



New Jersey Planning Officials

The Association of Planning Boards and Zoning Boards of Adjustment
 P.O. Box 7113 Watchung, NJ 07069 (908) 412-9592 Fax: (908) 753-5123
 e-mail registration@njpo.org <http://www.NJPO.org>
 An affiliate of the NJ State League of Municipalities since 1939

2017 NJPO Fall Programs

Planning Boards, Zoning Boards of Adjustment & Combined Boards
Mandatory Training Programs

Mandatory Training Courses

(State Required)

In accordance with State Law, within 18 months of appointment, all members of Planning Boards and Zoning Boards of Adjustment must participate in five hours of mandatory training. All such programs on this agenda are designed according to the standards published by the NJ Department of Community Affairs in the NJ Register, Monday, July 17, 2006 (CITE 38 N.J.R. 3019), Vol. 38, #14, N.J.A.C. 5:87. The curriculum in each session, course outlines and instructors' credentials were submitted to the Department of Community Affairs to ensure that attendees at these training sessions will fulfill mandatory training obligations. Certificates of completion are issued by DCA following successful completion of the five-hour program and a test. NJPO was certified as a training organization for these programs in 2006.

MANDATORY TRAINING:

NJPO Member Mandatory Training Registrants

_____ X \$80 = _____

Non-NJPO Member Mandatory Training Registrants

_____ X \$115 = _____

PUBLICATIONS:

P6 MLUL and Guide to Planning Boards & Zoning Boards of Adjustment Book Bundle (*NJPO Member*) _____ X \$30 = \$ _____

P6 MLUL and Guide to Planning Boards & Zoning Boards of Adjustment Book Bundle (*Non-Member*) _____ X \$36 = \$ _____

Calculate Shipping & Handling Fees 1 (Bundle) = \$4.00, 2 = \$6.00, 3-10 = \$15.00 _____ = \$ _____

Books may be purchased separately. Order forms are available on NJPO.org. All publications will be shipped to the municipality.

Person to contact regarding this form:

Amount Due:

Municipality: _____ Zip Code: _____

Street Address: _____

Contact Name/Title: _____

Phone: _____ Fax: _____

E-mail: _____

Registrations \$ _____

Publications \$ _____

TOTAL \$ _____

Voucher/PO# _____

Check # _____

ATLANTIC CITY REGISTRATIONS CANNOT BE ACCEPTED ON THIS FORM
 e-mail to registration@njpo.org

REGISTRATION FOR:

Municipality _____ ZIP _____

**NJPO 2017 FALL
MANDATORY TRAINING PROGRAMS**

Date	Day	Course #	Time	Location
9/23/17	Sat	Mandatory - 1	8:15 a.m. – 1:15 p.m.	Somerset County - Hillsborough Twp. Municipal Complex, Hillsborough
10/15/17	Sun	Mandatory - 2	9:15 a.m. – 2:15 p.m.	Bergen County - Paramus Life Safety Building, Paramus
10/21/17	Sat	Mandatory - 3	8:15 a.m. – 1:15 p.m.	Monmouth County – Monmouth Co. Fire Academy, Howell

INSTRUCTIONS: Type/ Print Clearly -
Certification to DCA is based on provided information.

- Step 1: Fill in Registrant Name, Email, and Board
- Step 2: Enter Course Number 1 - 2 - 3 (please use one form per program)
- Step 3: All registrants **MUST** attend same program!
- Step 4: Complete information on this page and send form along with payment to NJPO

Morning sessions – Sign in & continental breakfast at 8:00 a.m. for Saturday; 8:45 for Sunday programs.

REGISTRANT NAME	EMAIL (Used for cancellation notification only)	BOARD PB, COMBINED, ZBA	Course #

- > **Vouchers, purchase orders or checks on all registrations and orders MUST be received no later than 7 days before the event**
- > Make checks payable to NJPO
- > **NO registration changes within 3 days prior to a program.** If you cannot attend, NJPO will attempt to reschedule you with a \$20 rescheduling fee.
- > Program registrants can only be rescheduled within the same calendar year.
- > **NO-show registrants will be charged the entire tuition fee** if NJPO is not notified by the end of the second business day following the scheduled program. If notification is provided then a \$20 rescheduling fee will be added to your invoice.
- > Board secretaries are responsible for communicating the **NO-show** policy to their registrant(s).
- > Non registered attendees will be charged for the class plus a \$20 late fee and will encounter delays processing tests and certificates.
- > Forms may be mailed, e-mailed to njpo@njpo.org or faxed, 908-753-5123.

For directions & more, visit us at www.njpo.org

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e-mail to registration@njpo.org**