

Passaic County Municipal Clerk's Association

Mini Conference

June 6, 2019 – 8:00am – 4:30pm / Registration 7:30am

Public Safety Academy

300 Oldham Road, Wayne, NJ 07470

Course Topics and CEU's Approved

Session A (Must Attend Both Session A Classes For Session A CEU)

- **8:00am – 10:00am** – Ethics/Understanding Ethics Law
RMC 2 CEU Ethics CMFO/CCFO 2 CEU Ethics / QPA 2 CEU Ethics / CTC 2 CEU Ethics / CPWM 2 CEU Ethics
Frank Covelli– Professional Insurance Associates
- **10:00am – 12noon** – Records Management/Digital Record Retention/Archiving/Artemis
RMC 2 CEU Records / CMFO/CCFO 2 CEU Office Management / CTC 2 CEU General Secondary Duties / QPA 2 CEU Office Administration / CPWM Management
Gregory Copeland – FileBank Records/Archive Management Facility

Session B (Must Attend Both Session B Classes For Session B CEU)

- **12:30 – 2:30pm** – Professional Development/Building Stigma Free Communities
RMC 2 CEU Professional Development / CMFO/CCFO 2 CEU Office Management / CTC 2 CEU General Secondary Duties / QPA 2 CEU Office Administration / CPWM Management
Richard McAuliffe, Hawthorne Chief of Police
- **2:30pm – 4:30pm** – ABC Licensing RMC 2 CEU Licensing
Michael J. Pasquale, Esq., Law Offices of Michael J. Pasquale, Esq.

RMC's Can Get As Many As 8 CEU's Four Categories of Training in One Day

Cost - Members PCMCA \$25.00 / Non-Members \$35.00 No Refunds!

Includes Breakfast & Lunch / Seating Limited

Checks Payable PCMCA / Registration and Payment Due By June 1st

Receive CEU's For Session Attended!

Must Attend 8:00am and 10:00am Session A Classes For Session A CEU

Must Attend 12:30pm and 2:30pm Session B Classes For Session B CEU

Mail Application And Payment To: Borough Of Pompton Lakes
Elizabeth Brandsness, Municipal Clerk, 25 Lenox Avenue, Pompton Lakes, NJ 07442

For Additional Information - 973-835-0143 Ext. 238 Or clerk@pomptonlakes-nj.gov

Please Select Session ☐ Session A & B ☐ Session A ☐ Session B

Name _____

Municipality _____

Phone _____ Email _____