



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

Checklist for Additional School Location

Notice: Additional school locations are not permitted to advertise, recruit or enroll students, collect tuition or other fees, or offer classes prior to being issued a Certificate of Approval from the New Jersey Departments of Education (DOE) and Labor & Workforce Development (LWD).

Name of School:		Location:	
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Required Documents to be Submitted to the DOE	Included	FOR DOE USE ONLY
1. Résumé for new school director (<i>must be different for each location</i>) and co-director.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Approved:
2. Three (3) letters of reference for new director and co-director attesting to his/her reputation for integrity and good business practices.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
3. Staff Data Form for new director and co-director at additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
4. School catalog displaying new address, telephone number and any changes to programs or staff.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
5. Section J forms listing all programs offered at additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Approved:

Submit the above required documents (*shown in blue*) to:

New Jersey Department of Education
Office of Career Readiness
100 Riverview Plaza
PO Box 500
Trenton, NJ 08625-0500

Required Documents to be Submitted to the LWD	Included	FOR LWD USE ONLY
1. Application fee of \$1,150; Certified Check or Money Order made payable to Treasurer, State of New Jersey .	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
2. Application for Initial/Additional Location Private Career School Approval.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
3. Copy of current school approval certificate.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
4. Business Registration Certificate filed with the NJ Department of Treasury, Division of Revenue, Client Registration Bureau for additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N

5. Federal Employer Identification Number (FEIN) for additional school location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
6. Tuition Performance Bond for additional location (\$20,000) naming the Commissioner of the New Jersey Department of Labor and Workforce Development as obligee.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
7. Proof of liability insurance and workers' compensation insurance for additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
8. Copy of lease with two (2) signatures (school and building owner).	<input type="checkbox"/>	Owned: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
9. Certificate of Occupancy for additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
10. Current Fire Inspection Certificate for additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
11. Health Inspection Certificate for additional location (<i>if applicable</i>).	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
12. Copy of floor plan showing classrooms, restrooms, break rooms, exits, parking, and location of student records.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
13. Student Enrollment Agreement displaying new school information.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
14. Sample marketing/advertising materials for additional location.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N

Submit the above required documents (*shown in green*) to:

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

Once the above documents are found to be in compliance with state regulations, a letter and Certificate of Approval will be issued by the DOE and LWD that will allow the school to operate at the additional location.