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RUTGERS
New Jersey Agricultural
Experiment Station

The New Jersey Recycling Certification Series

**CRP's - upgrade
your certification to
a SRMP!
(see inside for details)**

- Office of Continuing Professional Education -

The New Jersey Recycling Certification Series

THE NEW JERSEY RECYCLING CERTIFICATION SERIES -- GENERAL INFORMATION

New Jersey's Recycling Enhancement Act required that, after January 13, 2013, municipalities or other government agencies that submit tonnage reports or other recycling-related documents to the NJDEP have a Certified Recycling Professional (CRP) on staff to compile, document and sign/certify these documents. Since its inception in 1993, the New Jersey Recycling Certification Series has trained over 500 individuals in topics ranging from economics to truck routing and public communication. A cooperative effort of the New Jersey Agricultural Experiment Station Office of Continuing Professional Education (OCPE), NJDEP and the Association of New Jersey Recyclers (ANJR), the program has two training options based on an individual's experience level tiers. The four-day "alternate" certification program (and associated exam) was designed to meet the needs of county, municipal or government employees who possess certain levels of experience, training, professional certification or a combination of all three (see the requirements below). Individuals NOT meeting these criteria (outlined below) are required to complete the full 21-day program. An updated recertification requirement exists for those who had completed the series but had let their certification lapse.

1. Persons With No Formal Training

- a. Not in a position
 - i. Must complete the full (21-day) program
- b. Holding a title and with less than ten (10) years experience
 - i. Must complete the full (21-day) program

2. Persons Seeking Recertification (those with a lapsed or inactive CRP certification)

- a. Must complete the "Application for Certification/Recertification" form to document work experience and recycling-related activities and/or accomplishments (including the date of initial certification)
- b. Must attend an offering of "The Recycling Coordinator's Primer" and
- c. Must complete nine (9) additional hours of continuing education (as outlined in CRP program guidance) within one (1) calendar year of the initial request for recertification

3. Persons Holding a Title and With Experience (these requirements would apply to those in the positions of Clerk, Health Officer, Township Manager, Purchasing Agent, Township Engineer, Recycling Coordinator, District Recycling Coordinator and related statutory positions - county, municipal or government employees only)

- a. Those with ten (10) or more years of experience/time in the position
 - i. Must complete the "Application for Certification/Recertification" form to document work and/or Civil Service experience and recycling-related activities and/or accomplishments
 - ii. Must complete the four (4) day alternate program and pass the CRP exam
- b. Those with less than 10 years of experience/time in the position
 - i. Must complete the full (21-day) program

1. Certified Public Works Managers (those who have passed the CPWM exam and hold a current certification)

- a. With ten (10) or more years of experience
 - i. Must complete the "Application for Certification/Recertification" form to document work experience and completion of the CPWM course, including date of initial certification and CPWM number
 - ii. Must complete the four (4) day alternate program and pass the associated exam
- b. With less than ten (10) years of experience
 - i. Must complete the full (21-day) program, with exemptions for overlapping CPWM courses (i.e., Management Skills and Communications Skills)

The determination of which training course is applicable to a given individual will be made through review of the "Application for Certification/Recertification" (available at www.cpe.rutgers.edu or by calling 732-932-9271) by members of the Recycling Advisory Committee, a group of professionals from the fields of recycling, solid waste and government, charged with constantly reviewing and updating the series training. A copy of this form must accompany all registration forms or be sent separately for review prior to program registration. **NO EXCEPTIONS WILL BE MADE!**

Certification Series

(1) THE FULL CERTIFICATION SERIES

Attendees are required to attend all courses listed below and successfully complete all course proficiency assignments. Once certified, CRPs must complete 20 hours of continuing professional education/training (over a two year period) on issues relating to solid waste and /or recycling in order to maintain their certification. Most classes are held in New Brunswick, NJ.

**NOTE: There is currently a waiting list for these programs.
Please call , Carol Broccoli at 848-932-7207 for additional information.**

The Recycling Coordinator's Primer (Half-Day Program AM)

Fee: \$95

Course Coordinator: Dom D'Altilio

This course serves as an introduction to recycling in New Jersey – and to the series as a whole. It present information about the rules and regulations governing and regulating recycling (and solid waste) in New Jersey, including the latest updates and will also addresses the fundamental duties of recycling coordinators and others involved in recycling programs.

Recycling Health and Safety (Half-Day Program PM)

Fee: \$95

Course Coordinator: Howard Spencer

Workers involved in the recycling field face a variety of health and safety issues on a daily basis. This half-day course was developed to present information on these hazards and to outline the “good practices” that everyone should participate in to make the workplace safe. Specific topics include: hazards associated with recycling, regulatory requirements, worker safety and equipment (field and facility), equipment maintenance procedures/recordkeeping, emergency planning/plans (including hazardous wastes and how to make a recycling facility the safest it can be. (including public access and drop-off issues).

