



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 803
TRENTON, NJ 08625-0803

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

LORI GRIFA
Commissioner

MEMORANDUM

TO: DLGS Continuing Education Credit Sponsors

FROM: Certification Unit
Division of Local Government Services

SUBJECT: Instructions for Completion of Continuing Education Sponsor Agreement

Attached is a Continuing Education Sponsor Agreement. This agreement is to be used for applying for continuing education credit for programs directed toward those local officials for which the Division of Local Government Services administers certification programs. Completed forms may be emailed to the attention of the Certification Unit at the Division at dkaminski@dca.state.nj.us, faxed to 609-633-6243, or sent by regular mail to the Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. If the program is to be repeated on several different dates, please note each date and location on a single Sponsor Agreement form or, if the program is to be repeated multiple times over the course of a year, please note this on the form.

It is strongly recommended that applications be submitted in a timely manner prior to the date of the program. Applications submitted retroactively may be denied credit at the discretion of the Division.

As sponsor, you are responsible for supplying attendees with some proof of attendance, either directly after a program, or shortly thereafter by mail. At a minimum, the proof must contain the name and date of the program, the name of the sponsor organization, the course number assigned by the Division, and the applicable contact hours.

Sample sign-in and evaluation sheets are available at the Division website, www.nj.gov/dca/lgs; click on the right hand side link for Professional Certification Programs. Evaluation sheets are optional for attendees to complete, however, they must be made available for those who wish to utilize them. **Upon conclusion of a program, please maintain sign-in sheets and any evaluation sheets on file for a period of three years. The documentation may be maintained in an electronic file format. After three years they may be discarded. Unless requested to do so, do not submit sign-in sheets and evaluation sheets to the Division.**

By signing page one of the Continuing Education Sponsor Agreement, as the Authorized Representative, you agree to abide by the provisions noted in these instructions.

Thank you for your interest in providing continuing education. If you have any questions, please contact the Certification Unit at (609) 292-9757 or by email at dkaminski@dca.state.nj.us.



NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
Continuing Education Sponsor Agreement

Part 1 – Sponsoring Organization Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Program Contact Name: _____

Telephone number: _____

Part 2 – Program Details

Title of Program: _____

Date(s) of Session: _____ Time of Session: _____

Location of Session: _____

Summary of Course Content (attach detailed syllabus):

Names of Instructors (if DLGS instructors are involved, attach completed Staff Instruction Request):

If Page 2 has been completed and is attached, check here:

The sponsor agrees to comply with Division procedures for continuing education programs.

Signature of Authorized Representative: _____

Name: _____ Position: _____

Date: _____

Send completed applications to: Certification Unit, Division of Local Government Services,
P.O. Box 803, Trenton, NJ 08625. If you have any questions please call the Division at:
609-633-6349.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
Continuing Education Sponsor Agreement - Page 2

Allocation of Certification Program, Curriculum Areas and Hours			
Certification Program	Curriculum Area	Proposed Contact Hours	Approved Contact Hours (DLGS use only)
Municipal Financial Officer	Accounting	_____	_____
	Budgeting	_____	_____
	Financial and Debt Management	_____	_____
	Office Management and Ancillary Subjects	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
County Finance Officer	Accounting	_____	_____
	Budgeting	_____	_____
	Financial and Debt Management	_____	_____
	Office Management and Ancillary Subjects	_____	_____
	County Fiscal Operations	_____	_____
	Ethics	_____	_____
Tax Collector	Enforcement	_____	_____
	Legislation	_____	_____
	Reporting/Billing/Collection	_____	_____
	General/Secondary	_____	_____
	Ethics	_____	_____
Public Works Manager	Information Technology	_____	_____
	Technical	_____	_____
	Management	_____	_____
	Government	_____	_____
Municipal Clerk	Ethics	_____	_____
	Information Technology	_____	_____
	Elections	_____	_____
	Finance	_____	_____
	Licensing	_____	_____
	Records	_____	_____
	Professional Development	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____

For DLGS Use Only: Date Received: _____ Date Approved: _____
 Course# _____

Comments:

Reviewer	App.	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
REQUEST FOR DLGS SPEAKER

Title of program: _____

Speaker # 1 Name: _____

Material to be covered: _____

Speaker #2 Name: _____

Material to be covered: _____

Speaker # 3 Name: _____

Material to be covered: _____

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For DLGS Use Only:

#1 _____
FW _____

#2 _____

#3 _____