



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

CHANGE IN PRIVATE CAREER SCHOOL (PCS) NAME

ITEM	INCLUDED	LWD USE ONLY
1. Copy of current the PCS Certificate of Approval;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
2. Notification of the PCS name change (legal notification);	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
3. Certificate of change made with the New Jersey Department of Treasury, Division of Revenue, Business Support Bureau;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
4. Amended Business Registration Certificate made with the New Jersey Department of Treasury, Division of Revenue, Client Registration Bureau;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
5. Federal Identification Number (FEIN) under the new PCS name;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
6. Proof of continued Tuition Performance Bond in the new PCS name;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
7. Proof of liability and workers' compensation insurance in the new PCS name;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
8. Addendum to PCS's lease agreement;	<input type="checkbox"/>	Owned: <input type="checkbox"/> Y <input type="checkbox"/> N Lease Expiration:
9. Addendum to PCS Enrollment Agreement with new PCS name;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
10. Addendum to the PCS catalog; and,	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
11. Section J forms for each program that will be offered under the PCS's new name. *	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N

*** Copies of all Section Js must be forwarded to Attn: Private Career Schools, NJ Department of Education, Office of Career Readiness, PO Box 500, Trenton, NJ 08625-0500. In the "EXPLANATION OF ALL MODIFICATIONS" section, write "Change in name from 'current name' to 'new name.'"**

Previous Name of PCS: _____
New Name of PCS: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Telephone: _____
FAX: _____ Email Address: _____
Director: _____
Legal Date of PCS Name Change: _____

Please return all documents in checklist order to:

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

Forms can be found on the Training Evaluation Unit's website at <https://www.nj.gov/labor/lwdhome/coei/teu.html>. If you have any questions, please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.