THE NEW JERSEY RECYCLING CERTIFICATION SERIES -- GENERAL INFORMATION

New Jersey’s Recycling Enhancement Act requires that municipalities or other government agencies that submit tonnage reports or other recycling-related documents have a Certified Recycling Professional (CRP) on staff to compile, document and sign/certify these documents on or after January 13, 2012.

Since its inception in 1993, the New Jersey Recycling Certification Program has trained over 350 individuals in topics ranging from economics to truck routing and public communication. Over the last few years, the New Jersey Agricultural Experiment Station Office of Continuing Professional Education (OCPE), in cooperation with the New Jersey Department of Environmental Protection (NJDEP) and the Association of New Jersey Recyclers (ANJR) have expanded the program into two tiers, with the type of training required determined by a combination of experience, prior training and current professional certifications.

In response to the Recycling Enhancement Act the series requirements (listed below) were revised to include a four-day “alternate” certification program (and associated exam) 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. Those NOT meeting these criteria (outlined below) will be required to complete the full nine class, 21-day program. An updated recertification requirement has also been developed for those who completed the series, but 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)* Note: all programs provide CPWM recertification credits.
   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, Public Policy 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!

(1) THE FULL CERTIFICATION SERIES
Based on the outlined certification requirements, an individual is required to attend the nine (9) required courses (listed below) and successfully complete all course proficiency assignments. Once certified, CRPs must complete 12 hours per year of continuing professional education/training on issues relating to solid waste and/or recycling in order to maintain their certification. Each series of classes will be offered twice prior to the certification deadline of January 13, 2012 and registrants are required to complete the program within a single series. Cross-registration between series will be considered only under exceptional circumstances. Most classes will be held in New Brunswick, NJ.

NOTE: There is currently a waiting list for these programs. Please call for additional information.

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<tr>
<th>The Recycling Coordinator’s Primer (Half-Day Program)</th>
<th>Fee: $95</th>
<th>Multiple fee: $80.75</th>
<th>Course Coordinator: Dom D’Altilio</th>
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This course serves as an introduction to recycling in New Jersey – and to the series as a whole. The course will present information about the rules and regulations governing and regulating recycling (and solid waste) in New Jersey, including the latest updates. The course will also address the fundamental duties of recycling coordinators and others involved in recycling programs.

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<tr>
<th>New Jersey Recycling: Practice and Theory (Six-Day Program)</th>
<th>Fee: $395</th>
<th>Multiple fee: $335.75</th>
<th>Course Coordinators: Wayne DeFeo &amp; Dom</th>
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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.

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<tr>
<th>Improving Your Management and Leadership Skills (Two-Day Program)</th>
<th>Fee: $295</th>
<th>Multiple fee: $250.75</th>
<th>Course Coordinators: Ned Lipman &amp; Terry Tomsky</th>
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Are you building a winning team at your organization? This two-day program will strengthen your management and leadership skills. A test run 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.

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<th>Recycling Non-Traditional Materials (One-Day Program)</th>
<th>Fee: $130</th>
<th>Multiple fee: $110.50</th>
<th>Course Coordinator: Gray Russell</th>
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This course will introduce you to new materials that can be added to recycling programs by presenting information on emerging/growth markets for current materials. From biosolids to shrink wrap, from vinyl siding to computer monitors – this is the place to find out what you need to know about recovering “assets” that you may now be paying to have hauled away. Invited speakers will discuss markets and trends in New Jersey and beyond.
Name ___________________________________
First name for nametag ______________________ Work Phone __________________
Job Title _______________________________ Home Phone __________________
Employer _______________________________ Fax ____________________________
Mailing Address _________________________ E-mail ____________________________
_______________________________________ Cell phone______________________

Please register me for the following courses:

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<th>Course</th>
<th>Date</th>
<th>Course Code</th>
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[ ] Discount fee for all nine full certification series courses (20%): $1,716.00

Total Fee: $________

The “Application for Certification/Recertification” [ ] is enclosed or [ ] was submitted previously (date: ____________)

Method of Payment (check one):

[ ] Check, money order or purchase order enclosed for $________

[ ] MasterCard [ ] VISA [ ] American Express

Card # ____________________________ Exp. Date ____________________________
Signature of Cardholder ____________________________ ZIP Code of Billing Address __________________
Full Certification Series/Offering #7 — starting Fall 2012

Primer  September 11, 2012 (ER0112CA13)
Practice and Theory – September 27 and October 4, 11, 18, 25 & November 1, 2012 (ER0111CA13)
Management – November 28 & 29, 2012 (ER0103CA13)
Non-traditional – December 13, 2012 (ER0106CA13)
Communications – January 16 & 17, 2013 (ER0102CA13)
Economics – January 29 & February 6, 13 & 20, 2013 (ER0104CA13)
Public Policy – March 14, 2013 (ER0101CA13)
Collection Techniques – April 9 & 10, 2013 (ER0105CA13)
Case Studies – May 15 & 16, 2013 (ER0107CA13)

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

NOTE: There is currently a waiting list for these programs. Please call Carol Broccoli at (732) 932-9271 x 618 for additional information.

