

STATE OF NEW JERSEY — DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS

CHAPTER 52 ENROLLMENT TRAINING

Enrollment training for Chapter 52, P.L. 2011* is provided through the **eLearning** program of the State of New Jersey's Human Resources Development Institute (HRDI). To access the eLearning program, follow the procedures described below.

1. In order for the Division of Pensions and Benefits to identify and provide training to the **Certifying Officer*** and the **Supervisor of the Certifying Officer,*** the [Employer Database Update Form Adobe PDF \(80K\)](#) must be completed and returned to the Division.
2. Once the Certifying Officer and the Supervisor of the Certifying Officer have been identified by the Division, these individuals will **receive two (2) e-mail notifications** from NJ.eLearningApplication@treas.state.nj.us. The e-mails contain detailed instructions on how to access **HRDI eLearning** through the State of New Jersey official Web site, *myNewJersey*.
 - The first e-mail confirms that an **HRDI Training Account** has been established for the Certifying Officer or the Supervisor of the Certifying Officer.
 - The second e-mail contains instructions on how to access **HRDI eLearning** through a new or existing *myNewJersey* portal account. **DO NOT DELETE THIS E-MAIL** as it contains the unique **Authorization Code** that is needed to access **HRDI eLearning** and complete this important training program.

Note: If the Certifying Officer or the Supervisor of the Certifying Officer already have a *myNewJersey* account to access the Division of Pensions and Benefits through EPIC, MBOS, or for use with other State resources, **please do not create another portal account**. Current *myNewJersey* users only need to add the **HRDI eLearning** link to their existing portal account by using the unique **Authorization Code**. Under no circumstance should a user give their Authorization Code to another user — it is unique to each account and **can only be used once**.
3. Employers have **2 weeks** to access **HRDI eLearning** and complete the required enrollment training. The online training has embedded video so you must have headphones or speakers for your PC or laptop to participate in the training.
4. Because of the differences in the retirement systems, if you are the Certifying Officer or the Supervisor of the Certifying Officer for more than one retirement system, separate enrollment training will be required for each retirement system. However, you will only need to authorize **HRDI eLearning** access through your *myNewJersey* portal account one time, after which you can view enrollment training for all applicable retirement systems (based upon your administrative profile).
5. After the Certifying Officer and the Supervisor of the Certifying Officer have completed training, all enrollments and/or transfers into a New Jersey State-administered retirement system — whether by online application or a paper form — must be certified by both the Certifying Officer and the Supervisor of the Certifying Officer prior to being submitted to the Division.

***Chapter 52, P.L. 2011**, requires that both the **Certifying Officer**¹ and the immediate **Supervisor of the Certifying Officer**² must complete required training on the eligibility of employees for enrollment in the retirement system(s) and certify eligibility of all enrollments.

¹“**Certifying Officer**” is defined in the law to mean an officer or employee of the State or of an employer other than the State who is responsible for submitting information to and performing the duties relating to matters concerning the retirement system with respect to each of the employees of the employing location, as required by law, the board of trustees or commission, and the Division of Pensions and Benefits.

²“**Supervisor of the Certifying Officer**” is designated by the employing location and is required to be the immediate supervisor of the Certifying Officer as defined above.