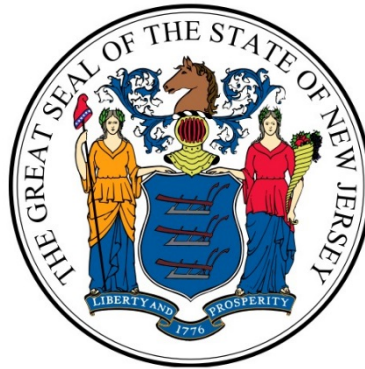


PRIVATE CAREER SCHOOL (PCS) INITIAL APPLICATION

New Jersey Administrative Code Title 12, Chapter 41
New Jersey Administrative Code Title 6A, Chapter 19



State of New Jersey
Department of Education
Department of Labor and Workforce Development

ALL FORMS MAY BE DUPLICATED AS NEEDED

New Jersey Departments of Education & Labor and Workforce Development
Private Career School Initial Application (R-10-2020)

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If you are interested in learning more about private career school requirements, the application process and the various agencies involved in approving both schools and programs, please email the Training Evaluation Unit at trainingevaluationunit@dol.nj.gov and a representative will contact you.

Procedures for Establishing a New Private Career School

Step 1

Read N.J.A.C. 12:41-1 et seq. and N.J.A.C. 6A:19-7 et seq. which has been included in this Private Career School Initial Application.

Step 2

Requirements for Private Career School Approval: Refer to the enclosed checklists:

- DOL Administrative Requirements for Private Career School Approval
- DOE Administrative Requirements for Private Career School Approval
- Curriculum Assessment Checklist
- Literacy, ESL, HSE and Remedial Assessment Checklist (*if applicable*)

Once a location of the private career school has been obtained, submit these checklists along with the required documents/information to either the New Jersey Department of Education (DOE) or New Jersey Department of Labor and Workforce Development (DOL), as directed. All required documents must be included in the submitted packets; do not send documents one at a time. **Please return documents unbound and in checklist order.**

- 1. Application and Statement of Assurances:** This includes the *PCS Initial Application* and notarized *Statement of Assurances*.
- 2. Fees:** The non-refundable initial application fee is **\$1,150** for each school site for a two (2) year period. Please mail a *certified check* or *money order* payable to the **Treasurer, State of New Jersey**, along with a copy of the ***Application for Initial/Additional Location Private Career School Approval*** to **Erica Slaughter, New Jersey Department of Labor and Workforce Development, Division of Accounting, John Fitch Way, 6th Floor, PO Box 955, Trenton, New Jersey 08625-0955.**
- 3. Financial Readiness:** The PCS must submit proof of a designated business account separate from the owner's personal financial account or the account of any other business. For schools in business for at least 1-3 years, financial reports (audited financial statement, review, compilation or Federal Income Tax return) must be provided. This is submitted to the DOL for approval.
- 4. Organization:** The PCS must submit an organizational chart outlining the school's ownership hierarchy. This is submitted to the DOL for approval.
- 5. Tuition Performance Bond:** Include a copy of the tuition performance bond certificate or continuation notice that specifies the name and address of the school (not the corporation), bond policy number, total amount of the bond and effective dates of the insurance coverage

period. Please provide proof of premium payment, and name and address of the insurance company. The school's tuition performance bond must name the **Commissioner, Department of Labor and Workforce Development** as obligee, be in a format designated by the Commissioner and be in the amount of \$20,000. Within the bond agreement between the school and the bond issuer, a requirement that the bond issuer shall notify the Training Evaluation Unit in the event the bond changes for any reason. This is submitted to the DOL for approval.

6. **Authorization to Conduct Business in New Jersey:** Businesses formed in New Jersey must provide proof of a *Certificate of Incorporation* or *Good Standing Certificate*. Businesses formed outside of New Jersey must submit proof of a *Certificate of Authority*. Sole proprietorship or partnerships must provide proof of registration with the local county clerk. All Private Career Schools must submit a copy of its *Business Registration Certificate* displaying the exact name of the school as it is registered with the State. This name must be used throughout the PCS Initial Application. Please contact the New Jersey Division of Revenue for more information.

7. **School Catalog:** Refer to the sample enclosed when developing your school's catalog. The catalog must include information for each of the main headings provided in the sample including refund policies and grievance procedures as required by N.J.A.C. 12:41-2.2(b)13 et seq. Each student must receive an approved school catalog prior to the start of classes. The catalog must also describe any student support services the school may offer.
 - **Dispute Resolution Policy:** This policy must be printed in the school catalog. The policy must include the following:
 - a) Person to contact in the event of a dispute with the school;
 - b) Timeline for reporting concerns;
 - c) Timeline that administration will adhere to in addressing concerns; and,
 - d) Procedures that the student and administration will follow when resolving concerns.

 - The following statement must be included: **"In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov."**

8. **School's Student Enrollment Agreement.** The agreement must include information appropriate to your school as provided in the sample, including student's name and contact information; program title; starting and ending dates; costs; appropriate refund, right to

cancel and complaint resolution policies; and, signatures. Each student must receive an approved copy of the signed Student Enrollment Agreement prior to the start of classes.

- The following statement must be included: “In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.”

9. Student Transcript: Refer to the enclosed sample when developing your school’s *Student Transcript*. The *Student Transcript* must include information appropriate to your school as provided in the sample. Copies of student transcripts are required to be submitted as part of the PCS Annual Report.

10. Other Agency Approvals: If applicable, submit copies of other agency approvals for the upcoming approval period. These agencies include:

- **New Jersey Board of Nursing** (*Home Health Aide and Licensed Practical Nurse*);
- **New Jersey Department of Health** (*Certified Nurse’s Aide and Certified Medication Aide*); and,
- **New Jersey Department of Environmental Protection** (*programs containing Radiology*).

10. Private Career School Staff Data Form: Attach completed Staff Data Forms for all owner(s), Director(s), and instructional staff. All instructional staff must have a completed curricula and instruction course and meet educational and experiential requirements outlined in N.J.A.C. 6A:19-7.5(c)5ii. This is submitted to the DOE for approval.

11. Curriculum: The curriculum must be in considerable detail and in compliance with nationally recognized curriculum sources. Each curriculum must include the items on the enclosed *Curriculum Assessment Checklist* and must be submitted to the DOE for approval. If there is no accepted national standard, the curriculum must adhere to industry standards. Sources include trade and professional associations. Please indicate the curriculum source used by the school. Each program must be based on specific occupational objectives and competencies.

Curricula with no national or industry standards must be reviewed by an Advisory Board consisting of five (5) experts in the area of curricula. One (1) of the experts may be the classroom instructor. The role of the Advisory Board is to review the entire curriculum and recommend revisions, if necessary. Each reviewer should write a letter addressed to the New Jersey Department of Education attesting to the validity of the curriculum and that, in his/her

opinion, the curriculum meets national standards. Each letter must be on business letterhead or have the expert's business card attached. Contact information for each Advisory Board member must be provided. Refer to the *Curriculum Assessment Checklist*.

Each curriculum must be aligned to the CIP Code. The CIP Code or Classification of Instructional Programs is a national coding system developed by the US Department of Education's National Center for Education Statistics (NCES) to help standardize titles and descriptions of training programs. To assign CIP Codes to your programs, please visit the NCES website at <http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?v=55>. There can only be one (1) CIP Code for each program title. In addition, the program description must coincide with the CIP Definition assigned to each code on the website.

License/Certificate: If the trade area being taught has a national or industry certification, or licensure, the instructor must hold this certification or license and provide proof to the Department of Education. Private career schools must include the title of the industry license/certification test for which completers will be prepared and the arrangements provided by the school to assist students in obtaining their industry certifications or licenses.

12. Section J: Complete one (1) Section J form for each program that will be offered. Please refer to the Section J instructions for a guide on how to complete the form. The program title and instructional hours listed on the Section J must be identical to the information on the Student Enrollment Agreement and in the school catalog. Handwritten forms **are not** accepted.

To submit your initial application:

Application documentation must be emailed to the trainingevaluationunit@dol.nj.gov. If you require access to a secure drive to upload your documents, please contact us.

Please mail a copy of the *Application for Initial/Additional Private Career School Approval*, along with the initial application fee, to:

**Erica Slaughter
New Jersey Department of Labor and Workforce Development
Division of Accounting
John Fitch Way, 6th Floor, PO Box 955
Trenton, NJ 08625-0955**

Please email all documents listed on the *DOE Administrative Requirements for Private Career School Approval Checklist*, in checklist order to privatecareerschools@doe.nj.gov.

For technical assistance with curriculum development, skill standard alignment, CIP Codes or staff credentials, please email the New Jersey Department of Education at privatecareerschools@doe.nj.gov.

For all other technical assistance, including **literacy, ESL, HSE/GED and remedial program** curriculum development, skill standard alignment, or literacy staff credentials, please email the New Jersey Department of Labor and Workforce Development's Training Evaluation Unit at trainingevaluationunit@dol.nj.gov.

After the application packets are reviewed and determined to be in compliance with N.J.A.C. 12:41-1 et seq. and N.J.A.C. 6A:19-7 et seq., a site visit will be scheduled. During the site visit, Specialists from each Department will provide technical assistance, inspect the facility, review documents and address any outstanding issues in order to verify that the facilities and instructional equipment identified in the initial application for program approval are available and appropriate for instruction.

Note: The New Jersey Department of Education and Department of Labor and Workforce Development must receive revisions within 60 days of notification by either Department. If the site visit is not successful, the private career school will have 60 days to address concerns and bring the school into compliance with N.J.A.C. 12:41-2.3.

Upon receipt of the Certificate of Approval, private career schools are placed on New Jersey's Eligible Training Provider List (www.njtopps.com), in accordance with the *Statement of Assurances* for student record reporting requirements. Please visit our website at <https://www.nj.gov/labor/lwdhome/coei/teu.html> for additional information.

Additional Private Career School forms are available online at <http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>.



ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL (PCS) APPROVAL CHECKLIST

Name of School:		Location:	
<p>Please submit the following documents, except item #4, to the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.</p>			
Items	Included (v)	For DOL Use Only	
1. Administrative Requirements for PCS Approval Checklist		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
2. Application for Initial/Additional Location Private Career School Approval		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
3. Signed and notarized Statement of Assurances		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
4. Non-refundable application fee of \$1,150.00 in the form of a certified check or money order only, payable to Treasurer, State of New Jersey , along with a copy of item #2, mailed to: Erica Slaughter New Jersey Department of Labor and Workforce Development Division of Accounting John Fitch Way, 6th Floor, PO Box 955 Trenton, New Jersey 08625-0955		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
5. Bank statement or voided check in PCS name		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
6. Organizational chart outlining the school's ownership hierarchy.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
7. Certificate of Authority; Certificate of Incorporation or Good Standing Certificate; or Proof of Registration with County Clerk's Office.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
8. Business Registration Certificate		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Date of Issuance:	
9. Tuition Performance Bond in the amount of \$20,000 with obligee as the Commissioner, Department of Labor and Workforce Development .		Bond Co: Policy #: Bond Amount: Expiration Date:	
10. Current Professional Liability Insurance and Workers' Compensation Certificate of Insurance		Policy #: Expiration Date:	
11. Certificate of Occupancy from local municipal authority		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
12. Current Certificate of Fire Inspection		Expiration Date:	
13. Current Certificate of Health Inspection (<i>if applicable</i>)		Expiration Date:	
14. Building lease signed by both school and building owner. If facility is owned, proof of ownership.		Owned: <input type="checkbox"/> Y <input type="checkbox"/> N Lease Expiration:	
15. Sketch of floor plan which includes exits, restrooms, break areas, classrooms, labs, office where student records are located, etc.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
16. School Catalog, including Dispute Resolution and Refund Policies		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
17. Student Enrollment Agreement		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
18. Proof of Other Agency Approvals (<i>if applicable</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
19. Sample of proposed advertising/marketing materials		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
20. Literacy, ESL, HSE & Remedial Curriculum Approval Checklist along with documentation for all literacy related programs (<i>if applicable</i>).		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
For DOL Use Only			
Date Received: _____		Approval Period: _____	
x _____		_____	
Specialist		Date Approved	

ALL FORMS MAY BE DUPLICATED AS NEEDED

New Jersey Departments of Education & Labor and Workforce Development
Private Career School Initial Application (R-10-2020)

DEPARTMENT OF EDUCATION

ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL APPROVAL

Please submit 1 copy of each required document to the NJ Department of Education at the following address:

**Attn: Private Career Schools
New Jersey Department of Education
Office of Career Readiness
PO Box 500
Trenton, NJ 08625-0500**

Please check (√) items to ensure inclusion.

	School Name: Items	Included (√)	For DOE Use Only	
			Acceptable	Needs Further Development
1.	Completed Application for Initial Approval			
2.	Owner(s) and Director(s) Staff Data Forms and resumes			
3.	Staff Data Forms for all instructors			
4.	3 letters of reference for all school's owner(s) and director(s) attesting to their reputation for integrity and good business practices			
5.	Complete curriculum broken down into clock hours per lesson. The curriculum should follow the Curriculum Checklist, including methods for curriculum delivery and evaluation.			
6.	National Skill Standards, State Agency or Advisory Board Letters. Please provide proof that your curriculum meets national standards, has been reviewed by a state agency or has been reviewed by an advisory board of at least five industry experts. This may include copies of letters from other state agencies approving the program(s) or Advisory Board letters attesting to the validity and reliability of the program(s). These letters should be on professional letterhead or be accompanied by the business card of each Advisory Board member.			
7.	School Catalog			
8.	Enrollment Agreement			
9.	Sample Student Transcript			
10.	Completed Section J Form. Note: the program description must match the description provided in the school catalog and must also match the content approved in the curriculum.			

For DOE use only

Signature: Curriculum Specialist

Date

NOTE: Sample Documents are provided in the Initial Application Packet.

DEPARTMENT OF EDUCATION

CURRICULUM ASSESSMENT CHECKLIST

Instructions: Use this checklist to assess each of your curriculum proposal(s) and to be sure you have all necessary curriculum components developed. Each curriculum proposal must include all the items identified in the checklist below.

	School Name: Items	Included (√)	For DOE Use Only	
			Acceptable	Needs Further Development
1.	Course/Program Title with CIP Code Number: Provide the name or title of the program to reflect the specific occupational training the student will receive.			
2.	Program Description: Provide a brief description of what the program is about, for whom it is intended and its purpose.			
3.	National Skill Standards, State Agency or Advisory Board Letters. Please provide proof that your curriculum meets national standards, has been reviewed by a state agency or has been reviewed by an advisory board of at least five industry experts. This may include copies of letters from other state agencies approving the program(s) or Advisory Board letters attesting to the validity and reliability of the program(s). These letters should be on professional letterhead or be accompanied by the business card of each Advisory Board member.			
4.	Competencies: Describe the occupational objectives and competencies to which the program/course is aligned. Provide the National Skill Standards or other nationally recognized curriculum source(s) to which the program/course is aligned.			
5.	Competencies Prior to Enrollment: List pre-requisites for this course/program, including skills required and prior courses to be taken. Include competencies students need to meet prior to enrolling in the course/program.			
6.	Facilities: Describe the facilities in which the program/course will be offered. Delineate the educational space within the facility. Submit a floor plan of the proposed facility. Identify the nationally recognized standard (where it exists) used to design the facility.			
7.	Instructional Hours: List in outline form the topics/subjects that will be covered. Include the number of instructional hours for each topic/subject, program length and the total instructional hours of the course/program.			
8.	Outline of Subjects/Complete Curriculum: Describe the major elements of instruction of the program/course. Provide the necessary curriculum components, including subjects or topics, of each course/program.			

9.	Instructional Staff: Provide the names and job title of instructional staff, if known. If staff has not been identified, provide a description of the qualifications and required certification, where applicable. Note: Include copies of industry certifications, where applicable, and proof of successful completion of a curriculum and instruction course offered through an accredited college.			
10.	Instructional Strategies: Describe the intended instructional method for the course/program, teaching methods to be used, audio/visual aids and other educational technology planned.			
11.	Equipment and Supplies: Separately, list the equipment, tools and text materials that will be used in the course/program to fulfill the competencies and skills identified in Item 4.			
12.	Evaluation: Describe the method(s) by which students will be evaluated including, where applicable, the national or state licensing/ certification tests. Provide the skill proficiency assessment instruments that will be used to evaluate student progress, such as, texts, quizzes, projects and hands-on evaluations. If internships are part of the instruction, provide a complete schedule of events.			
13.	Signed Internship Contract(s): If the school provides an internship as part of the program. The contracts should outline what the students have learned at the school and what they are allowed to do on the internship site. It should have a beginning and ending date, identify who will oversee the students at the site and how the students will be graded. An internship should be no more than 10% of the grade.			
14.	Enrollment: Estimate the maximum number of students you expect to enroll in each program/course.			

For NJDOE Use Only

Signature: Education Program Development Specialist

Date

Department of Labor and Workforce Development

Literacy Curriculum Approval Checklist

Instructions: Use this checklist to assess each of your literacy curriculum proposal(s) and to ensure that all necessary curriculum components have been developed. Your curriculum proposal must include the items identified in the check list below. **All literacy programs must be submitted to the Department of Labor and Workforce Development.**

	Items	Included		For DOL Use Only		Comment/Specific Deficiency
				Acceptable Yes	No	
1.	<i>Describe the specific targeted population.</i>					
2.	Program Title: Provide name or title of the program to reflect the specific literacy level of instruction the learner will receive.					
3.	Program Description: Provide a brief description of what the program is about, for whom it is intended, and its overall purpose.					
4.	Outline of Subjects/Complete Curriculum Documents: <i>Each curriculum must:</i> 1) Provide in narrative form a program description including the major elements of instruction of each course within the program; 2) Provide the necessary curriculum components, including subjects or topics, for each course within the program; 3) Provide Core Literacy Curriculum which should include instructional practices, such as but not limited to: phonemic awareness, systemic phonics, fluency, and reading comprehension; 4) Learning should be in real-life contexts to ensure that individuals gain the skills necessary to compete in the workplace; 5) Activities should be built on a strong foundation of research and effective educational practices.					
5.	Competencies/Objectives: Describe the occupational objectives and competencies to which the program is aligned. Provide the nationally recognized curriculum or industry standard to which the program is aligned.					
6.	Prerequisites Prior to Enrollment: List prerequisites for this program, including skills required and prior courses to be taken. Include the competencies that students need to meet prior to enrolling in the program.					
7.	Intensity and Duration: Classes must be of sufficient intensity and duration to enable the learner substantial learning gains. List in outline form the topic/subjects that will be covered. Include number of hours for each subject/topic and total instructional hours of the program.					
8.	Instructional Strategies: Describe the intended instructional methods to be used, audio/visual aids and other educational technology to be used.					
9.	Equipment and Supplies: Separately, list the equipment, tools and text materials that will be used in each course within the program necessary to fulfill the competencies and skills identified in Item 4.					
10.	Evaluation: Describe method(s) by which learners will be evaluated and identify the pre and post assessments to be used. Include the grading policy and a copy of any skill proficiency assessment instrument(s) to be used in the course/program. Provide specific techniques to be used to measure learner's progress and evaluations for each major element of instruction. Include examples of assessment tools to be used.					
11.	Enrollment: Estimate the maximum number of students you expect to enroll in each program.					
12.	Section J: Completed Section J Form for each program. Be sure to include the CIP Code, tuition and fees. Programs description as it will appear on the ETPL.					
13.	Instructional Staff: Department of Education New Instructor Checklist (<i>see attached</i>) completed and forwarded to privatecareerschools@doe.nj.gov for review.					

For DOL Use Only

_____ Program Specialist (<i>Signature</i>)	_____ Date
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DEPARTMENT OF EDUCATION NEW INSTRUCTOR APPROVAL CHECKLIST

13. Instructional Staff: Please complete and forward this checklist, along with documentation required below, to the Department of Education via email at privatecareerschools@doe.nj.gov, for review.

Minimum Qualifications:

- Proof of a high school diploma/GED; Proof of a College Degree will substitute for HS/GED
- Proof of successful completion of a curriculum and instruction course offered through an accredited college; and
- Competency in the subject(s) to be taught as demonstrated by possession of **one** of the following:
 - (A) An appropriate instructional certificate issued by the State Board of Examiners, or a comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity;
 - (B) An industry certification in the occupational area to be taught and at least two years of documented full-time employment experience in the occupational area within the past 10 years;
 - (C) A baccalaureate degree from a recognized institution with a major or specialization in the subject to be taught;
 - (D) Evidence of attainment of a journeyperson's status by possessing a certificate of completion of a registered apprenticeship training in the subject to be taught, with at least two years of documented full-time employment experience within the past 10 years;
 - (E) A certificate of completion in the occupational area to be taught from an approved private career school or hold the appropriate State-issued occupational license in the occupational area to be taught, and a minimum of two years of documented full-time employment in the occupation, within the past 10 years;
 - (F) An associate degree from an accredited college, with a major or specialization in the subject to be taught, and a minimum of two years of documented full-time employment in the occupational area to be taught within the past 10 years; or
 - (G) A minimum of four years of documented full-time employment in the occupational area to be taught within the past 10 years.

