

CT Zoning Enforcement Technician (CZET) Certification Institute 2011-2012

Presented by:

**Connecticut Association of Zoning Enforcement Officials (CAZEO) and
the Center for Public Policy and Social Research (CPPSR)
at Central Connecticut State University (CCSU)**

Objectives

The Certified Zoning Enforcement Technician (CZET) designation, established in 2003, is designed for zoning enforcement technicians/personnel employed by a local government, planning and zoning department, zoning commission or building department in the State of Connecticut.

The Institute's program is designed to:

- raise the standards of the profession
- attain recognition of zoning enforcement by government authorities and the public
- identify zoning enforcement technicians as qualified, objective public employees
- award a professional designation to zoning enforcement technicians/personnel who meet all requirements for certification

Who Should Attend?

The Institute is open to ZBA, PZC, Planning Department and Building Department members and staff as well as individuals interested in learning more about the zoning enforcement laws and procedures in Connecticut. The courses are intended for all those interested in earning a certificate.

To qualify for CAZEO Zoning Enforcement Technician certification*, you must:

- attend 60 class hours
- successfully complete three exams
- have acquired two years experience in the zoning profession (One-year of "experience" will be credited upon successful completion of the 60 class hours)

Registration Fee: \$295 per two-day course module (12 hours total) and \$100 for the December exam. Fees include parking and all training materials, **except the October/March Book.** **PAYMENT AND A COMPLETED REGISTRATION FORM MUST BE RECEIVED NO LATER THAN SEVEN DAYS PRIOR TO CLASS IN ORDER TO BE GRANTED ADMISSION.**

(Fees, class schedules and other accommodations are subject to change based on administrative needs.)

Refund Policy: Registration fee is refundable only if cancellation is received 48 hours prior to the start of class. Registration fee for classes cancelled by CAZEO is fully refunded.

Location: **Please note that these sessions will be held on the CCSU main campus in ROOMS TO BE DETERMINED (as of this posting).**

Driving Directions to CCSU, and a link to the campus map, at:
<http://www.ccsu.edu/page.cfm?p=1378>

Schedule: **Registration at 8:30AM. Classes** begin promptly at **9:00AM.** Lunch at 12PM (food options available on campus). **Classes** resume at **1:00M** and conclude at 4:00PM.

** Refer to CAZEO website www.cazeo.org for specific requirements. Click on the **Certification link.***

For questions on certification, please call John McCahill, Certification Committee Chair, at 860-409-4328.
For additional information, please call the Center for Public Policy and Social Research at 860-832-1870.

CAZEO Registration Form 2011-2012

CLASS REGISTRATION AND PAYMENT MUST BE RECEIVED AT LEAST SEVEN DAYS PRIOR TO CLASS IN ORDER TO BE ALLOWED ADMITTANCE!

I am registering for:

- Zoning Enforcement Officials (CZEO) Certification Program
- Zoning Enforcement Technician (CZET) Certification Program
- Are you currently employed as a Zoning Enforcement Officer? Yes No
(If yes, for how long? _____)
- Are you currently employed in a position providing technical assistance and/or administration of the zoning regulations? Yes No
(If yes, for how long? _____)
- Are you a member in good standing of CAZEO? Yes No

| | |
|---|------------|
| <input type="checkbox"/> Thursdays, September 8 and 22, 2011 | (\$295.00) |
| Overview: The Zoning Enforcement Process (Joe Larkin); Surveying (Richard Meehan); Freedom of Information (Thomas Hennick); Motor Vehicles (DMV representative) | |
| <input type="checkbox"/> Thursdays, October 20 and 27, 2011 | (\$295.00) |
| Law of Planning and Zoning I and II – Atty. Mark Branse | |
| NOTE: Book requirement for this class – cost extra - info provided on registration | |
| <input type="checkbox"/> Thursdays, November 10 and 17, 2011 | (\$295.00) |
| Site Plan Review I and II – David Keating | |
| <input type="checkbox"/> Thursday, December 1, 2011 | (\$100.00) |
| Exam I 8:30 a.m. – 12:00 noon | |
| NOTE: Exam I covers BOTH October AND November class materials | |
| <input type="checkbox"/> Thursdays, March 8 and 22, 2012 | (\$295.00) |
| March 8: Zoning Technicalities – Atty. Mike Zizka | |
| March 22: Legal Aspects of the Enforcement Process + Exam II – Atty. Mark Branse | |
| NOTE: Book requirement for this class – cost extra - info provided on registration (+ Booklet Fee) | |
| <input type="checkbox"/> Thursdays, April 12 and 26, 2012 | (\$295.00) |
| Zoning Administration I – Joe Larkin | |
| Zoning Administration II + Exam III – Joe Larkin | |

Please type or print **LEGIBLY – important program information will be sent to your e-mail address!**

Name/Title _____

E-Mail (REQUIRED) _____

Mailing Address _____

Town/City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Method of Payment: Check made payable to CAZEO. PAYMENT AND A COMPLETED REGISTRATION FORM MUST BE RECEIVED NO LATER THAN SEVEN DAYS PRIOR TO CLASS IN ORDER TO BE GRANTED ADMISSION.

Please return registration and payment to CAZEO Treasurer:

Robin M. Newton - Town of East Windsor

11 Rye St, Broad Brook, CT 06016

E-mail: rnewton@eastwindsorct.com

A confirmation of your registration and payment will be e-mailed to you (please make sure your e-mail address is **LEGIBLE** and allows e-mails from CCSU.edu). Registration at 8:30 a.m. Classes begin promptly at 9:00 a.m. Lunch at noon (food options available on campus). Classes resume at 1:00 p.m. and conclude at 4:00 p.m. Location: Rooms to be determined, CCSU main campus. See directions to CCSU, and a link to the campus map, at: <http://www.ccsu.edu/page.cfm?p=1378>