New Jersey Recycling: Practice and Theory (Six-Day Program)

Fee: \$430

Multiple fee: \$387

Course Coordinators: Wayne DeFeo & Dom D'Altilio

Recycling has evolved from something that we do just because it is environmentally sound to something that has substantial economic and sustainability benefits as well. Through hands-on activities and visits to solid waste and recycling facilities across the state, this course will show you how recycling can become “asset management” and a vital part of your organization's operations. You will learn how to perform a waste audit, understand recycling markets, increase participation rates, put efficiency to work for you and much, much more! NOTE: Days 1 and 6 will be held in New Brunswick; Days 2-5 will involve field trips to recycling and/or solid waste facilities in the NJ/NY/PA area.

Understanding Sustainability Management (One-Day Program)

Fee: \$145

Multiple fee: \$130.50

Course Coordinator: Gray Russell

This new addition to the series has been designed to help individuals better understand how economic activity – and the programmatic decisions it drives – impact the health of the environment and society as a whole. The course examines how and why natural resources are often undervalued or ignored completely by traditional accounting practices and economic data. It also will discuss why natural assets, such as clean air and water, tend to be abused precisely because they are the “common property” of society at large. Specific topics will include: what is sustainability, global climate change, how do we measure economic success, process improvement with the environmental in mind and an overview of how we are doing.

Improving Your Management and Leadership Skills (Two-Day Program)

Fee: \$295

Multiple fee: \$265.50

Course Coordinators: Ned Lipman & Terry

Are you building a winning team at your organization? This two-day program will strengthen your management and leadership skills. A review of your interpersonal and communication methods will allow participants to work collectively on thought-provoking and valuable management and supervisory issues. In addition, all students will complete a self assessment that will clearly define their unique management strengths and strategies for improvement as supervisors/managers. The attributes of winning teams and how to build them will also be explored, along with tips on how to conduct successful interviews and performance evaluations.

Certification Series (continued)

Enhancing Your Public Communication Skills (Two-Day Program)

Fee: \$280

Course Coordinator: Debbie DePew

It is a fact – no matter how good your message is, it won't work if people are not exposed to it. Be it a product, a service or a recycling program, you need to get the word out there, generally in the most cost-effective way possible. In this course, you will analyze audiences to design public relation and marketing campaigns that will be heard! Topics will include effective writing, use of graphic design, media (print, television, radio, cable) purchasing, and public relations techniques. Part of the second day will be devoted to real-world case studies, put before the attendees so they can apply and demonstrate what they have learned.

Understanding Recycling Economics (Four-Day Program)

Fee: \$390

Course Coordinator: Neil Blitz

Recycling makes financial sense but only if you design your operations to make it so. That starts with fully understanding your costs and analyzing how those costs change as your program changes. It also means that you must be able to talk the language of accounting, economics, finance and marketing. In this four-day class, you'll work break-even levels, full cost accounting, marginal cost analysis, payback periods and analyzing waste audits. The class is fast-paced, fun and interactive. Working in small groups, you will solve problems using current costs and prices to make program decisions. You'll practice "what if" scenarios, so that no matter how the variables change, you can still find solutions that maximize returns and minimize costs.

Recycling Public Policy (One-Day Program)

Fee: \$150

Multiple fee: \$120

Course Coordinator: Wayne DeFeo

The passage of the Recycling Enhancement Act meant change, change and more change! This class will provide the information you and your business, school or recycling program need to know to be ahead of the crowd. Speakers from the public and private sectors and regulatory agencies will lead up-to-date discussions of current policies, implementation processes and impacts. Learn what is going on today and what you can expect for tomorrow. **NOTE: Certified Recycling Professionals: take this opportunity to catch up with recent policy and legislative changes – and earn six (6) recertification credits in the process!**

Recycling Collection Techniques (Two-Day Program)

Fee: \$280

Course Coordinator: Dom D'Altilio

In this hands-on course you will learn the techniques required to make and defend decisions regarding collection, develop the skills needed to understand how generation rates are computed, learn the "how-to's" of waste and recycling contracting and explore Heuristic routing. On Day Two, the class will be divided into groups, where the information presented will be applied to "real world" vehicle routing and collection problems. Special collection techniques and options for multi-family locations, schools and businesses - groups that are currently receiving special emphasis in NJ's solid waste management plan - will be highlighted.

