

Serving the Changing Faces of Our Communities

In 2016, the US Census showed that New Jersey is not only becoming more ethnically diverse but that some areas have experienced significant changes to the makeup of their population just within the past five years. These rapid changes require knowledge and preparation to positively address diversity within our communities. This course examines statewide and regional population trends. Through lecture, discussion, and activities, this course offers insight into managing and addressing diversity from the Municipal Clerk's perspective both within the office and throughout the community.

This session is approved for 2 points towards either a CMC or MMC designation. In addition, the DCA approved this session for 4 RMC Professional Development hours.

MC-4026-SP18-1 Atlantic City

Caesars Hotel & Conference Center
2100 Pacific Avenue
Room To Be Announced
Tuesday, May 1
1:00 p.m. - 5:00 p.m.
Instructor: Elizabeth Waterbury
\$150

International Institute of Municipal Clerks

The International Institute of Municipal Clerks (IIMC) promotes continuing education and certification, professional development programs, networking solutions and other opportunities. The IIMC provides two certifications, earned through participation in educational programs and involvement in a variety of professional development activities - the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). Additional information is available on their website at www.iimc.com.

Please be advised that the Municipal Clerks Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing the IIMC's CMC and/or MMC designations. Please visit NJClerks.org for the application and more information.

RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

CENTER FOR
GOVERNMENT SERVICES

International Institute of Municipal Clerks

**Certified Municipal Clerk Institute
Master Municipal Clerk Academy**

**COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SPRING 2018 SCHEDULE**



RUTGERS
Continuing Studies

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.

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

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION (<http://cgs.rutgers.edu/>)
- 2) Check or money order payment by mail or in person.
- 3) Authorized voucher or purchase order.

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.

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 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.

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.

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CENTER FOR GOVERNMENT SERVICES

REGISTRATION FORM

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS

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 _____

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ Zip _____

Home Address

Street _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Work _____ Extension _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

COURSE INFORMATION

I wish to register for:

Course Title Serving the Changing Faces of Our Communities

Course ID MC-4026-SP18-1

Course Location Caesars, Atlantic City

Course Fee \$150

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.