

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

**Best Practices for a Diverse Municipal Workplace
Webinar**

PROFESSIONAL DEVELOPMENT WEBINAR:


**October 26, 2021
9:00am-12:40pm**

Location: Your Computer

REGISTRATION FEE: \$90.00 Member \$110.00 Non-Member

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check. No need to send us your voucher for a separate signature because **this form has been approved by the Local Finance Board and meets the requirements for certification of performance of service. HOWEVER, A PURCHASE ORDER NUMBER IS REQUIRED TO PROCESS THIS REGISTRATION FORM.**

Cancellation Policy: Cancellations will be accepted until 4:00 p.m., (3) business days prior to an event. **Cancellations must be in writing. After the cancellation deadline, there are no refunds. To substitute attendees please see directions on page 2 of this form or call 609-695-3481 ext 111.**

VENDOR			
<u>CLAIMANT'S CERTIFICATION AND DECLARATION</u>			
I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.			
1/01/21	21-6000935		Executive Director
Date	Federal I.D. #	Signature	Official Position
CERTIFICATION BY RECEIVING AGENCY		CERTIFICATION BY APPROVAL OFFICIAL	
I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.		I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to: <u>If PO is REQUIRED, THEN THE PO# MUST BE NOTED!</u>	
_____ Signature		Appropriation Account(s) Charged P.O. # - MANDATORY	
_____ Title		Amount(s): \$ _____	
_____ Date		_____ Signature	
		_____ Date	
		_____ Title (CFO, Finance Director)	

WEBINAR REGISTRATION (Please fill in all of the below information)

	Name of Webinar Registrant	Title	E-Mail Address (Required for each registrant)	Municipal Phone #
1)				
2)				
3)				
4)				
5)				

Contact Person: _____

Municipality: _____

Address: _____ City: _____ St: _____ Zip: _____

PLEASE NOTIFY US IF YOU
DESIRE ANY SPECIAL
COMMUNICATION
EQUIPMENT OR SERVICES

MAKE CHECKS PAYABLE TO:

New Jersey State League of Municipalities Phone: 609 -695-3481 ext 111
222 West State Street - Trenton, NJ 08608 Fax: 609-695-0151
Email: sdelany@njlm.org

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website www.njlm.org , Facebook page [facebook.com/njleague](https://www.facebook.com/njleague), and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.

What Happens After You Submit the Registration Form for a Paid Webinar

Once you have submitted the registration form (page 1) to the League, here is what happens next:

1. The League will process your payment
2. (3) Three Business Days before the webinar, you will receive a personalized link from either "GoToWebinar" or "Danielle Holland-Htut" that will connect you to the webinar at the appointed time **(if you do not receive this link please call 609-695-3481 ext 118)**
3. At the scheduled time of the webinar, you will click the link provided in the confirmation e-mail and will be automatically directed to the virtual classroom.

In order to view the webinar you may have to download the GoToWebinar Codec. Depending on your browser, click "Run" or "Save" when prompted in the box at the bottom of your screen. This will install the GoToWebinar Codec and launch the webinar.

Please note, **you must sign on to the webinar at the specified time.** If you sign in after the start of the webinar you may not be eligible for credit.

Last Minute Registrations (Up to One Business day before the Webinar):

Potential attendees have **until one business** day before the program to register. To do this, fill out the registration form provided on the webinar announcement and then fax or e-mail of copy of your PO or Check. Once it is received, the League will e-mail over your confirmation so that you can join in on the meeting. **Please note, if you do not receive a confirmation, please contact the League at 609-695-3481 as soon as possible.**

Cancellation Policy:

Cancellations will be accepted until 4:00p.m. three (3) business days prior to the scheduled webinar. **After the Cancellation Deadline there are no refunds.**

Substitutions:

If you are unable to participate in the webinar and you would like to transfer your registration to someone else, you must Email the following information to sdelany@njlm.org or fax to 609-695-0151:

- a. Name and title of attendee being substituted
- b. Name and email of new attendee
- c. Date and title of webinar

If you have any questions on substitutions please contact Sue at 609-695-3481 ext 111

CEU Credit for Webinars

The requirements to receive CEU credits webinars are listed below. Please note, these procedures are **only for Live Webinars that have CEU credit.****

1. **Attendance**-Attendees must be present for the entire webinar. Signing in late or signing out early may result in loss of credit
2. **Attentiveness**- Attendees are expected to pay full attention to the webinar throughout the duration of the program. GoToWebinar tracks each attendees computer. If an attendee clicks off the webinar screen at any time, this will be recorded. Please note, while the GoToWebinar system tracks each attendee, it **cannot** identify what an attendee clicks on and will not display any websites etc.

Microsoft Word Warning: If an attendee wishes to take notes on the program, we ask that you please use pen and paper. Taking notes on the computer via Microsoft Word, One Note, etc that the webinar is running from will cause a drop in the attentiveness score and can result in loss of credit.

3. **Poll Questions**- Attendees are required to answer poll questions given at random throughout the webinar. These questions will be based on the material being discussed. Attendees must answer the poll questions to qualify for credit

Once the webinar has ended, the League will review each attendee based on the three criteria above. If the attendee has met all three of these requirements a certificate of attendance will be e-mailed within the next two weeks after the program.

****Ipad and Iphone Warning:**

We strongly recommend that you do not use your ipad or your iphone to view the webinar. Several of the tracking features are unavailable on these devices and can result in loss of CEU credit.

Please use a hardwired computer only to view webinars.