

**MULTI-PURPOSE CONTINUING EDUCATION FORM**  
**Planning & Zoning Administration Program**  
**Center for Government Services**



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  
Program Coordinator  
Rutgers, The State University of New Jersey  
Center for Government Services  
303 George Street, Suite 604  
New Brunswick, NJ 08901

You can also submit your request via e-mail to [flagg@docs.rutgers.edu](mailto:flagg@docs.rutgers.edu).