



# 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: njpo@njpo.org  
 An affiliate of the NJ State League of Municipalities since 1939

## 2017 NJPO Training Program – June Special

*for NEW Members of Planning Boards & Zoning Boards of Adjustment*

**Important Notice:** All courses on this agenda are designed according to the standards as published in the NJ Register, Monday, July 17<sup>th</sup>, 2006 (CITE 38 N.J.R. 3019), Vol. 38, #14, N.J.A.C. 5:87. These are The Department of Community Affairs adopted regulations governing mandatory training for members of Planning Boards and Zoning Boards of Adjustment. The curriculum in each session is tailored by the NJPO Educational Committee and the instructors to meet the needs of NEW board members. 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 will be issued by the DCA following successful completion of the five-hour program and a test. NJPO was certified as a training organization of these programs in the Fall of 2006.

FEES:			
		Number /	Calculate / Subtotals
NJPO Member Boards & Individual Members .....	\$80.00 each		
Non-NJPO Members: .....	\$115.00 each		
NJPO Member Registrants		_____	X \$80 = \$ _____
<b>Non-NJPO Member Registrants</b>		_____	X \$115 = \$ _____

PUBLICATIONS:			
PLEASE NOTE MEMBER AND NON-MEMBER PRICING			
P6	MLUL and Guide to Planning Boards & Zoning Boards of Adjustment Book Bundle ( <i>NJPO Member</i> )	_____	X \$30 = \$ _____
P6	MLUL and Guide to Planning Boards & Zoning Boards of Adjustment Book Bundle ( <i>Non-Member</i> )	_____	X \$36 = \$ _____
	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:
Please PRINT clearly	
Municipality: _____ Zip Code: _____	Registrations \$ _____
Street Address: _____	Publications \$ _____
Contact Name/Title: _____	<b>TOTAL \$</b> _____
Phone: _____ Fax: _____	Voucher/PO# _____
E-mail: _____	Check # _____

REGISTRATION FOR:		New Jersey Planning Officials 2017 JUNE MANDATORY TRAINING PROGRAM for New Board Members Only
Municipality _____	ZIP _____	


	Date	Location	Address
1	Saturday June 3	Morris County – Police Academy	500 West Hanover Ave Morris Plains, NJ 07950
Morning 8:15 AM – 1:15 PM			

<b>INSTRUCTIONS: <u>Type/ Print Clearly</u> -</b> <i>Certification to DCA is based on provided information.</i> Step 1     Fill in Registrant Name and Board Step 2:    Enter Selected Location Number 1 Step 3:    Complete information on this page and Send form to NJPO	<b>Fax or e-mail: include <u>Voucher/Purchase order number</u>; send original form &amp; voucher via regular mail. If paying by check full payment must be sent with registration.</b>
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REGISTRANT NAME	EMAIL (Cancellation Notification Only)	BOARD PB, JOINT, ZBA

- **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](mailto:njpo@njpo.org) or faxed, 908-753-5123.

\*\* USE THIS FORM FOR LISTED PROGRAM ONLY \*\*



New Jersey Planning Officials  
Founded 1938