The Licensure process flows as follows:

INSTITUTION PREPARES PETITION

BASED ON N.J.A.C. 9A:1

et seq. AND PAYS APPLICATION FEE

INSTITUTION SUBMITS ELECTRONIC

VERSION OF PETITION TO OSHE

30

DAY COMMENT PERIOD

CONSULTANTS

SITE VISIT

CONSULTANT REPORT

NJPC REVIEW AND

RECOMMENDATION TO SECRETARY

SECRETARY FINAL DECISION

OSHE

conducts

facial review

Institution

responds

or more

2

out

-

of

-

state

No conflicts

MOU

Honorarium

Agenda

Costs

Institution

responds

SUBMISSION GUIDELINES

* Institution completes this petition form in its entirety, based on regulations at *N.J.A.C. 9A:1 et seq.,*
* Institution mails the appropriate fee. [(click here)](https://www.nj.gov/highereducation/licensure/feeschedule.shtml)
* **All checks must be made payable to Treasurer, State Of New Jersey** accompanied by a fee memo and check information sheet found at <https://www.nj.gov/highereducation/licensure/forms.shtml> , and sent to the following addresses.

**Overnight Mail:**

Office of the Secretary of Higher Education (OSHE)

Attn: Licensure

1 John Fitch Plaza, 10th Floor

Trenton, NJ 08608

**If the check is received with incorrect or missing information, it will be returned to the institution.**

* **PLEASE NOTE**: **PETITION SUBMISSION IS NOT CONSIDERED COMPLETE UNTIL THE SUBMISSION FEE HAS BEEN RECEIVED**. **THE PETITION WILL BE REJECTED IF THE SUBMISSION FEE HAS NOT BEEN RECEIVED BY 5:00 P.M. EST ON THE 10TH BUSINESS DAY, FROM THE ORIGINAL PETITION SUBMISSION DATE.**
* Receipt of petition, receipt of fee, and acceptance of petition will be confirmed by the OSHE.
* Upon submission, if any omissions are noted during the facial review, the institution will have one (1) opportunity to re-submit an amended petition document. A $500 fee will be required for any further re-submissions. (See end of this document).
* Complete the ***Institution Information Sheet***.
* Include an **executive summary** at the beginning of the petition.
* Include a **table of contents** (preferably navigable and searchable).
* When your institution is ready to submit a petition for licensure, kindly send it to the OSHE, preferably via email to: [Licensure.HigherEducation@oshe.nj.gov](mailto:Licensure.HigherEducation@oshe.nj.gov) This petition may also be submitted via an electronic document transfer service (Drop Box, Google Docs, etc.). DO NOT SEND A PAPER COPY.
* Within this petition, please link to as many items as possible, including: College Catalog, institutional policies, etc. It is the institution’s responsibility to ensure that all links provided are working and launch appropriately and accurately. Links are to be individually labeled and indicate the specific launch location, e.g. institution’s website. Please indicate if linking is not possible, and copy and paste the information into the prompt box.

Please direct any questions to: [Licensure.HigherEducation@oshe.nj.gov](mailto:Licensure.HigherEducation@oshe.nj.gov)

Comment Period

* OSHE provides notice to all New Jersey institutions of higher education that the petition has been filed with OSHE and provides access to the petition on the OSHE website for any New Jersey institution that requests access. The notice initiates a 30-day comment period for New Jersey institutions to send comments to OSHE on the petition.
* At the end of the 30-day comment period, OSHE provides all comments received to the petitioning institution and the petitioning institution is given an opportunity to respond to those comments.

Consultants, Site Visit, and Consultants’ Report

* OSHE determines whether a site visit is necessary, whether the site visit will be virtual or onsite, and the number of, and qualifications for the external consultants needed for the site visit. OSHE informs the institution.
* Institution identifies potential consultants and submits the consultant CV’s to OSHE for approval. Consultants must be from outside New Jersey, as well as from outside the home state of a petitioning out-of-State institution, and should have no prior significant relationship with the institution or be otherwise conflicted. Institution, OSHE and consultants agree on dates for the consultant team to visit campus for a site review, and an electronic copy of the petition and appendices are provided to consultants. The site visit typically takes place on a single day with an introductory meeting/dinner the evening before.
* Once the consultants are approved and the dates have been set, the institution and OSHE will execute an MOU that will govern the site visit. The consultants are to receive an honorarium of $2,000 each and the institution shall cover the honorarium, all travel, lodging and related expenses for the consultants and agency staff.
* The institution should begin making arrangements for a site visit. Most significantly, this involves developing an agenda for the site visit. OSHE staff will assist in developing an agenda, if needed. The institution should also assist consultants and agency staff with travel and lodging arrangements.
* Consultants and OSHE staff conduct a site visit at the proposed campus or proposed instructional site.
* Typically, two to three weeks after the site visit, the consultants will submit a combined report to OSHE with recommendations regarding the petition. OSHE will forward the report to the institution and the institution shall have the opportunity to submit a response to the report.
* The institution should forward a response to the consultant report to OSHE.

NJPC Review and Recommendation

* OSHE shall forward the petition and related materials to the New Jersey Presidents’ Council (NJPC), which will review the petition and related materials and provide the OSHE with a recommendation on what action OSHE should take on the petition.

OSHE Secretary Final Decision

* After receipt by OSHE of the NJPC recommendation, the Secretary of Higher Education will review the petition and related materials, and make a final decision as to the institution’s request for licensure. The institution will receive the Secretary’s final decision in writing. A Licensure Fee [(click here)](https://www.nj.gov/highereducation/licensure/feeschedule.shtml) will be due and payable upon petition approval.