



CHECKLIST FOR CHANGE IN PRIVATE CAREER SCHOOL (PCS) LOCATION

NOTICE: *No PCS shall advertise programs, recruit or enroll students, collect any tuition and fees, or instruct classes at a new location prior to being issued a Certification of Approval.*

Item	Included	LWD USE ONLY
1. Copy of current approval certificate;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
2. Official notice to currently enrolled students that the PCS will be relocating;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Copies of modified enrollment agreements signed by all students affected by the change in the PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
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. Certificate of Occupancy for new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
6. Proof of continued Tuition Performance Bond for the new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
7. Proof of liability and workers' compensation insurance for the new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
8. Copy of lease agreement with two signatures (PCS and building owner) for the new PCS location;	<input type="checkbox"/>	Owned: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
9. Current Fire Inspection Certificate for the new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Expiration:
10. Current Health Inspection Certificate, if applicable, for the new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A Expiration:
11. Copy of floor plan showing classrooms, restrooms, break room, exits, parking and location of student records for the new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
12. Addendum to PCS's catalog indicating new location and telephone number;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
13. Amended student enrollment agreement indicating new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
14. Sample marketing/advertising materials for the new PCS location;	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
15. Section J forms for each program that will be offered at the new location emailed according to instructions on the form.	<input type="checkbox"/>	Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N Approved:

Name of PCS: _____

New Address

Street: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

FAX: _____ Email Address: _____

Previous Address

Street: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

FAX: _____ Email Address: _____

Director: _____

Please send all documents to the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

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