



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

**CHECKLIST FOR ADDITIONAL CLASSROOM SPACE**

**Guidelines for approval of additional classroom space:**

In order to qualify as a separate classroom or laboratory facility, the space must meet the following requirements:

- Staff is limited primarily to instruction;
- Supervision and administration are from the main campus;
- A complete program of instruction is **not** provided;
- All permanent records are maintained at the main campus; and
- It is within customary and reasonable commuting distance of the main campus.

**Required items for submission:**

1. Copy of current school approval certificate \_\_\_\_\_
2. Proof that liability and workers' compensation insurance covers students and employees  
Located at the additional space \_\_\_\_\_
3. Copy of lease agreement with two signatures (school & building owner) \_\_\_\_\_
4. Certificate of Occupancy for new location \_\_\_\_\_
5. Current Fire Inspection Certificate for new location \_\_\_\_\_
6. Current Health Inspection Certificate (if applicable) for additional space \_\_\_\_\_
7. Copy of floor plan showing classrooms, restrooms, break room, exits, and parking \_\_\_\_\_
8. Addendum to school catalog detailing additional classroom space and providing  
Address and phone number \_\_\_\_\_
9. Student enrollment agreement noting additional classroom space address if  
Appropriate \_\_\_\_\_
10. Letter of intent describing use of additional classroom space \_\_\_\_\_
11. Staff responsible for activity at additional classroom site: \_\_\_\_\_

**Mail all completed documents to the following address:**

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