

Training Unlimited, LLC

CEU List:

- **ABC's of Retail Licensing**
 - CEU's: 2
 - Curriculum Area: LICENSING for RMC

- **Advanced Licensed and Permits**
 - CEU's: 2
 - Curriculum Area: LICENSING for RMC

- **Appropriation Caps and Tax Levy Caps:**
 - CEU's: 2
 - Curriculum Area: ACCOUNTING, BUDGETING, FINANCIAL/DEBT MANAGEMENT for CMFO/CCFO
 - Curriculum Area: FINANCE for RMC

- **Budgeting for Success**
 - CEU's: 2
 - Curriculum Area: BUDGETING for CMFO/CCFO
 - Curriculum Area: FINANCE for RMC

- **Dealing with Difficult Behaviors**
 - CEU's: 2
 - Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO/CCFO
 - Curriculum Area: GENERAL/SECONDARY DUTIES for CTC
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Delegation in the Municipal Workplace**
 - CEU'S:2
 - Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO/CCFO
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: OFFICE ADMINISTRATION/GENERAL DUTIES for QPA

- **Electronic Filing System**
 - CUE's: 2
 - Curriculum Area: INFORMATION TECHNOLOGY for CMFO/CCFO, CTC, RMC, CPWM, QPA

- **Engaged Employees Create Successful Municipalities**
 - CEU's: 2
 - Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO
 - Curriculum Area: GENERAL/SECONDARY for CTC
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Establishing an Effective Working Relationship Between the Tax Assessor and Tax Collector**
 - CEU's: 2
 - Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO
 - Curriculum Area: REPORTING/BILLING/COLLECTING for CTC
 - Curriculum Area: FINANCE for RMC

- **Ethics for Municipal Leaders**
 - CEU's: 3
 - Curriculum Area: ETHICS for CMFO/CCFO, CTC, CPWM, RMC

- **Integrity & Management of the Election Process**
 - CEU's: 2
 - Curriculum Area: Elections for RMC

- **Keeping Track of Everything Before a Disaster Occurs (Records)**
 - CEU's: 2
 - Curriculum Area: RECORDS for RMC,
 - Curriculum Area: OFFICE MNGT/ANCILLARY SUBJECTS for CMFO\CCFO
 - Curriculum Area: GENERAL/SECONDARY SUTIES for CTC
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Leadership Competencies**
 - CEU's: 2
 - Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO/CCFO
 - Curriculum Area: GENERAL/SECONDARY DUTIES for CTC
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Managing the New Jersey Election Process**
 - CEU's: 2
 - Curriculum Area: ELECTIONS for RMC

- **Managing Meetings**
 - CEU's: 2
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: MANAGEMENT for CPWM

- **Municipal Ethics Awareness**
 - CEU's: 2
 - Curriculum Area: ETHICS for CMFO/CCFO, CTC, CPWM, RMC

- **Municipal Clerk Duties: The Whole Story**
 - CEU's: 2
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC

- **Municipal Communication for Success**
 - CEU's: 3
 - Curriculum Area: OFFICE MANAGEMENT/ANCILLARY SUBJECTS for CMFO/CCFO
 - Curriculum Area: GENERAL/SECONDARY DUTIES for CTC
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Overview of Municipal Licensing in NJ**
 - CEU's: 2
 - Curriculum Area: LICENSING for RMC

- **Property Tax Sales**
 - CEU's: 2
 - Curriculum Area: BUDGETING, FINANCIAL/DEBT MANAGEMENT for CMFO/CCFO
 - Curriculum Area: ENFORCEMENT for CTC
 - Curriculum Area: FINANCE for RMC

- **Providing Exceptional Customer Service**
 - CEU's: 2
 - Curriculum Area: OFFICE MANAGEMENT/ANCILLARY SUBJECTS for CMFO/CCFO
 - Curriculum Area: GENERAL/SECONDARY DUTIES for CTC
 - Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
 - Curriculum Area: MANAGEMENT for CPWM
 - Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Refresher on Municipal Finances**
 - CEU's: 2
 - Curriculum Area: BUDGETING for CMFO/CCFO
 - Curriculum Area: FINANCE for RMC

- **Respecting the Individual: Preventing Sexual Harassment in Municipal Government**
 - CEU's: 2
 - Curriculum Area: ETHICS for CMFO/CCFO, CTC, RMC, CPWM, QPA

- **Role of Municipal Clerk & Integration with Purchasing Agent**
 - CEU's: 2
 - Curriculum Area: FINANCIAL AND DELT MANAGEMENT for CMFO/CCFO
 - Curriculum Area: GOVERNMENT for CPWM
 - Curriculum Area: FINANCE for RMC
 - Curriculum Area: PROCURENEMENT PROCEDURES for QPA

- **Snapshot on Reading the Annual Audit**
 - CEU's: 2
 - Curriculum Area: ACCOUNTING, BUDGETING, FINANCIAL/DEBT MANAGEMENT for CMFO/CCFO
 - Curriculum Area: FINANCE for RMC

- **Strengthening Municipal Communication**

- CEU's 2
- Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO/CCFO
- Curriculum Area: GENERAL/SECONDARY for CTC
- Curriculum Area: MANAGEMENT for CPWM
- Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
- Curriculum Area: OFFICE ADMIN/GENERAL DUTIES for QPA

- **Successful Workplace Communications**

- CEU's: 1
- Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO/CCFO
- Curriculum Area: GENERAL SECONDARY DUTIES for CTC
- Curriculum Area: MANAGEMENT for CPWM
- Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC

- **Understanding the Open Public Records Act**

- CEU's: 2
- Curriculum Area: RECORDS for RMC

- **Working With Generation X,Y and Z**

- CEU's: 2
- Curriculum Area: OFFICE MANAGEMENT AND ANCILLARY SUBJECTS for CMFO/CCFO
- Curriculum Area: MANAGEMENT for CPWM
- Curriculum Area: PROFESSIONAL DEVELOPMENT for RMC
- Curriculum Area: OFFICE ADMIN./GENERAL DUTIES for QPA