Recycling Case Studies and Problem Solving (Two-Day Program)

Fee: \$280

Course Coordinator: Robert Yunker

This course completes the certification series. Interactive group exercises, discussions and case studies will reinforce and integrate the facts, concepts and techniques presented in the other series courses. PLEASE NOTE THAT ALL OTHER COURSES IN THE SERIES **MUST BE** COMPLETED BEFORE ATTENDING THIS COURSE!

All courses have been approved for Certified Public Works Manager (CPWM) continuing education credits. Please contact Carol Broccoli at (848) 932-7207 (email: broccoli@njaes.rutgers.edu) for specific credit information.

Course Information

Full Certification Series/Offering #12 – starting Fall 2017

- Primer (AM) / Recycling Safety (PM) – September 14, 2017 – ER0112CA18/ER0108CA18
- Practice and Theory – September 28, October 5, 12, 18, 26 & November 2, 2017 – ER0111CA18
- Management Leadership Skills – November 28 & 29, 2017 – ER0103CA18
- Recycling Sustainability – December 19, 2017 – ER0113CA18
- Communication Skills – January 10 & 11, 2018 – ER0102CA18
- Public Policy – February 7, 2018 – ER0101CA18
- Recycling Economics – February 27, March 6, 13 & 20, 2018 – ER0104CA18
- Recycling Collection Techniques – April 11 & 12, 2018 – ER0105CA18
- Case Studies – May 2 & 3, 2018 – ER0107CA18

The majority of the classes will be held on the Rutgers University campus in New Brunswick.

NOTE: There is currently a waiting list for these programs. Please call Carol Broccoli at (848) 932-7207 for additional information.

(2) THE ALTERNATE CERTIFICATION SERIES

This course is intended for those county, municipal or government employees who have significant experience in the fields of recycling and/or solid waste or who have completed another professional certification program, such as those offered for health officers or public works managers. The topics and schedule have been designed to present key information individuals familiar with recycling and solid waste programs in New Jersey will need to know to fulfill the duties of a CRP.

Day 1 (AM) The Recycling Coordinator's Primer (PM) NJDEP Regulations/Facts/Figures
Day 2 (AM) Effective Communication/Promotion Using Reporting Data (PM) Filing/Reporting/Enforcement - Municipal and County Levels
Day 3 (AM) Recycling Economics, Markets and Marketing & PM)
Day 4 (AM) Collection Techniques/Contracting (PM) Case Study/Wrap-up

Upon completion of the four classes, attendees who wish to be certified are required to sit for and pass a written exam based on the content of the program presented. Once certified, CRPs must complete 20 hours of continuing professional education/training on issues relating to solid waste and /or recycling every two years in order to maintain their certification. These courses have been approved for Certified Public Works Manager (CPWM) continuing education credits. Please contact Carol Broccoli at (848) 932-7207 for specific credit information.

Cost per course, including exam: \$385 Multiple fee: \$325

Alternate Program #14 - (New Brunswick, NJ)

April 17, 24; May 1 & 8, 2018. Exam on May 22, 2018 (ER0201CA18)

Active CRP's may (on a space-available basis) take one or more of the single day sessions for recertification credits (six classroom credits per day at cost \$95 per day). These sessions have also been approved for Certified Public Works Manager (CPWM) continuing education credits (1 Technical, 1 Management & 1 Government per day).

Course Information (continued)

(3) CERTIFICATION PROCEDURE FOR CRP'S WITH EXPIRED CERTIFICATIONS

If you completed the series classes and were certified, but have allowed your certification to lapse, this is your opportunity to recertify without re-taking the entire series! If you fall into this category, please submit the "Application for Certification/Recertification" form to document your initial certification and get your recertification started. Once your initial certification has been verified, you will be required to attend an offering of "The Recycling Coordinator's Primer" and complete nine (9) additional hours of continuing education (as outlined in CRP program guidance, available and on our website) within one (1) calendar year of the date of the initial request for recertification to maintain your certification.

Visit the recycling recertification portion of our website (www.cpe.rutgers.edu) for information on upcoming events offering recertification credits or how to have an event considered for recertification credits.

Certified Recycling Professionals Can Earn New National Certification in Sustainable Resource Management!

Certified Recycling Professionals (CRP's) now have the option of earning a new national certification, ***Sustainable Resource Management Professional (SRMP)***, by completing two new courses: "Recycling Health & Safety" and "Understanding Sustainability Management." OCEP worked with the Association of NJ Recyclers (ANJR) on the application and documentation required by the SRMP certification approval process. Coordinately the National Recycling Coalition (and one of its predecessors, the Recycling Organizations of North America), Information on course content, instructor qualifications, proficiency testing and/or projects and recertification processes and criteria were submitted for review. OCEP and ANJR were notified in late 2013 that the application had been accepted and that we could now offer the SRMP designation to our CRP's.

