

Recycling Health & Safety

September 15, 2016 (12:30 - 3:45 pm)

New Jersey Compost Operator Certification

2 Sessions at Duke Farms, Hillsborough, NJ:

September 20, 2016 or May 16, 2017

The Ethical Organization

September 30, 2016 (8:30 am - 12:00 noon)

Time Management Skills

December 7, 2016 (8:30 am - 12:00 noon)

Recycling Public Policy

February 23, 2017

Preparing Recycling Tonnage Reports

March 7, 2017 (8:30 am - 12:00 noon)

The "Alternate" Recycling Certification Series

April 18, 25; May 2 & 9, 2017

<p>NAES Office of Continuing Professional Education Rutgers, The State University of New Jersey 102 Ryders Lane New Brunswick, NJ 08901-8519 Ph: 848.932.9271 Fax: 732.932.8726 Email: ocpe@njaes.rutgers.edu Web: www.cpe.rutgers.edu</p>		<p>Please register me for the following:</p>	
Name	Job Title	Course Code	Name
Employer			Date
Mailing Address			Fee
City	State		
Work#	Zip		
Cell#	Home#		
	Fax#		
	Email		
<p>Payment arrangements must be made prior to being admitted to the class. <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> 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</p> <p>By Mail: Registration Desk, NJAES Office of Continuing Professional Education, Rutgers University, 102 Ryders Lane, New Brunswick, NJ 08901-8519. By Fax: 732-932-8726. Please include copy of payment; original payment must be mailed.</p> <p>Credit Card - Visa, Mastercard, AMEX and Discover accepted. To pay by credit card, please visit our website -http://www.cpe.rutgers.edu/ recycle. Find your course and click the "REGISTER ONLINE" button.</p> <p>FOR ASSISTANCE PLEASE CALL 848-932-9271 - PRESS "2" FOR REGISTRATION.</p>		<p>YES, I want to be informed about courses and related information through periodic messages from Rutgers via: <input type="checkbox"/> email <input type="checkbox"/> fax We will never sell, rent or exchange your contact information with a 3rd party. To unsubscribe and be removed from our list, contact us at ocpe@njaes.rutgers.edu or by fax 732.932.1187 or phone 848.932.9271 - press "3" for Marketing!</p>	
		<p>Nonprofit Organization US Postage PAID New Brunswick, NJ Permit No. 153</p>	

Recycling Health and Safety

Time: 12:30 - 3:45 pm

Course Instructor: Howard Spencer

Course code: ER0108CA17

September 15, 2016

Registration fee: \$95

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).

CRP's earn three (3) classroom recertification credits

New Jersey Compost Operator Certification

September 20, 2016

Registration fee: \$285

Course code: ER0303CA17 OR May 16, 2017

Multi fee: \$250

Course code: ER0303CB17

Course Instructor: Wayne DeFeo

N.J.A.C. 7:26A - 1.4(a)(14)(xiv) states that all operators of composting facilities in New Jersey must "attend a composting course....approved by the Department." The NJAES Office of Continuing Professional Education, in conjunction with the NJ Department of Environmental Protection and in cooperation with the Association of New Jersey Recyclers, has developed a course which meets the requirements of the regulations and will help you to improve your facility's operation. Specific topics will include: NJDEP regulatory requirements, the scientific principles of composting, or "Why compost happens", how to avoid Murphy's Law of composting and what to do when the law strikes (health and odor issues).

This course is approved for 5.5 technical credits for Certified Public Works Managers (CPWM) and 6.0 credits for New Jersey Certified Recycling Professionals (CRP's).

Note: Both classes will be held in Hillsborough, NJ.

