

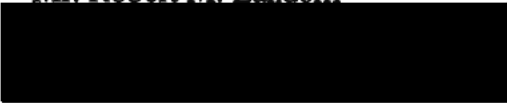


State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JAMES E. MCGREEVEY
Governor

December 15, 2003

SUSAN BASS LEVIN
Commissioner

Mr. Robert M. Landolfi


Dear Mr. Landolfi:

Congratulations on having successfully completed the examination for a Registered Municipal Clerk Certificate administered on October 10, 2003. Your grade for this examination is 87.

Upon receipt of your check in the amount of \$50.00 drawn to the order of "State Treasurer" and forwarded to the attention of the Certification Unit at the Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803, your Registered Municipal Clerk Certificate will be issued. Unless you instruct otherwise, your name will appear on the Certificate as it does in the heading of this letter (without the designation of Ms. or Mr.).

As you are aware, your Registered Municipal Clerk certification is subject to renewal every two years. Renewal requires completion of 20 contact hours of continuing education credit. Enclosed is a "Record of Continuing Education/Certification Renewal" form to be used for tracking your continuing education credits. Subject areas and minimum hours required are noted on the form. **The first renewal of your certificate is due October 31, 2005. This will be the only notice you will receive from the Division as to when you are due for renewal.**

Upon completion of a seminar, or shortly thereafter, the sponsor will issue you some proof of attendance that you must retain as your personal record. The information required on the record and renewal should be noted on the proof of attendance. As you complete a course/seminar, transfer the information to the form. Once you have completed all necessary credits, total the columns, complete the bottom portion, and mail with the requisite renewal fee to the Division. Upon receipt, your certification will be renewed. Do not send any proofs of attendance with your form.

The Division will randomly audit applications prior to issuing renewals. If you are contacted for an audit, you must produce your proofs of attendance to verify the information on the form. If you are not contacted within six months of submitting your renewal, you may discard the proofs of attendance.



Also enclosed is a list of continuing education sponsors the Division has approved for past sessions. You may wish to contact these organizations to be placed on a mailing list for future continuing education seminars. In addition, if you are attending a course/seminar for which the sponsor has not requested approval for credit from the Division, but which you believe is applicable for credit, there is an application available from the Division for such individual requests. Information on sessions approved for credit, and any of the forms noted herein, may be obtained at the Division's website at: www.nj.gov/dca/lgs.

The forms noted herein and information regarding continuing education sessions may also be obtained by contacting Phyl Delozier at (609) 633-6349.

My best wishes are extended for your future success.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Monzo', with a long horizontal flourish extending to the right.

Joseph P. Monzo, Acting Director
Division of Local Government Services

JPM:djk:pcd
enc.