Private Career School Staff Data Form

Note: A resume is not a substitute for a completed form. For instructors, you must also include proof of successful completion of a curriculum and instruction course offered through an accredited college pursuant to N.J.A.C. 6A:19-7.5(c)5ii. Instructors will not be approved without it.

PERSONAL INFORMATION

Last Name:		First Name:		M.I.		Date:	
Home Address:							
Telephone Number:		E-mail Address:					
Name of Private Career School to Which You Are Applying:							
Private Career School Address:							
Position/Job Title (If you are an instructor, include all subject(s) to be taught):							
Check One <input checked="" type="checkbox"/> :		Full-Time <input type="checkbox"/>		Part-Time <input type="checkbox"/>			

EDUCATION AND TRAINING

High School (Name and Location)	Dates Attended: (From MONTH/YEAR To MONTH/YEAR)

Did you graduate? Please check one : Yes No

Graduate of College or University (Name and Location)	Major	Minor (if applicable)	Completion Dates (From MONTH/YEAR To MONTH/YEAR)

Complete If You Did Not Graduate From College/University:

Name of College/University	Credit Hours Completed	Dates Attended: (From MONTH/YEAR To MONTH/YEAR)

OTHER FORMAL TRAINING (Include Military)

Name and Location of School/Program	Description of Course	Completed Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates Attended (From MONTH/YEAR To MONTH/YEAR)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Licenses, Certifications or Registrations (A copy of each license/certification/registration must be attached):

Title	Identifying Number	Issuing Agency/Authority	Date of Issue

PREVIOUS EMPLOYMENT (Begin with your most recent employer; include military service. All fields are required)

Name and address of your most recent employer:

Duties:	
----------------	--

Check One : Full-Time Part-Time

Name and title of your immediate supervisor:

Dates in this position: From MONTH/YEAR To MONTH/YEAR

Title of your position:

Reason for leaving:

Name and address of your previous employer:

Duties:	
----------------	--

Check One : Full-Time Part-Time

Name and title of your immediate supervisor:

Dates in this position: From MONTH/YEAR To MONTH/YEAR

Title of your position:

Reason for leaving:

Name and address of your previous employer:

Duties:	
----------------	--

Check One : Full-Time Part-Time

Name and title of your immediate supervisor:

Dates in this position: From MONTH/YEAR To MONTH/YEAR

Title of your position:

Reason for leaving:

REFERENCES

List below the names, complete addresses and occupations of three persons to whom you are well known and from whom we may request information concerning your character and personal qualifications.

Name	Address	Telephone Number

Have you ever been convicted of any violation of the law other than minor traffic violations? If your answer is yes, please explain on a separate sheet of paper; include the date, place, offense and final disposition.

Please check one : Yes No

To the best of my knowledge all information in this data form is true and correct.

Signature of Applicant:

Date:

I hereby certify that this office has verified the information contained herein and has on file appropriate certificates, references and verification of the stated education and experience of the applicant.

Signature of Owner/Director:

Date:



**DOL APPLICATION FOR INITIAL/ADDITIONAL LOCATION
PRIVATE CAREER SCHOOL APPROVAL**

DATE: _____

I. SCHOOL DATA

Name of School: _____

Street Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ FAX: _____

Email Address: _____ Federal Tax ID #: _____

Web Page Address: _____

II. OWNER DATA*

Name of Owner(s): _____

Home Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Cell Phone: _____

Email Address: _____

** If there is more than one owner, please attach an additional sheet with information for each owner.*

III. CORPORATE DATA: Corporation LLC Partnership Sole Proprietorship

Name of Corporation: _____

Address of Corporation: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ FAX: _____

Email Address: _____ (Primary Contact)

IV. SCHOOL DIRECTOR/CO-DIRECTOR DATA:

Name of School Director: _____

Home Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Cell Phone: _____

Email Address: _____

Name of Co-Director: _____

Co-Director's Telephone Number: _____

Co-Director's Email Address: _____

ALL FORMS MAY BE DUPLICATED AS NEEDED

New Jersey Departments of Education & Labor and Workforce Development
Private Career School Initial Application (R-02-2020)

V. TUITION PERFORMANCE BOND:

The school presently holds a tuition performance bond/surety with the following agency:

1. Agency Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Bond #: _____ Telephone #: _____
Issue Date: _____ Expiration Date: _____

VI. ADDITIONAL PRIVATE CAREER SCHOOL INFORMATION

Do you offer customized training services? Yes No
Do you offer distance learning classes? Yes No
Wheelchair accessible: Yes No
Spanish spoken: Yes No
Other languages spoken: Yes* No

* Please check all that apply below:

Arabic Chinese French French Creole German
 Hungarian Indic/Hindu Italian Japanese Korean
 Portuguese Russian Tagalog Vietnamese Yiddish/
Hebrew
 Greek Polish Other (Please specify) _____

Career assistance/counseling available: Yes No
Linkage to One-Stop Career Center System: Yes No
Personal on-site job placement assistance: Yes No
Access to <https://careerconnections.nj.gov/>: Yes No
Childcare at facility: Yes No
Assistance obtaining childcare: Yes No
Evening courses: Yes No

Bus Route(s), if available: _____

Train Route(s), if available: _____



**NEW JERSEY DEPARTMENT OF EDUCATION
NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

STATEMENT OF ASSURANCES

By his/her signature, which appears below, the director of the private career school making this initial application certifies the following:

1. Staff data forms are signed by the school director for the following personnel: 1) instructors; 2) admissions officers; 3) job placement officers; 4) academic advisors; 5) substitute and/or assistant instructors; 6) financial aid officers; and, 7) supervisors of instruction. By signing each data form, the director certifies that the information contained in the data form is accurate. The data forms will be kept on file at the school and made available to a representative of the New Jersey Department of Education upon request.
2. Fire, professional liability, health inspection (*if applicable*) certificates and lease (*if applicable*) are current and on file at the school and copy provided to the New Jersey Department of Labor and Workforce Development upon renewal or at the request of a representative of the Department.
3. The current tuition performance bond for the school is in the amount of \$20,000 with obligee as the Commissioner, Department of Labor and Workforce Development.
4. Curriculum meets the standards as required by N.J.A.C. 12:41-2.2(a)1 and N.J.A.C. 6A:19-7.3.
5. Student data records will be maintained on the Eligible Training Provider List (ETPL) website (www.njtopps.com) as required as part of annual reporting requirements. These records will be submitted quarterly.

The applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Workforce Innovation and Opportunity Act of 2016; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1973; and, the Americans with Disabilities Act, 42 USC 12101. In addition, the applicant also assures that it will comply with the US Department of Labor’s regulations at 29 CFR, Part 37 and all other regulations implementing the laws listed above.

I hereby give assurance that the statements above are true and correct in accordance with N.J.A.C. 12:41-1 et seq. and N.J.A.C. 6A:19-7 et seq.

School Name: _____
School Address: _____

School Director: _____

AFFIDAVIT

State of New Jersey, County of _____, _____ (Director’s Name),
 being duly sworn on his/her oath that he/she is **DIRECTOR** of the _____ (School
 Name), in the County of _____ and that the statements given in this application are true, to the best
 of his/her knowledge and belief.

School Director’s Signature

Date

Sworn and subscribed to before me this _____ day of _____ 20____.

Notary Public’s Signature and Seal

PLEASE READ ALL INSTRUCTIONS PRIOR TO SUBMITTING SECTION J FORMS FOR APPROVAL

Instructions for Completion

This form must be completed electronically. Complete a separate Section J form for each new or modified program. Provide the CIP Code for each program title. CIP Codes can be found at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. Please provide the program description as it will be entered on the Eligible Training Provider List (ETPL). The program description must match the submitted curriculum and school catalog description of the program. If modifying a previously approved program, see “Guide to Program Modifications of Currently Approved Programs” for specific instructions on what to write in the “Explanation of All Modifications” section and additional required documents. **For new programs**, include the New Program Checklist, Curriculum Checklist and corresponding items.

- ◇ Section Js for approval of **ABE; AWEP; ESL; Literacy; Job Skills; and Remedial programs ONLY** must be forwarded to the Department of Labor and Workforce Development.

Accredited schools offering programs in credit hours **must enter both clock hours and credit hours** on the Section J. The ETPL requires clock hours to be entered for all programs. *Credit hours are only used by schools that are accredited by an accrediting agency that is recognized by the United States Department of Education.*

Filing Instructions

- Section Js submitted for **new program approval or modifications of program title, CIP Code, hours of instruction/credit hours, location or program description** **must** be sent directly to the Department of Education, **not less than 60 calendar days prior to the effective date** of the new program or changes. Section Js must be submitted via email to privatecareerschools@doe.nj.gov.
- Section Js submitted for approval of **modifications to tuition, administrative fees, text book fees, tool/supply fees, test/licensing/inoculation fees or of new ABE; AWEP; ESL; Literacy; Job Skills; and Remedial programs ONLY** **must** be forwarded directly to the Department of Labor and Workforce Development, **not less than 60 calendar days prior to the effective date** of the changes. All amounts must be shown in **whole** dollars only. Section Js must be submitted via email to trainingevaluationunit@dol.nj.gov.
- **FAILURE TO EMAIL YOUR SECTION J TO THE CORRECT DEPARTMENT WILL DELAY YOUR APPROVAL.**

SECTION J - PCS

CAREFULLY READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM.

