutgers.edu.

ONLINE BLENDED COURSES

Online blended learning offers students the flexibility to learn anytime. The Municipal Clerk Program offers two courses with an online option. Local Elections Administration is the only online learning opportunity during the summer 2018 semester. This course is administered online for several weeks, opening on the first date of the provided date range. Students then have the ability to access the course when their schedule allows, submitting assignments as directed by the instructor. The course concludes with a single classroom session where students meet in person. The classroom session meets at the listed location on the last date of the course dates provided.

Individuals registering for a blended course will receive a confirmation email with log-in information. When registering, please make sure that your contact information is accurate and legible. Individuals who registered but did not receive an email with log-in information one week before the course start should contact CGS at (732) 932-3640 ext. 648. Registrations received on the course start date will be assessed a \$15 late fee. Registrations received after the course start date will not be accepted.

MCANJ SCHOLARSHIPS

Please be advised that the Municipal Clerks' Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing their RMC certification. Please visit NJclerks.org for the application and more information.

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

Mail registration form and payment to:

MUNICIPAL CLERK 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 _____

COURSE INFORMATION

I wish to register for:

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

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: www.cgs.rutgers.edu.

Course Fees and Payment: Payment for a student's participation in a course can be obtained using any of the following three methods:

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

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 returned checks. 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 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 courses cancelled by CGS or 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.

Certificates: Certificates are mailed to students after the successful completion of each 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 CGS at www.cgs.rutgers.edu, the Municipal Clerks' Association at www.mcanj.com, and the New Jersey State Department of Community Affairs at www.nj.gov/dca/divisions/dlgs.

MUNICIPAL CLERK PROGRAM SCHEDULE OF COURSES SUMMER 2018

Additional courses will be offered during the fall 2018 semester.

Local Elections Administration 21 Hours

MC-4002OL-SP18-3 Online Blended Course, Mantua

Municipal Building

401 Main Street

Mon, May 21 - Sat, June 23

9:00 a.m. - 4:00 p.m.

Instructor: Jennica Bileci

\$652

See the online blended course information on page 2.

Municipal Finance Administration for the Municipal Clerk 24 Hours

MC-4003-SU18-1 Morris Plains

Morris County Public Safety Training Academy

500 West Hanover Avenue

Sat, July 7, 14, 21, 28 (4 Sessions)

9:00 a.m. - 4:00 p.m.

Instructor: Kathy Coviello

\$733

Information and Records Management 18 Hours

MC-4004-SP18-3 New Brunswick and Oakland[^]

Rutgers Public Safety Building - 55 Commercial Avenue, New

Brunswick AND FileBank - 23 Thornton Road, Oakland[^]

Sat, June 9, 16, 23[^], 30^{*}

9:00 a.m. - 4:00 p.m. and 9:00 - 12:00^{*}

Instructor: Paul Margiotta

\$652

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