Already a CRP?

If you have already completed the CRP program (either through the full or "alternate" series) and are currently certified, you can earn the SRMP certification by completing "Recycling Health & Safety" and "Understanding Sustainability Management." Both programs offer CRP and Certified Public Works Manager (CPWM) recertification credits as well. Please note that earning this new certification is completely voluntary – you do not need to take the additional training to become an SRMP in order to retain your CRP. Also - aside from the cost of attending the two courses-there are no other fees to become an SRMP and the recertification process will remain unchanged.

In CRP Classes Now?

The two SRMP courses became part of the CRP program in 2013/2014. If you enroll in the 2014-15 series (or future CRP series) you will receive the SRMP designation automatically when you complete the CRP program requirements.



Registration Information

All registrations must be accompanied by a method of payment.

By Fax

Fax your registration (including credit card information) 24 hours a day, 365 days a year, to our Registration Desk at 732-932-8726. For non-credit card payments, please include a copy of your check, money order or purchase order with your fax and you will receive an invoice with your confirmation of registration.

By Mail

Mail the registration form, including credit card information, check, money order or purchase order to:

**Registration Desk
Office of Continuing Professional Education, New Jersey Agricultural Experiment Station
Rutgers, The State University of New Jersey
102 Ryders Lane, New Brunswick, NJ 08901-8519**

Please make checks payable to **Rutgers, The State University of New Jersey**

To guarantee your seat in a course, payment must be received prior to the start of the program. Registrations are accepted on a first-come, first-served basis. Registrations cannot be accepted without a method of payment. You will receive a confirmation packet including the date, time and location (including a map and directions) of each course for which you are registered. If you have *not* received a confirmation packet ten (10) days prior to the course, please call 848-932-9271, press "2" for registration to confirm. The registration fees for each course include all course reference materials, continental breakfasts and lunch each day. If you have questions on payment policies or procedures, please contact Carol Broccoli at 848-932-7207 or via email at broccoli@njaes.rutgers.edu.

- CONTACT INFORMATION -

Program Coordinator: Carol Broccoli, 848-932-7207
Administrative Assistant: Claudine Oleskin, 848-932-7204

Payment Policy - All students must have prearranged for payment to be admitted to the class.

Cancellation & Substitution Policy - Registrants may withdraw in writing from a class up to (3) three full working days before a course begins and receive a full refund, less any materials fee or as otherwise noted on the course webpage. If the Office of Continuing Professional Education is not notified in writing at least three working days prior to the start of class, registrants may be responsible for the full fee. Substitutions are permitted.

Accommodations for Individuals with Disabilities - If you require special assistance, please notify our office when you register or no less than one week before the course starts. Every effort will be made to accommodate reasonable requests.

Inclement Weather

Information about class delays or cancellations due to inclement weather will be posted by 6:00 a.m. on our website (www.cpe.rutgers.edu) and in a recorded message available at (848) 932-9271. Short course cancellations will NOT be broadcast on the radio.

**Thanks to the New Jersey Department of
Environmental Protection - Division of Solid and
Hazardous Waste/Bureau of Recycling and
Planning for their support of these programs.**

Registration Form

The New Jersey Recycling Certification Series

Name _____

First name for nametag _____

Job Title _____

Employer _____

Mailing Address _____

Work Phone _____

Home Phone _____

Fax _____

E-mail _____

Cell phone _____

Please register me for the following courses:

<u>Course</u>	<u>Date</u>	<u>Course Code</u>	<u>Fee</u>

Fee for the entire certification series (20% discount): **\$1,952**

Total Fee: \$ _____

The "Application for Certification/Recertification" is enclosed or was submitted previously (date: _____)

Payment arrangements must be made prior to being admitted to the class.

___ Check ___ Money Order ___ Authorized Purchase Order # _____

Proof of payment **MUST** be presented with this form to process your registration, payable to: **Rutgers, The State University of New Jersey**

By Mail: Registration Desk, NJAES Office of Continuing Professional Education, Rutgers University, 102 Ryders Lane, New Brunswick, NJ 08901-8519.

By Fax: 848-932-8726. Please include copy of payment; original payment must be mailed.

___ Credit Card - Visa, Mastercard, AMEX and Discover accepted.

To pay by credit card, please visit our website - www.cpe.rutgers.edu.

Click the "REGISTER ONLINE" button.

FOR ASSISTANCE , PLEASE CALL 848-932-9271 - PRESS "2" FOR REGISTRATION.