SCHOOL NAME: _____ DIRECTOR: _____ DATE: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
 TELEPHONE #: _____ FAX #: _____ COUNTY: _____
 EMAIL ADDRESS: _____ FEDERAL ID #: _____

Are you currently contracting or do you plan to contract with a school district or charter school to provide instruction for this program? YES NO

APPROVALS SUBMITTED TO DOE

APPROVAL OF TUITION & FEES SUBMITTED TO DOL

STATUS (NEW OR MODIFIED*)	PROGRAM TITLE ◊	CIP CODE (XX.XXXX)	CLOCK HOURS OF INSTRUCTION	CREDIT HOURS (IF ACCREDITED**)	TUITION	ADMIN. FEES	TEXT BOOK FEES	TOOL/ SUPPLY FEES	TEST/ LICENSING/ INOCULATION FEES***	TOTAL COST

PROGRAM DESCRIPTION – For each new program, and all modifications, you **must** provide the program description as it will be entered on the Eligible Training Provider List (ETPL) and in the school catalog. Limit the description to no more than 250 words. **Only include the program description in this space.**

* EXPLANATION OF ALL MODIFICATIONS: _____

** NAME OF ACCREDITING COMMISSION: _____

*** NAME OF INOCULATION OR EXAMINING/LICENSING AGENCY AND CORRESPONDING EXAM(S) INCLUDED IN FEE: _____

APPROVED BY DOE: _____
EDUCATION PROGRAM DEV. SPECIALIST

DATE

REVIEWED BY DOL: _____
PROGRAM SPECIALIST

DATE

DEPARTMENT OF EDUCATION

GUIDE TO PROGRAM MODIFICATIONS OF CURRENTLY APPROVED PROGRAMS

Before completing a Section J form for a program modification, please read the following guide on what to write in the “Explanation of All Modifications” section. All sections of the Section J must be filled out completely, including the program description and tuition and fees. The status column must contain an “M” for modification.

For Changes in Tuition and Fees **ONLY**

In the “Explanation of All Modifications” section on the Section J form, write “**(Increase/Decrease) in (Tuition/Fees).**”

Changes in Tuition and Fees **only** must be submitted via email to stephanie.zacniewski@dol.nj.gov.

For Changes in Content and Program/Credit Hours Modifications

1. Develop a cover letter that states which program is being modified, what is being added/removed and why.
2. Highlight on a copy of the curriculum what is being added/removed.
3. Provide a summary of the modification in the “Explanation of All Modifications” section on the Section J form.
4. Submit the cover letter, curriculum with the highlighted section and Section J form.

For Changes in CIP Codes

In the “Explanation of All Modifications” section on the Section J form, write “**CIP Code Change from (XX.XXXX) TO (XX.XXXX)**”

For Changes in Program Title

In the “Explanation of All Modifications” section on the Section J form, write “**Name Change from (current program name) to (new program name).**”

For Changes in Location

In the “Explanation of All Modifications” section on the Section J form, write “**Change in location from (original address) to (new address).**”

For an Additional Location

In the “Explanation of All Modifications” section on the Section J form, write “**Additional Location.**”

For Changes in Program Description

In the “Explanation of All Modifications” section on the Section J form, write “**Change in program description**” and explain why.

For Changes in School Name

In the “Explanation of All Modifications” section on the Section J form, write “**Change in School Name from (original school name) to (new school name).**”

Name of Insurance Company

Bond Number: _____

Amount of Bond: _____

Effective Date: _____

Expiration Date: _____

KNOW ALL MEN BY THESE PRESENTS, that the applicant for said approval _____ (*Owner*) of _____ (*Name of Private Career School*) as Principal, and located a _____ (*Name of Insurance Company*) with principal office in the State of New Jersey located at _____ (*Address*), as Surety, are held firmly bound unto the Commissioner, New Jersey Department of Labor and Workforce Development, John Fitch Way, PO Box 057, 5th Floor, Trenton, New Jersey 08625-0057 (*Obligee*) for the benefit and protection of students of said principal, in the sum of \$ _____ (*in numbers*), _____ (*in words*) lawful money of the United States of America, to be paid to the Commissioner, New Jersey Department of Labor and Workforce Development, its certain attorney or assigns, to which payments well and truly be made, we bind ourselves, jointly and severally our heirs, executors, administrator's successors and assigns firms by these presents.

The bond issuer as named above shall notify the New Jersey Department of Labor and Workforce Development in the event of any changes.

Signed, sealed with our seals, and delivered this _____ day of _____ in the year of 20____.

WHEREAS, the above bounden Principal desires to operate its school at the place set forth above in the manner required both by its express contracts with its students as well as the rules and regulations of the New Jersey Department of Labor and Workforce Development.

This bond is expressly issued on condition that it may be cancelled by the Surety on 30 days written notice to Obligee.

IN WITNESS WHEREOF, the parties have hereunto set hands and seals the day and year first above written.

Principal: _____

Name of Insurance Company: _____

Attest: _____

By: _____

SCHOOL NAME
SCHOOL ADDRESS

Telephone: _____ FAX: _____

ENROLLMENT AGREEMENT

Student's Name: _____ Social Security Number: _____
Address: _____
Telephone: _____ Email Address: _____
Program Title: _____ Total Program Hours: _____
Start Date: _____ End Date: _____
Class Schedule: Monday – Friday Saturday
(9:00 AM – 4:00 PM) (9:00 AM – 4:00 PM)

There is a non-refundable registration fee of \$ _____. This fee is not part of tuition. The tuition will cover the entire program. The student is responsible for _____ percent of the total tuition payable on or before the first day of class. All tuition monies paid by the student will be refunded if the applicant cancels this contract within three (3) business days from the date of signing. This refund, less the registration fee, is applicable even if instruction has begun.

Fees: Registration: \$ _____
Tuition: \$ _____
Books: \$ _____
Tools/Supplies: \$ _____
Other (Test/Licensing/Inoculation) \$ _____
Total \$ _____

The school has received the sum of \$ _____ on _____, 20____ with a remaining balance of \$ _____. This balance is to be paid within _____ installments beginning _____, 20____ and ending on _____, 20____.

Complaint Resolution Policy

Students must submit written complaints to the school director within _____ days of event. The school director will notify the student, in writing, within _____ days of written complaint of the procedures that the student and administration will follow when resolving the student's concerns.

Tuition Refund Policy

ABC School's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal

Within three business days of signing this contract
During the first week
Weeks two and three
After three weeks and prior to 25%
After 25% of program and before 50%
After 50% of program is completed

Student's Responsibility

0% of total tuition plus the registration fee
10% of total tuition plus the registration fee
20% of total tuition plus the registration fee
45% of total tuition plus the registration fee
70% of total tuition plus the registration fee
100% of total tuition plus the registration fee

The following certificate(s)/license(s) and/or professional credential(s) will be available upon completion of the _____ program(s): _____.

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

ABC School's post-training placement information is available at www.njtopps.com.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student, by signing this contract, acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above named student has been approved to enter the above named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school shall retain a copy of this agreement.

School Director's Signature

Date

Applicant's Signature

Date

Blue Chip Learning Center

1 Education Path
Learning, NJ 08625



Volume I
January – December 2016

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Blue Chip Learning Center*
Administrators and Staff

Administrators:

Douglas Gates
Janet Coven, Ed. D.

Chief Executive Officer
Director/Administrator

Admissions and Placement Officer

Robert Burns

609-876-4592

Student Advisement

Shane D. Dunbar

609-876-1297

Bursar Office

Mr. Roman

609-876-4312

School Secretaries and Attendance Staff

Secretaries and attendance staff are available Monday through Friday from 7:30 a.m. to 9:00 p.m.

Margaret Hummel, Attendance Secretary

609-876-4443

Alexander Brown, Front Desk Secretary

609-876-5577

School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

Observed Holidays

New Years Day
Martin Luther King Day
Independence Day
Memorial Day
Labor Day
Thanksgiving
Christmas

Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 7:30 a.m. until 9:00 p.m. Monday through Friday and from 8:30 am until 2:00 pm on Saturdays.

- Classes are scheduled Monday through Friday from 8:00 a.m. until 7:00 p.m.
- Saturday classes are scheduled from 8:00 a.m. until 2:00 p.m.
- Make-up sessions are scheduled Wednesday evenings and Saturdays

Program Starting Dates

October 2nd – Fall Term
January 2nd – Winter Term

April 3rd – Spring Term
July 5th – Summer Term

Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting financial aid will need to register one month (20 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the following with you:

- Identification (current drivers license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for administrative and tuition fees (we accept cash, personal checks and all major credit cards.) Students receiving financial aid or who have a student loan should bring documentation of such when registering.

School Policies

Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
 - A. Ninth (9th) grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the USDOE.
 - B. An interview with the admissions officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

Attendance Requirements

Blue Chip Learning Center records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at Blue Chip Learning Center. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Blue Chip Learning Center encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.

4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the

review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

Credit for Previous Training

Blue Chip Learning Center is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

Grading System

The competencies taught in each program offered at Blue Chip Learning Center will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93 – 100	Excellent
B	92 – 87	Above Average
C	86 – 75	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-

school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Instructor Evaluation Techniques

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Director and used to improve instructor quality.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records

4. Placement data
5. The *Enrollment Agreement*
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training
8. Records of meetings, appeals, disciplinary actions and dismissals
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.
5. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is

defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

Reimbursement Scale

<u>If Withdrawal or Cancellation Occurs:</u>	<u>The School Will Retain</u>
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25 percent of the course	45% of the tuition
After 25 percent but not more than 50 percent of the course has been attended	70% of the tuition
After completion of more than 50 percent of the course	100% of the tuition

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Blue Chip encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

Tuition and Additional Costs

Program Title	Hours	Tuition	Administrative Fee	Books & Supplies	Total
Basic Keyboarding	345	\$2,600	\$35	\$200	\$2,835
Microsoft Excel	250	\$1,000	\$35	\$100	\$1,135

Parking (optional)

Private Tutoring (optional)

The Administrative Fee is non-refundable. Additional costs are due the first day of class. Parking can be paid on a weekly basis and private tutoring on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Grants, Student Loans and Scholarships

The Blue Chip Learning Center does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans.

Note: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Blue Chip will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Blue Chip Learning Center. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Credit Disclaimer Statement

The Blue Chip Learning Center does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The Blue Chip Learning Center is not approved to offer college credits. The Blue Chip Learning Center is a state approved private vocational school.

Facilities

The Blue Chip Learning Center features a fully air conditioned, well lighted facility with a reception area, administration offices and 14 computer training classrooms. The school has a break room for students with a coffee pot, refrigerator, vending machines, sink, tables and chairs, and bottled water. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. There is parking available in a well lighted parking lot. This is a handicapped accessible facility with handicapped ramps, an elevator, and handicapped lavatories.

Programs Offered at Blue Chip Learning Center

Note: The description of the program should be that which will be taught under the contract. This is the description that is to be entered on the Section J form and on the Eligible Training Provider List.

Programs

Basic Keyboarding – 345 hours

This course includes: Developing finger skills, learning the keyboard and special key strokes, developing skill in speed and accuracy in keyboarding. Thirty hours of class instruction are offered followed by thirty hours of accuracy and speed practice. Our state-of-the-art computers automatically store and display the student's accuracy and speed results to aid the student in measuring his or her progress.

