



**Rowan College
of South Jersey**

Administrative Procedure: 7403
CERTIFYING OFFICERS

The President will designate the appropriate staff members to act as the Certifying Officer and the Supervisor of the Certifying Officer for pension and other state programs requiring such certification.

This designation will be made by a resolution of the Board of Trustees annually and this appointment will continue for the College fiscal year, unless the designated employee leaves the employ of the College or action is taken by the Board of Trustees to remove the named individual from this responsibility.

Area: Human Resources
Approved: 07/01/19
Revised: 12/14/21

President's Authorization: _____

A handwritten signature in black ink, which appears to read "Jim Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7403 Certifying Officers*

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