

CENTER FOR
GOVERNMENT SERVICES

Municipal Clerk Program

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SUMMER & FALL 2015



RUTGERS
Continuing Studies

MUNICIPAL CLERK PROGRAM

Course Descriptions

Introduction to the Duties of the Municipal Clerk

This course acquaints the student with the statutory and some non-statutory duties of the Municipal Clerk and offers a general introduction to municipal government and licensing. (24 hours)

Advanced Duties of the Municipal Clerk

A more detailed and technical description of the Municipal Clerk's office is presented in this course. Topics include personnel policies and procedures, municipal land use law, ancillary duties, parliamentary procedures, fiscal affairs, budgets, and bonds. (21 hours)

Local Elections Administration

This course outlines the New Jersey electoral process, including the primary and general elections, as explained in Title 19. Students will be introduced to HAVA, the Faulkner Act, and non-partisan elections. (21 hours)

Municipal Finance Administration for Municipal Clerks

This course provides a foundation for understanding local government finance. Major areas covered include the institutional framework, the state's role, local public contracts law, the municipal budget process, and local fiscal affairs. (24 hours)

Information and Records Management

Retention and disposition of records and records filing have evolved into management information systems. This course teaches OPRA, compliance, and essential records management techniques. (18 hours)

Municipal Clerk Review

This optional course is held prior to the state certification exam and is open to individuals who have successfully completed the five required courses. (21 hours)

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

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.

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.

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.

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.

Students may now register online with a credit card or e-check. Go to www.cgs.rutgers.edu and click on the "Register Now" link in the left column.

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

In-person registrations at the course location at 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 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.

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.

COURSE MATERIALS

The Third Edition of the Study Guide (2010) is currently being used in class. There are four inserts: Supplement #1 - 2011, Supplement #2 - 2012, Supplement #3 - 2013, and Supplement #4 - 2014.

Students registered for the Introduction course will receive the complete Study Guide which is updated through Supplement #4. It will be distributed on the first day of class and students are to bring it to all subsequent sessions.

Students registered for any of the other courses in the program during the fall 2015 semester must have Supplement #4 for class. All students are to bring their complete Study Guide to each class session.

Individuals that need Supplement #4 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 emailing mariad@docs.rutgers.edu.

ONLINE BLENDED COURSES

Online blended learning offers students the flexibility, accessibility, and ability to learn anytime and anywhere. The Municipal Clerk Program offers two courses with an online component - Information and Records Management and Local Elections Administration. These courses are 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. Please note that there is a \$35 online fee included in the registration fee.

Individuals registering for a blended course will receive a confirmation email with log-in information approximately 72 hours after their registration form and payment are received by CGS. When registering, please make sure that your contact information is accurate and legible. Individuals who registered but did not received an email with log-in information one week before the course start should contact CGS at (732) 932-3640 ext. 648.

**MUNICIPAL CLERK PROGRAM
SUMMER & FALL 2015
SCHEDULE OF COURSES**

**Introduction to the Duties of the Municipal Clerk
24 Hours**

MC-4000-FA15-1 Morris Plains

Morris County Public Safety Training Academy
500 West Hanover Avenue
Sat, Sept. 19, 26, Oct. 3, 10 (4 Sessions)
9:00 a.m. - 4:00 p.m.
Instructor: Robert Sloan
\$835

MC-4000-FA15-2 Lakewood

Georgian Court University
900 Lakewood Avenue, Casino Ballroom
Sat, Oct. 10, 24, 31, Nov. 7 (4 Sessions)
9:00 a.m. - 4:00 p.m.
Instructor: Amy Antonides
\$835

MC-4000-FA15-3 Eastampton

Recreation Building
7 Knightsbridge Road
Sat, Sept. 26, Oct. 3, 10, 17 (4 Sessions)
9:00 a.m. - 4:00 p.m.
Instructor: Kim-Marie White
\$835

**Advanced Duties of the Municipal Clerk
21 Hours**

MC-4001-FA15-1 Morris Plains

Morris County Public Safety Training Academy
500 West Hanover Avenue
Sat, Oct. 17, 24, 31, Nov. 7* (4 Sessions)
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.*
Instructor: Kathy Coviello
\$629

MC-4001-FA15-2 Lakewood

Georgian Court University
900 Lakewood Avenue, Casino Ballroom
Fri/Sat, Nov. 13, 14, 20, Dec. 5* (4 Sessions)
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.*
Instructor: Elaine Kennedy and Mary Madonna
\$629

MC-4001-FA15-3 Eastampton

Recreation Building
7 Knightsbridge Road
Sat, Oct. 24, 31, Nov. 7, 14* (4 Sessions)
9:00 a.m. - 4:00 p.m. and 9:00 a.m. - 12:00 p.m.*
Instructor: Kim-Marie White
\$629

CENTER FOR GOVERNMENT SERVICES

Local Elections Administration

21 Hours

MC-4002-FA15-1 Online Blended Course, Mantua

Municipal Building

401 Main Street

Mon, Aug. 24 - Fri, Sept. 25

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

Instructor: Jennica Bileci

\$664

See the online blended course information on page 7.

MC-4002-FA15-2 South Plainfield

Municipal Building, Council Chambers

2480 Plainfield Avenue

Mon, Nov. 9, 16, 23, 30* (4 sessions)

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

Instructor: Amy Antonides

\$629

Municipal Finance Administration for the Municipal Clerk

24 Hours

MC-4003-SU15-1 Morris Plains

Morris County Public Safety Training Academy

500 West Hanover Avenue

Sat, Aug. 8, 15, 22, 29 (4 Sessions)

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

Instructor: Kathy Coviello

\$723

MC-4003-FA15-1 Mays Landing

Atlantic Cape Community College

5100 Black Horse Pike, Building Q, Room 114

Sat, Nov. 21, Dec. 5, 12, 19 (4 Sessions)

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

Instructor: Lucy Samuelson

\$723

Information and Records Management
18 Hours

MC-4004-SU15-1 Online Blended Course, North Brunswick

Middlesex County Archives
95 Apple Orchard Lane
Mon, Aug. 10 - Fri, Sept. 11
9:00 a.m. - 4:00 p.m.
Instructor: Kathy Coviello
\$576

See the online blended course information on page 7.

MC-4004-FA15-1 North Brunswick

Middlesex County Archives
95 Apple Orchard Lane
Fri, Oct. 16, 23, 30 (3 Sessions)
9:00 a.m. - 4:00 p.m.
Instructor: Elaine Kennedy
\$541

Municipal Clerk Review
21 hours

MC-4005-FA15-1 New Brunswick

Rutgers Public Safety Building
55 Commercial Avenue, Room 205B
Sat, Sept. 12, 19, 26 (3 Sessions)
9:00 a.m. - 5:00 p.m.
Instructor: Amy Antonides
\$651

MC-4005-FA15-2 Mays Landing

Atlantic Cape Community College
5100 Blackhorse Pike, Building Q, Room 113
Sat, Sept. 19, 26, Oct. 3 (3 Sessions)
9:00 a.m. - 5:00 p.m.
Instructor: Lucy Samuelson
\$651

**The review is open to students who have completed all five courses. Exam applications must be filed with the DCA one month before the exam date.*

RUTGERS

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