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RUTGERS
 New Jersey Agricultural
 Experiment Station

The New Jersey Recycling Certification Series

**September 2008
 through
 June 2010**

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- 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 requires that reports or other recycling related documents be signed/certified by a Certified Recycling Professional (CRP). Since its inception in 1993, the New Jersey Recycling Certification Program has trained over 250 individuals in topics ranging from economics to truck routing and public communication. In response to the need for CRPs generated by the passage of the Act, the New Jersey Agricultural Experiment Station (formerly Rutgers - Cook College) 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), has expanded the program into two tiers, with the type of training program a potential attendee requires determined by a combination of experience, prior training and existing certifications.

The series requirements (listed below) have been 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 have 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 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 will 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)

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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.ocpe.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 three (3) times during the period September 2008 through June 2010; registrants are required to complete the program within a single series. Cross-registration between series will be considered **only** under exceptional circumstances.

The Recycling Coordinator's Primer (Half-Day Program)
Fee: \$90 Multiple fee: \$75 Course Coordinator: Dom D'Altilio

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.

New Jersey Recycling: Practice and Theory (Six-Day Program)
Fee: \$385 Multiple fee: \$360 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.

Improving Your Management and Leadership Skills (Two-Day Program)
Fee: \$275 Multiple fee: \$260 Course Coordinators: Ned Lipman & Terry Tomsky

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.

Recycling Non-Traditional Materials (One-Day Program)
Fee: \$115 Multiple fee: \$95 Course Coordinator: John Haas

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.

Understanding Recycling Economics (Four-Day Program)
Fee: \$320 Multiple fee: \$295 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: \$220 Multiple fee: \$195 Course Coordinator: Penny Jones

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: \$110 Multiple fee: \$100 Course Coordinator: John Haas

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: \$220 Multiple fee: \$195 Course Coordinator: Dominick 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: \$185 Multiple fee: \$165 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.