Microsoft Excel – 250 hours

This course includes instruction in worksheet environment; entering data; advanced copy techniques; editing cell contents; labeling prefixes; formatting values and more.

The objectives to be acquired include building leadership skills, confidence, and proficiency and entry level skills in each course. Entry level skills are the skills needed to obtain employment.

STUDENT TRANSCRIPT

Official Transcript

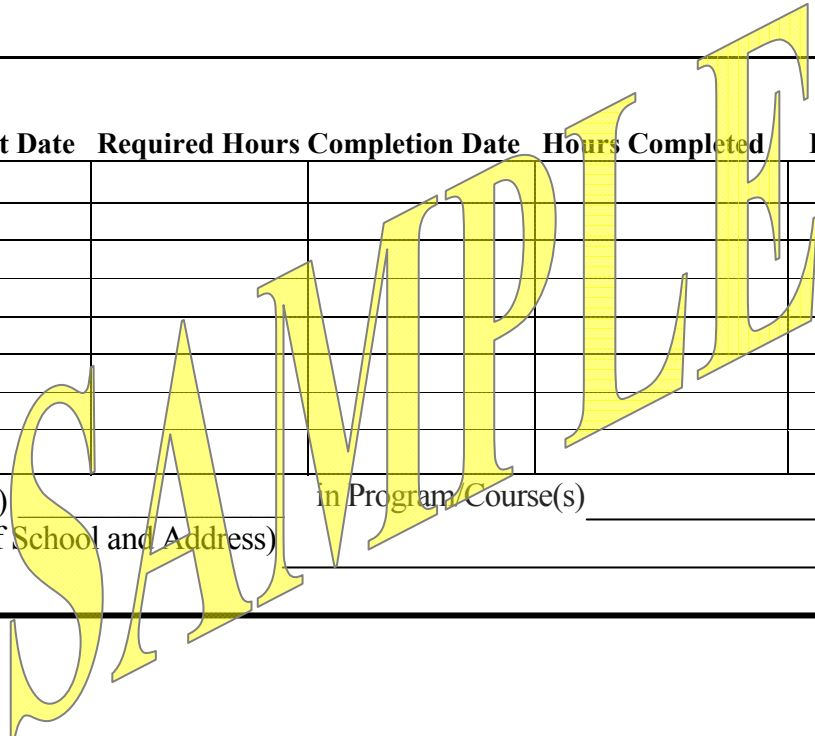
School's Name School's
Complete Address

Student's Name _____ Student's Social Security Number _____

Student's Address _____ Apt. # _____
Street Address City State Zip

Student's Program Title: _____

<u>Program Title</u>	<u>Enrollment Date</u>	<u>Required Hours</u>	<u>Completion Date</u>	<u>Hours Completed</u>	<u>Final Grade</u>	<u>Grade Point Average</u>



Number of Transfer Hours (if applicable) _____ in Program Course(s) _____
Transfer Hours Accepted From (Name of School and Address) _____

Signature of School Official Official's Title Date Raised Seal of School

- A (Excellent) 93%-100% 4.0 WP - Withdrew Passing
- B (Above Average) 85%-92% 3.0 WF - Withdrew Failing
- C (Average) 75% - 84% 2.0 Inc. - Incomplete
- D (Below Average) 70% - 74% 1.0
- F (Failure)

Any grade falling below the school's graduation requirement of 70% (The above sample grades are aligned with recommendations from national accrediting agencies and various state agencies. It is the responsibility of each school to set their grading policy.)
Sample Student Transcript Form/2004



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N.J.A.C. 12:41 (2017)

Title 12, Chapter 41 -- Chapter Notes

CHAPTER AUTHORITY:

N.J.S.A. 34:1-20, 34:1A-3(e), and 34:15C-10.1.

CHAPTER SOURCE AND EFFECTIVE DATE:

R.2016 d.173, effective December 19, 2016.

See: *48 N.J.R. 1579(a), 48 N.J.R. 2816(a).*

CHAPTER EXPIRATION DATE:

Chapter 41, Private Career Schools, expires on December 19, 2023.

CHAPTER HISTORICAL NOTE:

Chapter 41, formerly Division of Employment and Training, was adopted as R.1989 d.38, effective January 17, 1989. See: *20 N.J.R. 2626(a), 21 N.J.R. 168(a).*

Pursuant to Executive Order No. 66(1978), Chapter 41 was readopted as R.1994 d.78. See: *25 N.J.R. 5456(a), 26 N.J.R. 810(a).*

Chapter 41, Office of Employment and Training, was redesignated Chapter 41, Workforce New Jersey by R.1998 d.34, effective January 5, 1998. See: *29 N.J.R. 4439(a), 30 N.J.R. 72(b).*

Pursuant to Executive Order No. 66(1978), Chapter 41, Workforce New Jersey, was readopted as R.1999 d.31, effective December 23, 1998. See: *30 N.J.R. 3924(a), 31 N.J.R. 136(a).* Chapter 41, Workforce New Jersey, expired on December 23, 2003.

Chapter 18, Private Training Providers, was adopted as R.1998 d.528, effective November 2, 1998. See: *30 N.J.R. 2855(a), 30 N.J.R. 3945(a).*

Subchapter 4, Customized Training Providers, and Subchapter 5, Chapter 531 Providers, were adopted as R.2000 d.360, effective September 5, 2000. See: *32 N.J.R. 2009(a)*, *32 N.J.R. 3338(a)*.

Chapter 18, Private Training Providers, was readopted as R.2004 d.57, effective January 9, 2004. See: *35 N.J.R. 4403(a)*, *36 N.J.R. 664(a)*.

Chapter 18, Private Training Providers, was repealed by R.2007 d.10, effective January 2, 2007. See: *38 N.J.R. 3205(a)*, *39 N.J.R. 29(a)*.

Pursuant to Reorganization Plan 001-2004 and P.L. 2004, c. 39, Chapter 18 of Title 6A, Private Training Providers, was restored and recodified as Chapter 41 of Title 12 by administrative change, effective February 27, 2007. See: *39 N.J.R. 935(b)*.

Chapter 41, Private Training Providers, was readopted as R.2009 d.244, effective July 8, 2009. See: *41 N.J.R. 850(a)*, *41 N.J.R. 2969(a)*.

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 41, Private Training Providers, was scheduled to expire on July 8, 2016. See: *43 N.J.R. 1203(a)*.

Chapter 41, Private Training Providers, was repealed and Chapter 41, Private Career Schools, was adopted as new rules by R.2016 d.173, effective December 19, 2016. See: Source and Effective Date.

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N.J.A.C. 12:41-1.1 (2017)

§ 12:41-1.1 Purpose and scope

(a) The purpose of this chapter is to establish rules to effectuate *N.J.S.A. 34:15C-10.1*, which empowers the Commissioner of the Department of Labor and Workforce Development and the Commissioner of the Department of Education to issue certificates of approval to "qualifying schools" (referred to throughout this chapter as and defined therein as synonymous with the term, "private career schools"); to "maintain rules governing curricula, qualifications of instructors and supervisors, facilities, recordkeeping (and reporting) requirements, and any other matter essential to the maintenance of quality instruction and the business integrity" of private career schools; to oversee the proper conduct of private career schools, including the monitoring and inspection of approved private career schools and the conducting of examinations of all facilities and methods of operation of private career schools; and, to revoke, suspend, or place reasonable conditions upon the continued approval of a private career school where reasonable cause exists to believe that the private career school is guilty of violating *N.J.S.A. 34:15C-10.1*, *N.J.A.C. 6A:19-7*, or this chapter or is found to be "financially unsound."

(b) The chapter is applicable to all private career schools.

(c) The chapter does not apply to private career schools for which a cognizant New Jersey or Federal government agency other than the Department of Labor and Workforce Development or the Department of Education is responsible for evaluating and approving both facilities, business, administrative, and financial aspects of the training provider and curricula and staff qualifications of the training provider.

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N.J.A.C. 12:41-1.2 (2017)

§ 12:41-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise.

"Business Name" means the name of the private career school listed on the "Business Registration Application" or "NJ REG" form, which was submitted by the private career school to the New Jersey Division of Revenue, in the Department of the Treasury, in order to obtain a Business Registration Certificate.

"Business Registration Certificate" means the certificate, issued by the New Jersey Division of Revenue, which constitutes proof of a valid business registration in the State of New Jersey.

"Center for Occupational Employment Information" or "COEI" means the Center for Occupational Employment Information established by N.J.S.A. 34:1A-86.

"Chapter 531 provider" means a private business, nonprofit agency, private organization, or community-based organization that serves solely the needs of eligible recipients of Federal- or State-supported training programs based on economic need and which had been approved by the Department of Labor and Workforce Development pursuant to P.L. 1981, c. 531 (*N.J.S.A. 44:12-2*, repealed in pertinent part by P.L. 2005, c. 354).

"Commissioner of the Department of Education" means the Commissioner of the New Jersey Department of Education or his or her designee.

"Commissioner of the Department of Labor and Workforce Development" means the Commissioner of the New Jersey Department of Labor and Workforce Development or his or her designee.

"Course of instruction" means an organization of subject matter and related learning experiences designed to meet an occupational objective offered for the instruction of students on a systematic basis. It does not mean workshops, seminars, or conferences that last no longer than three days and, although designed to teach specific skills that may be applicable in a work setting and may incidentally lead to or enhance employment opportunities, are not sufficient in themselves to be considered a component of an instructional program.

"Department of Education" means the New Jersey Department of Education.

"Department of Labor and Workforce Development" means the New Jersey Department of Labor and Workforce Development.

"Instructional program" means the planned sequence of courses, services, or activities designed to meet educational and employment objectives.

"Private career school" means "qualifying school" as that term is defined at N.J.S.A. 34:15C-1f. The term private career school shall include Chapter 531 providers.

"Record retention plan" means a written document that describes, at a minimum, the method by which a student or other legitimate requestor may obtain a copy of the permanent record verifying attendance and academic achievement of a student at the school. The plan shall identify the organization or individual responsible for maintaining and responding to requests for and distributing records in the event that the school ceases operation or closes.

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N.J.A.C. 12:41-2.1 (2017)

§ 12:41-2.1 Certificate of Approval required

(a) No private career school shall be permitted to operate in New Jersey, unless it has been issued a Certificate of Approval jointly by the Commissioner of the Department of Labor and Workforce Development and the Commissioner of the Department of Education pursuant to *N.J.S.A. 34:15C-10.1*, *N.J.A.C. 6A:19-7*, and this chapter.