(2) THE ALTERNATE CERTIFICATION SERIES
These courses are 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 & PM)  Recycling Economics, Markets and Marketing

Day 4 (AM)  Collection Techniques/Contracting
            (PM)  Case Study/Wrap-up
Upon completion of the four classes (which are scheduled one day per week for four consecutive weeks) attendees who wish to complete the program and receive certification will be required to sit for and pass a written exam based on the content of the program presented. As with the full series, registrants will be required to complete the program within a single offering. Cross-registration between series will be considered only under exceptional circumstances. Once certified, CRPs must complete 12 hours per year of continuing professional education/training on issues relating to solid waste and/or recycling 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 (732) 932-9271 x618 for specific credit information.

Cost per course, including exam: $385  Multiple fee: $327.25

Alternate Program #10 - (New Brunswick, NJ)
March 5, 12, 20 & 27, 2013. Exam on April 3, 2013 (ER0201CA13)

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

Once certified, CRPs are required to complete 20 hours over a two (2) year period of continuing professional education/training on issues relating to solid waste and/or recycling in order to maintain their certification. At the conclusion the recertification period, a “Recertification Tracking Form” must be submitted to OCPE for verification and a CRP identification card will be sent out, good for the upcoming calendar year.

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 an “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 from OCPE 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.

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.
All registrations must be accompanied by a method of payment. We offer four convenient ways to register: Please remember that submission of the “Application for Certification/Recertification” form must accompany (or precede) all registration requests. **NO EXCEPTIONS WILL BE MADE!** Failure to submit this form will delay the registration process and possibly preclude you from registering for your first choice of class dates.

**By Phone**
To register by phone, please call the Registration Desk at **732-932-9271**, Monday through Friday, 8:00 a.m. - 4:30 p.m. Please have your VISA, MasterCard, Discover or American Express number and expiration date ready.

**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:

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

**On the Web**
Please visit our registration web site at:  **www.cpe.rutgers.edu**

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 732-932-9271 to confirm your registration. The registration fees for each course include all course reference materials, continental breakfasts and lunches. If you have questions on payment policies or procedures please contact Carol Broccoli at 732-932-9271 x618 or via email at broccoli@njaes.rutgers.edu.

**Cancellation Policy**
Registrants may withdraw from any individual course with a full refund, less a $50 processing fee per course, provided that our office is notified at least three (3) full business days prior to the start of the course. Beyond that time, registrants may be responsible for the full registration fee if they register but do not attend. Substitutions are permitted and welcomed.

**Inclement Weather**
In case of snow, ice or other inclement weather conditions, please call our office [(732) 932-9271]. Short course cancellations are NOT announced on the radio. A staff member will be in our office at 6:00 a.m. on the day of the course to answer weather-related questions.

**Need an “Application for Certification/Recertification?”**
Visit our web page at **www.cpe.rutgers.edu** or call **(732) 932-9271**.
Understanding Recycling Economics (Four-Day Program)
Fee: $350    Multiple fee: $297.50    Course Coordinator: Jim Morris

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.

Enhancing Your Public Communication Skills (Two-Day Program)
Fee: $250    Multiple fee: $212.50    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.

Recycling Public Policy (One-Day Program)
Fee: $130    Multiple fee: $110.50    Course Coordinator: Wayne DeFeo

The passage of the Recycling Enhancement Act means 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: $250    Multiple fee: $212.50    Course Coordinator: Dom D’Altilio

In this two-day, 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 work 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 have received special emphasis in NJ’s new solid waste management plan, will be highlighted.

Recycling Case Studies and Problem Solving (Two-Day Program)
Fee: $250    Multiple fee: $212.50    Course Coordinator: Robert Yunker

This final 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 (732) 932-9271 x618 (email: broccoli@njaes.rutgers.edu) for specific credit information.
The New Jersey Recycling Certification Series

Become a CRP today!

Rutgers, The State University of New Jersey