

RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

CENTER FOR
GOVERNMENT SERVICES

QUALIFIED PURCHASING AGENT CERTIFICATION EXAMINATION REVIEW COURSE



MAY 30, MAY 31, JUNE 1, 2012

**RUTGERS UNIVERSITY
CONTINUING STUDIES
CONFERENCE CENTER
NEW BRUNSWICK**

RUTGERS
Continuing Studies

THE QUALIFIED PURCHASING AGENT (QPA) CERTIFICATION EXAMINATION REVIEW COURSE

Fee: \$528 (includes lunch)

Course Number: PP-2240-SP12-1

May 30, May 31, June 1, 2012, 9:00 am - 4:00 pm
Continuing Studies Conference Center, Room A
178 Ryders Lane, New Brunswick, NJ 08901-8556

Note: Enrollment is limited to those individuals who have submitted application to DLGS to sit for the June 25, 2012 QPA certification examination. There are no continuing education contact hours awarded for attendance.

The optional 3-day, 18-hour Review Course prepares students for the QPA exam administered by the NJ Department of Community Affairs. It provides a review of the Public Purchasing Program curriculum, including the Municipal Finance Administration Course. In addition, the Local Public Contracts Law and Administrative Code, as well as applicable Local Finance Notices will be reviewed. This course is not required to sit for the QPA certification exam.

Directions to the Conference Center: <http://cscs.rutgers.edu/directions>

Additional Information: <http://cgs.rutgers.edu/programs/public-purchasing>

REGISTRATION INFORMATION

Submit the attached registration form with a check or voucher, or credit card information. No confirmation will be sent.

Late Fees: Students are required to register for classes before the date of the first session. Any student who attempts to register on or after the day of the first class will be considered a late registrant and will be assessed a \$15 late fee.

Returned Check Fee Policy: There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawal Policy: CGS will refund the full fee minus a \$25 charge to students who notify CGS of their withdrawal in writing at least 2 business days before the class is scheduled to start. Failure to notify CGS within that time period will result in forfeiture of all fees.

Class Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify students and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund or the option to enroll another course. Cost adjustments will be made.

Certificates of Completion: After the successful completion of the course: 80% attendance, and full payment of fees, certificates will be mailed.

REGISTRATION FORM

THE QPA CERTIFICATION EXAMINATION REVIEW COURSE

Mail registration form and payment to:

**QPA EXAM REVIEW COURSE
CENTER FOR GOVERNMENT SERVICES**
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
or fax to 732-932-3586.

If home or employer information has changed since your last registration, check here.

Last Name _____ First Name _____ MI _____

Social Security Number _____ Gender Female Male

Employer _____ Title _____

Business Address Street _____

City _____ State _____ Zip _____

Home Address Street _____

City _____ State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Work _____ Extension _____

E-mail (required) _____

QPA REVIEW COURSE. New Brunswick, PP-2240-SP12-1, \$528

Check, voucher, or credit card information must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey and send to above address.

Check Voucher VISA MasterCard AmEx Discover

Amount \$528 Credit Card # _____

Expiration Date _____ Security Code _____

Signature _____