SPECIAL COURSE OFFERING

PUBLIC SCHOOL BIDDING

Fee: $248

Six (6) Continuing Education Contact Hours for QPAs in Procurement Procedures

Wednesday, April 3, 2019
9:00 AM – 4:00 PM
1-day, 6 hour program
Course ID: PP-2208-SP19-1

Instructor: James Shoop, BA/PA Passaic Board of Education, Retired
Shoop SBA, LLC (Shoop18A18A@gmail.com)

Location: Rutgers University
Center for Government Services
303 George Street, New Brunswick
6th Floor, Classroom A

Free parking is available in the Matrix Garage, behind our building.
Access from 55 New Street.

This one-day course will take the student through the step-by-step process of public school bidding and quotations for goods and services, as well as public work construction bids in accordance with N.J.S.A. 18A:18A-1 et seq.

Continuing Education Credit: Credit has been awarded as follows:

DCA/DLGS state certifications:
Course Number DLGS-RUTGERSCGS-15:
6 contact hours for
QPA: procurement procedures
CMFO/CCFO: financial and debt management
RMC: finance
CPWM: government

RPPO/RPPS: 6 contact hours: Public Purchasing

CPA certification: Sponsor Number 703, 6 CPE credits in Finance

Continental breakfast and lunch are included. Enrollment is limited; please register early.

For additional information, contact Kathi Cupano at: cupano@rutgers.edu, 732-932-3640 X 632.

Please complete and mail or fax, with payment information, to:
Public School Purchasing Program
Center for Government Services; Rutgers, The State University of New Jersey
303 George Street, Suite 604; New Brunswick, NJ 08901-2020
Telephone: 732-932-3640 X 644, Fax: 732/932-3586

I wish to register for

PUBLIC SCHOOL BIDDING

Course ID: PP-2208-SP19-1 on 4/3/19, 9:00 AM – 4:00 PM, Fee: $248, New Brunswick

Name Last: ___________________________ First: ___________________________ Middle Initial ____________

Employer ___________________________ Title ___________________________

Business Address ___________________________________________________________

Home Address _______________________________________________________________

Business Phone _______________________ Extension _____ Fax _______________________

Home Phone __________________________ Cell Phone _____________________________

Email Address: __________________________ _______________________________________

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: RUTGERS THE STATE UNIVERSITY OF NEW JERSEY, and send 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 on-line at: http://cgs.rutgers.edu/ and click on the red “Register Now” link.

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

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 on-line 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. To ensure that course materials are available the first session of the course, it is recommended that all students register at least one week prior to the course.

In-person registrations at the course location on the night 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 using any of the following methods:

1) Authorized voucher or purchase order received via mail or fax
2) Check or money order payment by mail or in person
3) On-line with credit card or e-check at www.cgs.rutgers.edu and click on the "Register Now" link on the left.

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.

Course Cancellation Policy: CGS 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.

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, or 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.

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 courses where continuing education credit is available.

CPE Continuing Education Credit: Selected courses in the CGS program are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers University sponsor #703.

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.