(b) The Certificate of Approval shall be issued to the applicant owner of the private career school and is non-transferrable.

(c) The Certificate of Approval shall be prominently displayed, so that it is visible to the general public and shall be valid for two years from the date of issuance.

(d) In the event that the holder of a Certificate of Approval fails to submit a completed Application for Renewal of a Private Career School Certificate of Approval, including all information and documents required thereunder, not less than 90 calendar days prior to expiration of the existing Certificate of Approval in accordance with *N.J.A.C. 12:41-2.4(b)*, the private career school shall be prohibited from accepting any new students for the period beginning 90 days prior to the expiration of the existing Certificate of Approval and ending upon submission of a completed Application for Renewal of a Private Career School Certificate of Approval, including all information and documents required thereunder.

1. The acceptance of a Certificate of Approval by a private career school owner under this chapter shall be with the understanding that the Department of Labor and Workforce Development and the Department of Education have issued the Certificate of Approval with the express condition set forth within this subsection.

2. The express condition set forth within this subsection shall apply uniformly to all holders of a Certificate of Approval and shall not be subject to appeal.

3. When a completed Application for Renewal of a Private Career School Certificate of Approval has been submitted after expiration of the existing Certificate of Approval, *N.J.A.C. 12:41-2.5* shall govern.

(e) Each Chapter 531 provider that had, prior to December 19, 2016, been approved by the Department of Labor and Workforce Development under repealed *N.J.A.C. 12:41-5.1* shall by March 19, 2017, be required to submit an Application for Initial Approval of a Private Career School under *N.J.A.C. 12:41-2.2* and submit to a pre-approval facilities inspection by the Training Evaluation Unit under *N.J.A.C. 12:41-2.3*.

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N.J.A.C. 12:41-2.2 (2017)

§ 12:41-2.2 Application for initial approval of a private career school

(a) Any private career school that seeks to apply for a Certificate of Approval under *N.J.S.A. 34:15C-10.1* shall make a written Application for Initial Approval of a Private Career School to the Department of Labor and Workforce Development.

1. The Application for Initial Approval of a Private Career School shall have two components: one component pertaining to facilities, business operations, and financial aspects of the applicant private career school, which shall be reviewed and evaluated by the Training Evaluation Unit, and the other component pertaining to program and course curricula and administrator and instructor credentials, which shall be reviewed and evaluated by the Department of Education.

(b) The information and documents to be submitted for review and evaluation by the Training Evaluation Unit shall include the following:

1. A completed application form provided by the Department of Labor and Workforce Development;
2. A signed and notarized Statement of Assurances, which attests to the accuracy and truthfulness of the representations made in the Application for Initial Approval of a Private Career School;
3. An organizational chart outlining the school's ownership hierarchy;
4. Proof of a designated business account separate from the owner's or owners' personal financial account(s) or the account(s) of any other business(es);
5. An initial tuition performance bond in the amount of \$ 20,000 payable to the Commissioner of the Department of Labor and Workforce Development. The tuition performance bond shall include the following information:

- i. School name;
- ii. Physical address of the school;
- iii. Bond number;
- iv. Amount of bond;
- v. Issue and expiration dates;
- vi. Bond company address and phone number; and

vii. Within the bond agreement between the school and the bond issuer, a requirement that the bond issuer shall notify the Training Evaluation Unit in the event that the bond terminates for any reason.

6. Proof of authority to conduct business in New Jersey, which shall consist of the following:

i. For a corporation formed within New Jersey, a Certificate of Incorporation or Good Standing Certificate and a Business Registration Certificate, both issued by the New Jersey Division of Revenue;

ii. For a corporation formed outside of New Jersey, a Certificate of Authority and a Business Registration Certificate, both issued by the New Jersey Division of Revenue;

iii. For a sole proprietorship or partnership, proof of registration with the local county clerk and a Business Registration Certificate issued by the New Jersey Division of Revenue;

7. Proof of liability insurance;

8. Proof of workers' compensation insurance;

9. Proof of compliance with the Uniform Construction Code for fire, health, and occupancy, as appropriate;

10. If the facility is leased or rented, a copy of a signed lease or rental agreement for a period of no less than one year;

11. If the facility is owned, proof of ownership;

12. A copy of the facility floor plan, indicating, at a minimum, the location of the following:

i. Fire exits;

ii. Classrooms/labs;

iii. Restrooms; and

iv. File cabinets containing student records;

13. School catalog including, at a minimum, the following:

i. Names of school administrators with contact information;

ii. School calendar and class schedules;

iii. Requirements for admission;

iv. Attendance requirements;

v. Requirements for leave of absence;

vi. Policy for make-up work;

vii. Students' code of conduct;

viii. Conditions for dismissal and re-entry policy;

ix. Complaint resolution procedure;

x. Withdrawal from school policy;

xi. Refund policy;

xii. Policy for maintenance of student records, including transcripts;

xiii. Tuition and fees charged;

xiv. Grants, loans, and scholarships;

xv. Accreditation information, if applicable;

xvi. Facility information;

xvii. Explanation of grading system;

- xviii. List of programs and program descriptions;
 - xix. Student and instructor evaluation policy;
 - xx. Policy on credit for previous training;
 - xxi. Policy on probation for below average grades; and
 - xxii. Credit disclaimer statement;
14. Student contract, which includes, at a minimum, the following information:
- i. Student's name and contact information;
 - ii. Program title exactly as it appears on State-approval documents;
 - iii. Program starting and ending dates;
 - iv. Charges for administration fee, tuition, books, materials, tools, supplies, certification/licensure examinations, and total program costs;
 - v. Payments made by the student or on behalf of the student, including balance due and payment plan, if applicable;
 - vi. Refund policy;
 - vii. Right to cancel policy;
 - viii. Complaint resolution policy; and
 - ix. Signature and date lines for school representative and student;
15. Student transcript, which includes, at a minimum, the following information:
- i. Student's name and Social Security number or other student identifier;
 - ii. Program title exactly as it appears on State-approval documents;
 - iii. Program starting and ending dates;
 - iv. Course titles within the program;
 - v. Grades and hours for each course; and
 - vi. Total completed hours and final grade for the program;
16. Record retention plan;
17. A copy of the school advertising materials; and
18. Proof of appropriate school entry standards.

(c) Requirements for the component reviewed and evaluated by the Department of Education shall be governed by N.J.A.C. 6A:19-7.

(d) Each applicant private career school shall pay an initial, non-refundable, application fee of \$ 1,150, payable to the State Treasurer.

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N.J.A.C. 12:41-2.3 (2017)

§ 12:41-2.3 Pre-approval facilities inspection

(a) For each private career school, with the exception of those private career schools that offer instruction solely through correspondence, Internet, or other distance learning, the Training Evaluation Unit and the Department of Education shall, prior to the issuance of a Certificate of Approval, conduct a site visit(s) to the school's facility to verify the following:

1. That the facility is clean, well-maintained, and provides good lighting and ventilation;
2. That the school has arranged classrooms, equipment, and demonstration areas within the facility to enhance instruction, provide sufficient storage, use prescribed containers for hazardous materials, and provide for safe and orderly classroom management for the type of educational programs offered;
3. That the school maintains appropriate signage at the facility using the school name, which is listed on the Application for Initial Approval of a Private Career School and on all business registration documents filed with the New Jersey Division of Revenue;
4. That the facility complies with all State and municipal health, fire, and construction codes; and
5. That the facility meets the criteria set forth at *N.J.A.C. 6A:19-7.4*.

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N.J.A.C. 12:41-2.4 (2017)

§ 12:41-2.4 Application for Renewal of Certificate of Approval for private career schools

(a) Any private career school that seeks to apply for renewal of a Certificate of Approval shall make a written Application for Renewal of a Private Career School Certificate of Approval.

1. The Application for Renewal of a Private Career School Certificate of Approval shall have two components as described in *N.J.A.C. 12:41-2.2(a)1*.

(b) A completed Application for Renewal of a Private Career School Certificate of Approval, including all information and documents required thereunder, shall be submitted by the approved private career school to the Training Evaluation Unit not less than 90 calendar days prior to expiration of the existing Certificate of Approval.

(c) The approved private career school applying to renew its Certificate of Approval shall pay a non-refundable renewal application fee of \$ 900.00, payable to the State Treasurer.

(d) The information and documents to be submitted by the private career school for review and evaluation by the Training Evaluation Unit for renewal of a Certificate of Approval shall include the following:

1. A completed application form provided by the Department of Labor and Workforce Development;
2. A signed and notarized Statement of Assurances, which attests to the accuracy and truthfulness of the representations made in the Application for Renewal of a Private Career School Certificate of Approval;
3. The following financial documents to support tuition income and financial soundness of the school, which shall be no more than 12 months old:
 - i. Financial statement audited by an independent certified public accountant (if the New Jersey school is part of a larger organization, then the audited financial statement shall include a statement detailing tuition income for the New Jersey school location(s));
 - ii. Financial statement compiled or reviewed by an independent certified public accountant (if the New Jersey school is part of a larger organization, then the compiled or reviewed financial statement shall include a statement detailing tuition income for the New Jersey school location(s));
 - iii. For sole proprietors, a signed copy of Form 1040, U.S. individual income tax return and Schedule C(s);
 - iv. For partnerships, a signed copy of the complete Form 1065, U.S. Return of Partnership Income, including all schedules;

v. For S Corporations, a signed copy of the complete Form 1120S, U.S. income tax return for an S Corporation, including all schedules; or

vi. For corporations, a signed copy of the complete Form 1120, U.S. corporation income tax return, including all schedules;

4. Current tuition performance bond, which includes the information set forth at *N.J.A.C. 12:41-2.2(a)5i* through *vii*, payable to the Commissioner of the Department of Labor and Workforce Development in the amount of \$ 20,000 or five percent of the average gross tuition income for the past three years, whichever is greater;

5. Proof of continued liability insurance and workers' compensation insurance;

6. Current fire inspection certificate;

7. Current health inspection certificate, if appropriate;

8. Verification that the school complied with the annual reporting requirement, contained within *N.J.A.C. 12:41-3.2*, for the immediately preceding fiscal year; and

9. Modifications to any documentation provided as part of the Application for Initial Approval of a Private Career School.

(e) Requirements for the component reviewed and evaluated by the Department of Education shall be governed by *N.J.A.C. 6A:19-7*.

