

NEW JERSEY DEPARTMENT COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

## Continuing Education

<b>Allocation of Certification Program, Curriculum Areas and Hours</b>			
Certification Program	Curriculum Area	Contact Hours	
Municipal Financial Officer 30 hours	Accounting	_____	_____
	Budgeting	_____	_____
	Financial and Debt Management	_____	_____
	Office Management and Ancillary Subjects	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
	County Finance Officer 30 hours	Accounting	_____
Budgeting		_____	_____
Financial and Debt Management		_____	_____
Office Management and Ancillary Subjects		_____	_____
County Fiscal Operations		_____	_____
Ethics		_____	_____
Information Technology		_____	_____
Tax Collector	Enforcement	_____	_____
	Legislation	_____	_____
	Reporting/Billing/Collection	_____	_____
	General/Secondary	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____
Public Works Manager 20 hours	Technical	_____	_____
	Management	_____	_____
	Government	_____	_____
	Ethics	_____	_____
Municipal Clerk 20 hours	Information Technology	_____	_____
	Elections	_____	_____
	Finance	_____	_____
	Licensing	_____	_____
	Records	_____	_____
	Professional Development	_____	_____
	Ethics	_____	_____
Qualified Purchasing Agent 20 hours	Information Technology	_____	_____
	Procurement Procedures	_____	_____
	Office Admin./General Duties	_____	_____
	Ethics	_____	_____
	Information Technology	_____	_____