The Ethical Organization

Time: 8:30 am - 12:00 pm

Course code: E00121CA17

Multi fee: \$100

NJ licensed water operators (T, W, VSWS only): \$75

Course Instructor: Ethan Chazin

Research shows that organizations that emphasize ethical behavior in their culture perform at a higher level than their competitors. This interactive, thought provoking, engaging half-day program has been designed to provide a contextual framework to explore standards of ethical behavior that can be embraced at all levels of any type of organization. Specific topics will include: a working definition of ethical behavior – what is it?, unethical behavior in the news – its impacts and legacies with regard to revenue, reputation and organizational longevity, the challenge of maintaining high standards of ethical behavior in the workplace and what works – tips for implementing ethical concepts in the workplace.

CRP's earn three (3) classroom recertification credits

Note: This is a half-day (morning) program, only continental breakfast will be served.

Time Management Skills

December 7, 2016 Time: 8:30 am - 12:00 pm
Registration fee: \$95 Multi fee: \$75
Course code: ER0321CA17

Course Instructor: Ethan Chaizin

Do you know there are ONLY 168 hours in a week? Today folks wear many hats – recycling coordinators are coordinating building inspections, tallying election results and even (no kidding!) issuing death certificates and marriage licenses! Increased workplace demands mean there is even less time each day to get what you need done. This course will introduce techniques you can use in the office (and at home) to successfully manage all that is expected of you. Specific topics will include:

- Managing your calendar – it is a tool that should work FOR you, not against you
- Learning to differentiate between – and deal with - the urgent and the important
- Becoming an ace at managing daily and weekly task lists and
- How to find creative solutions to gain yourself additional time.

CRP's earn three (3) classroom recertification credits

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.

Recycling Public Policy

February 23, 2017 Course code: ER0101CA17
Registration fee: \$145 Multi fee: \$95
Course Coordinator: Wayne DeFeo

This course 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 cutting edge discussions of current policies, implementation processes, impacts and what might lie ahead. Learn what is going on today and what you can expect for tomorrow.

Note: This class will be held in Bordentown, NJ.

Certified Recycling Professionals (CRP's) - take this opportunity to catch up with recent policy and legislative changes and earn six (6) classroom recertification credits in the process! This course is also approved for 3 Management and 3 Government credits for Certified Public Works Manager.

Preparing Recycling Tonnage Reports

March 7, 2017 Time: 8:30 am - 12:00 pm
Registration fee: \$50 Course code: ER0313CA17
Course Coordinator: Joe Davis

This course has been developed to help recycling coordinators, public works officials, and solid waste management personnel efficiently prepare and file their required reports. Topics will include:

- Using Excel or other spreadsheet programs to collect and summarize the required data
- Use of the traditional "blue book" tonnage grant forms, bonus form and summary sheet and
- Tips and short cuts to make filing just a bit easier!

CRP's earn three (3) recertification credits. This course is also approved for 2 Government and 1 Info. Technical credits for Certified Public Works Manager.

Note: This is a half-day (morning) program: only continental breakfast will be served.



**CRP's check your wallet card!
The recertification period for most CRP's ends
December 31, 2016.**

The "Alternate" Recycling Certification Series

April 18, 25; May 2 & 9, 2017
Exam on May 16, 2017 (New Brunswick, NJ)
Course code: ER0201CA17
Cost: \$425/\$95 for individual dates

This course is intended for county, municipal or other government employees who have significant experience (generally more than ten years) 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. Upon completion of the four classes, attendees who wish to receive certification are required to sit for and pass a written exam based on the information presented.

Active CRP's may take one or more of the single day sessions to earn recertification credits (six credits per day). This course is also approved for 4 Management, 4 Technical and 4 Government credits (total for all 4 days) for Certified Public Works Managers.

April 18, 2017 (S1)
AM: The Recycling Coordinator's Primer
PM: NJDEP Regulations/Facts/Figures

April 25, 2017 (S2)
AM: Effective Communication/Promotion Using Reporting Data
PM: Filing/Reporting/Enforcement—Municipal and County

May 2, 2017 (S3)
Recycling Economics, Markets and Marketing

May 9, 2017 (S4)
AM: Collection Techniques/Contracting
PM: Case Studies

For admission information, please contact Carol Broccoli at (848) 932-7207.