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N.J.A.C. 12:41-2.5 (2017)

§ 12:41-2.5 Application for renewal of Certificate of Approval for private career school submitted after expiration of the existing Certificate of Approval

(a) A private career school that submits its application for renewal of its existing Certificate of Approval after the expiration of its existing Certificate of Approval shall be required to pay the \$ 1,150 non-refundable application fee for initial application set forth at *N.J.A.C. 12:41-2.2(d)*, but shall be required to submit the information and documentation for renewal of a Certificate of Approval, which is set forth at *N.J.A.C. 12:41-2.4(d)* and (e).

(b) In the event that the private career school applying for a Certificate of Approval under (a) above ultimately receives a Certificate of Approval, it shall reissue credentials following its receipt of the Certificate of Approval to each student who completed a program and was issued a credential during the period between expiration of the private career school's prior Certificate of Approval and the renewal of its Certificate of Approval.

(c) The prohibition against enrollment of new students contained within *N.J.A.C. 12:41-2.1(d)* continues for the private career school that is applying for a Certificate of Approval under (a) above, until its Certificate of Approval is renewed.

(d) A private career school that fails to submit an application for renewal within 30 days after the expiration of its existing Certificate of Approval shall be considered closed, shall immediately adhere to the school closure procedures set forth at *N.J.A.C. 12:41-4.7*, and shall be prohibited from operating until it has been issued a Certificate of Approval under (a) above.

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N.J.A.C. 12:41-2.6 (2017)

§ 12:41-2.6 Application for approval of changes for private career schools

(a) Each private career school shall submit to either the Training Evaluation Unit or the Department of Education, as appropriate, those documents required for changes not less than 60 calendar days prior to the effective date of any of the following changes:

1. Change in ownership;
2. Change in school name;
3. Change in corporate location;
4. Change in training location;
5. Change in facility;
6. Change in staff;
7. Change in program(s), program(s) titles, program description, and/or CIP code;
8. Change in tuition;
9. Change in fee; or
10. Addition of a new school location or a satellite classroom.

(b) All approved changes in tuition or fees for already approved programs shall not be applied by the private career school until the next program cycle; students under contract are not subject to fee or tuition changes.

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TITLE 12. LABOR AND WORKFORCE DEVELOPMENT
CHAPTER 41. PRIVATE CAREER SCHOOLS
SUBCHAPTER 3. RECORDKEEPING AND REPORTING REQUIREMENTS

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N.J.A.C. 12:41-3.1 (2017)

§ 12:41-3.1 Recordkeeping

(a) Each private career school shall maintain a permanent student record for each student enrolled, which shall include the following information with regard to each student:

1. Name and complete contact information;
2. Social Security number or, if the student does not have a Social Security number, an alternative identification code;
3. Gender;
4. Date of birth;
5. Date of enrollment;
6. Program information, including, but not limited to, program title exactly as it appears on State-approval documents, program starting and ending dates, and course titles within the program;
7. Payment information;
8. Date of completion/termination/withdrawal;
9. Grades and hours for each course;
10. Total completed hours and final grade for the program;
11. Date of start in a job, if applicable;
12. Date of application for a license/certification, if applicable;
13. Date of license/certification examination, if applicable;
14. Result of license/certification examination, if applicable;
15. Date of issuance of license/certification, if applicable;
16. Credential issued; and
17. School and Program Information Form (See *N.J.A.C. 12:41-4.3*) signed by school representative and student.

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N.J.A.C. 12:41-3.2 (2017)

§ 12:41-3.2 Reporting requirements

(a) Each private career school shall submit an annual report to the Training Evaluation Unit, which shall include the following:

1. Each permanent student record maintained pursuant to *N.J.A.C. 12:41-3.1(a)*;
2. An electronic copy of each graduate's transcript; and
3. Any additional information requested by the Department of Labor and Workforce Development.

(b) The annual report referred to in (a) above shall be for the period of July 1 through June 30 of the preceding year.

(c) The annual report referred to in (a) above shall be submitted by each private career school no later than 30 calendar days after the close of the reporting period, using the annual reporting form made available by the Department of Labor and Workforce Development.

(d) Each private career school may be required by the Training Evaluation Unit to submit additional reports on a more frequent basis.

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N.J.A.C. 12:41-4.1 (2017)

§ 12:41-4.1 Refund policy

(a) Regarding each student who withdraws from or is terminated by a private career school, the private training school shall adhere to the following refund policy:

1. The school may retain all or part of the registration fee;
2. The school may require that the student retain all books, equipment, and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment, and tools are in proper condition for resale;
3. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis;
4. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first week;
 - ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
 - iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
 - iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
5. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
 - ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
 - iii. Calculated on the same basis as for full-time attendance pursuant to (a)4iii through iv above after 75 hours of scheduled attendance;
6. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated;

7. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;
8. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student;
9. Each refund shall be accompanied by a "Refund Calculation Form," which form shall be signed by a school representative (the form will be made available by the Department of Labor and Workforce Development); and
10. The refund policy shall be published in the school catalog, student contract, and School and Program Information Form (See *N.J.A.C. 12:41-4.3*).

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N.J.A.C. 12:41-4.2 (2017)

§ 12:41-4.2 Complaint resolution procedure

(a) Each private career school shall have a student complaint resolution procedure, which shall include, at a minimum:

1. A method for students to file a complaint;
2. A staff person designated as responsible for overseeing complaints;
3. A set length of time permitted for the school to respond to complaint; and
4. A method for students to file an appeal.

(b) Each complaint filed by a student shall be documented in writing by the school and retained in the student's file.

(c) Each private career school shall publish its complaint resolution procedure in the school catalog and in the School and Program Information Form (See *N.J.A.C. 12:41-4.3*).

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N.J.A.C. 12:41-4.3 (2017)

§ 12:41-4.3 School and Program Information Form

(a) Each private career school shall provide to each prospective student, prior to his or her enrollment, a School and Program Information Form, which shall include, at a minimum:

1. Name of the private career school and titles of approved program(s);
 2. Starting and ending dates of each program;
 3. School's complaint resolution procedure;
 4. School's tuition, fees, and refund policy;
 5. Listing of certificates, licenses, and other professional credentials available upon completion of each program;
- and
6. A statement informing prospective students that the school's post-training placement information is available at www.njtopps.com.

(b) The School and Program Information Form shall be signed and dated by a representative of the private career school.

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N.J.A.C. 12:41-4.4 (2017)

§ 12:41-4.4 Deceptive marketing and recruiting practices prohibited

(a) A private career school shall not make any false or untrue statement in an effort to enroll students, whether that statement is made verbally, in a written advertisement, in an internet advertisement, or in any other media.

(b) All statements made by private career school staff to students regarding licensure, certifications, job placement, salaries to be earned upon completion of training, or any other promise from the school to a student, shall be made in writing.

(c) Each private career school is expressly prohibited from making any false or untrue statement regarding the school's State approval status.

(d) Each private career school is prohibited from including the following words within its business name: "college," "university," "State," or "New Jersey."

(e) Each private career school is prohibited from issuing "diplomas" pursuant to *N.J.S.A. 18A:68-3(a)*.

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N.J.A.C. 12:41-4.5 (2017)

§ 12:41-4.5 Continuing compliance obligation

Each private career school shall be under a continuing obligation between certificate renewal cycles to ensure compliance with the requirements of *N.J.S.A. 34:15C-10.1*, this chapter, and *N.J.A.C. 6A:19-7*.

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N.J.A.C. 12:41-4.6 (2017)

§ 12:41-4.6 Monitoring and inspection

Each private career school shall be open for monitoring and inspection by any officer, representative, or agent of the Department of Labor and Workforce Development or the Department of Education, for the purpose of ensuring compliance with *N.J.S.A. 34:15C-10.1*, *N.J.A.C. 6A:19-7*, and this chapter.

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N.J.A.C. 12:41-4.7 (2017)

§ 12:41-4.7 School closure

(a) At least 60 calendar days prior to closure of the school or the cessation of instructional activity at the school, the school owner shall submit to the Training Evaluation Unit a completed Close-Out Form made available by the Department of Labor and Workforce Development.

(b) The Close-Out Form referred to in (a) above, shall include the closing school owner's plan to protect the educational and financial interests of students enrolled at the school.

1. For example, regarding protection of the educational interest of students, the closing school owner may submit a teach-out plan, which details how the closing school owner will ensure the completion of the educational programs of enrollees, whether by completion of the program(s) by the closing school following official closure of the school or by finding another private career school(s) to accept the enrollees as students for the purpose of completing the program(s) for which they were enrolled at the closing school.

(c) The closing school owner shall submit to the Training Evaluation Unit with the Close-Out Form, an electronic version of each enrolled student's transcript.

(d) The closing school owner shall complete a Refund Calculation Form for each enrolled student affected by the school closure.

(e) The closing school owner shall provide a completed Refund Calculation Form, signed and dated by a school representative, to the Training Evaluation Unit and to each student affected by the school closure.

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N.J.A.C. 12:41-5.1 (2017)

§ 12:41-5.1 Penalties

(a) A Certificate of Approval may be suspended, revoked, or made conditional, if it is determined that the approved private career school has violated any of the provisions of *N.J.S.A. 34:15C-10.1*, this chapter, or N.J.A.C. 6A:19-7, or is found to be financially unsound.

(b) In assessing a suspension, revocation, or placement of conditions upon the continued possession of a Certificate of Approval under this chapter, the Commissioners of the Department of Labor and Workforce Development and the Department of Education, shall consider the following factors, where applicable:

1. The seriousness of the violation;
2. The past history of previous violations by the private career school or by the owner of the private career school;
3. The good faith of the private career school; and
4. Any other factors which the Commissioners of the Department of Labor and Workforce Development and the Department of Education deem to be appropriate under the circumstances.

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N.J.A.C. 12:41-5.2 (2017)

§ 12:41-5.2 Commissioners' order to show cause

(a) Where the Commissioners of the Departments of Labor and Workforce Development and Education become aware of any violation(s) of any of the provisions of *N.J.S.A. 34:15C-10.1*, this chapter, or *N.J.A.C. 6A:19-7*, or that the private career school is financially unsound, which, if true, would entitle the Commissioners to revoke, suspend, or place condition(s) on the continued possession of a Certificate of Approval, the Commissioners may accord the private career school an opportunity to present its views preliminary to imposing such sanction by issuing an order directing the private career school to show cause why such sanction should not be imposed. A statement of the factual details and investigative findings supporting the charge shall accompany the order. This procedure shall not be in lieu of a contested case hearing under *N.J.A.C. 12:41-5.3*, and the right to a contested case hearing is independent of, and in addition to, this step.

