



PO-986  
Trenton, N.J. 08625

State of New Jersey  
Municipal Court Administrator  
Certification Board

609-292-5286  
Fax 609-292-4255

Appointed By The Supreme Court Of New Jersey

Memo to All Non- Certified MCA's and Certified Municipal Court Administrators

From: Robert S. Helik, Board Secretary 

Re: Continuing Education Credit - AOC Training Catalog

In an effort to facilitate the Continuing Education Credit (CEC) process, the MCACB in conjunction with the AOC's Education and Training Unit have worked out arrangements to grant CEC's for job related seminars offered through the AOC's training catalog. Formal requests to the Certification Board will no longer be required. The MCACB has asked me to review Organizational Development and Training offerings in an effort to render pre approval to job related programs on behalf of the Certification Board. CEC codes will not be required. With the cooperation of the Organizational Development and Training Unit, completion certificates will also cite the appropriate contact hours for presentation to the Board in satisfaction of your continuing educational requirements. Any questions regarding this process can be directed to the Board's staff.

cc: Municipal Division Managers



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