(b) Where it is determined by the Commissioners that the private career school and its owner(s) have failed to show cause why the sanction sought by the Commissioners should not be imposed, such sanction shall immediately be imposed.

(c) Where a sanction is imposed immediately under (b) above based upon the private career school's failure to show cause why the sanction should not be imposed, the Commissioners shall, within five business days, issue to the private career school the written notice required under *N.J.A.C. 12:41-5.3(a)*, which shall notify the private career school of the reasons for the suspension, revocation, or placement of conditions on continued approval and which shall provide the opportunity for a hearing, in accordance with the Administrative Procedure Act, *N.J.S.A. 52:14B-1* et seq., and *52:14F-1* et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

(d) Where the Certificate of Approval of a private career school is revoked or suspended immediately under (b) above based upon the private career school's failure to show cause why such sanction should not be imposed, the private career school shall, within 10 business days, surrender its Certificate of Approval by way of certified mail to the address listed at *N.J.A.C. 12:41-5.3(b)1*.

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N.J.A.C. 12:41-5.3 (2017)

§ 12:41-5.3 Contested case hearings

(a) Whenever the Department of Labor and Workforce Development and the Department of Education shall jointly find cause to suspend or revoke a Certificate of Approval or to place condition(s) upon continued approval of a private career school, they shall notify the private career school of the reasons for the suspension, revocation, or placement of conditions on continued approval, in writing, and provide the opportunity for a hearing in accordance with the Administrative Procedure Act, *N.J.S.A. 52:14B-1* et seq., and *52:14F-1* et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

(b) All requests for hearings shall be filed with the Training Evaluation Unit within 10 business days from the date of receipt of the notice.

1. All requests for hearings shall be in writing and shall be directed to the following address:

NJ Department of Labor and Workforce Development
Center for Occupational Employment Information
Training Evaluation Unit
PO Box 057
Trenton, NJ 08625-0057

OR

NJ Department of Labor and Workforce Development
Center for Occupational Employment Information
Training Evaluation Unit
John Fitch Way, 5th Floor
Trenton, NJ 08625

(c) In the absence of a timely request for a hearing, pursuant to (b) above, the joint determination of the Commissioners of the Department of Labor and Workforce Development and the Department of Education under *N.J.A.C. 12:41-5.2(b)* shall be deemed the final administrative action in the given matter.

(d) Where the Commissioners of the Department of Labor and Workforce Development and the Department of Education have notified a private career school that it has found cause to suspend or revoke its Certificate of Approval and where, further, the private career school has failed to request a hearing within the 10-business day time limit pre-

scribed in (b) above, the private career school shall, within 20 business days of having received notice of the suspension or revocation, surrender its Certificate of Approval by way of certified mail to the address listed in (b)1 above.

(e) Where a hearing with regard to a suspension or revocation of a Certificate of Approval is requested and where, further, the Commissioners of the Department of Labor and Workforce Development and the Department of Education ultimately determine, following a hearing, that cause has been established to suspend or revoke the Certificate of Approval, the private career school shall, within 10 business days of receipt of the joint final order of the Commissioners of the Department of Labor and Workforce Development and the Department of Education, surrender the Certificate of Approval by way of certified mail to the address listed at (b)1 above.

(f) All requests for hearings shall be reviewed by the Training Evaluation Unit and the Department of Education in order to determine whether the dispute can be resolved at an informal settlement conference. If the review indicates that an informal settlement conference is warranted, such conference shall be scheduled. If a settlement cannot be reached, the case shall be forwarded to the Office of Administrative Law for a formal hearing.

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SUBCHAPTER 7. CAREER AND TECHNICAL TRAINING PROVIDERS

6A:19-7.1 Purpose and authority

These rules define the programmatic requirements for career and technical training providers to participate in the workforce development system, in accordance with N.J.S.A. 6A:69-1 et seq., P.L. 1981, c. 531 (N.J.S.A. 44:12-2), P.L. 1992, c. 43 (N.J.S.A. 34:15D-1 et seq.), and P.L. 101-392, section 113(b)14.

6A:19-7.2 Definitions

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Advisory board” means a group consisting of three or more experts, selected by the school, proficient in the subject area of the curriculum to be taught, whose responsibility is to evaluate the curriculum for reliability and validity and make recommendations for revisions if necessary.

"Career and technical training provider" means a qualifying school as defined by P.L. 2005, c. 354.

“Certificate of approval” means the document that provides evidence of the school’s registration and permit to operate issued by the Commissioners of the Departments of Education and Labor

and Workforce Development, as prescribed in N.J.S.A. 18A:69-2 and more fully delineated in this subchapter.

“Commissioner” means the Commissioner of the Department of Education.

“Course” means an organization of subject matter and related learning experiences designed to meet an occupational objective offered for the instruction of students on a systematic basis.

“Director” means the director of the career and technical training provider who is on site during the hours of operation and who is responsible for the total administration of only one school site.

“Externship” means a period of supervised practical training which is part of an approved program but offered at a site other than the approved private vocational school.

“Instructional hour” means 60 minutes of class lecture, recitation, faculty supervised laboratory, shop training, internship, or externship. It also means 60 minutes of preparation in a correspondence course as defined by Section 600.2, Higher Education Act of 1965 as amended; 20 U.S.C. §§124-129; and 26 U.S.C. §501C.

“Instructional program” means the planned sequence of courses, services, or activities designed to meet educational and employment objectives.

“Internship” means a period of supervised practical training which is part of an approved program but offered within the career and technical training school.

6A:19-7.3 Application for instructional program approval

(a) Pursuant to P.L. 2004, c. 39, the Department of Education is responsible for approving the following components of a career and technical training provider:

1. Curriculum; and
2. Personnel credentialing:
 - i. Professional credentialing; and
 - ii. Criminal history review.

(b) To be approved, a career and technical training provider must, at a minimum, provide evidence of the following in the application submitted for instructional program approval in a format approved by the Department of Education:

1. A program of instruction that is based on specific occupational objectives and competencies, aligned with the professional skill standards industry certifications, or other nationally recognized curriculum sources. Absent a professional skill standard

or industry certification, the career and technical training provider must establish an advisory board to evaluate each curriculum for reliability and validity.

2. A course of study comprising:
 - i. The major elements of instruction;
 - ii. The number of instructional hours;
 - iii. A description of the method of instruction;
 - iv. A delineation of the educational space;
 - v. A list of equipment, tools, and text materials which shall be aligned to the competencies and skills that will be taught; and
 - vi. Assessment instruments to measure student and instructor performance in accordance with State, national, or industry standards including, where applicable, the National or State license or certification examination.
3. Owner'(s) and director'(s) resumes and letters of reference.

4. Criminal history reports for the career and technical training school owner(s) and directors and other staff as required by the Commissioner in accordance with N.J.S.A. 18A:6-7.2a. The Commissioner of Education shall deny approval if the required criminal history reports are not provided and/or if it has been determined that school personnel have disqualifying offenses pursuant to N.J.S.A. 18A:6-7.1.

5. A school district bulletin that includes:

i. A list of school administrators names and titles;

ii. A conflict resolution policy;

iii. An explanation of grading system;

iv. A policy on handling and availability of student records;

v. A program descriptions; and

vi. A student and instructor evaluation policies.

(c) The annual application for renewal of a certificate of approval to operate a private career and technical school or correspondence school shall include documentation current as of

the time of application of any modifications to the documentation provided in the original application for institutional approval, in accordance with (b) above.

6A:19-7.4 Application for facilities approval

Career and technical training providers shall, prior to the issuance of a certificate of approval, obtain verification by the New Jersey Departments of Education and Labor and Workforce Development that the facilities and instructional equipment identified in the application for instructional program approval are available and appropriate for each instructional program seeking approval.

6A:19-7.5 Operations

- (a) A career and technical training provider shall ensure that education and training programs are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified in the approved program application according to N.J.A.C. 6A:19-7.3.

- (b) A career and technical training provider shall ensure the quality of education and training facilities through the use of nationally recognized standards of operation approved by one of the national accrediting agencies recognized by the U.S. Secretary of Education.

(c) A career and technical training provider shall assure the Department of Education of the quality of education in the following areas:

1. Curricula;
2. Grading policies;
3. Program length in clock hours or credit hours (if accredited), the subject matters taught, and the objectives of the certificates or credentials offered;
4. Success with respect to student achievement in relation to mission, including, as appropriate, consideration of course completion, state licensing examination and job placement rates; and
5. Personnel:
 - i. The career and technical training school director shall have completed six years of academic, military, and/or job-related experience beyond high school graduation that includes a minimum of two years of practical experience in a supervisory, administrative, or teaching position;
 - ii. Faculty of the private career and technical training school must meet the following qualifications:

- (1) Possession of a certificate of proof of successful completion of a Content and Methods course offered through an accredited college; and
- (2) Competency in the subject(s) to be taught as demonstrated by possession of one of the following:
 - (A) An appropriate instructional certificate issued by the State Board of Examiners, or a comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity or an industry certification in the subject to be taught;
 - (B) An industry certification in the subject to be taught;
 - (C) A baccalaureate degree from a recognized institution with a major or specialization in the subject area to be taught;
 - (D) Evidence of attainment of a journeyperson's status by possessing a certificate of completion of apprenticeship training in the subject to be taught, with at least two years of job experience;
 - (E) Evidence of attainment of a passing score on the written portion of the appropriate National Occupational Competency Testing Institute's

(NOCTI) Examination and two years of documented full-time employment in the trade area;

(F) Evidence of attainment of a passing score on the National Teacher Examination in the appropriate subject area and two years of documented full-time employment in the trade area. A passing score shall be the minimum passing score required by the Department of Education for the issuance of instructional certification in the appropriate subject teaching field;

(G) A certificate of completion from an approved school, or hold the appropriate license in the occupational area to be taught, and a minimum of two years full-time employment in the occupation following the training time;

(H) An associate's degree from an accredited college, with a major or specialization in the subject area to be taught, and a minimum of two years of documented full-time employment in the trade area following training time; or

(I) A high school diploma or its equivalent and a minimum of four years of documented full-time employment in the skilled trade, technical, business or service occupation to be taught.

6A:19-7.6 Monitoring and site visits

Each approved private vocational school shall be monitored by the Department of Education a minimum of once every two years, or according to a schedule established by the Commissioner. Monitoring outcomes shall be to recommend to the Commissioners of the Departments of Education and Labor and Workforce Development regarding the continuation or suspension of the Certificate of Approval held by the private training provider for the institution or its program.