

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL (PCS) APPROVAL

Name of School:		Location:	
<p>Please submit the following documents, along with the application fee, to the following address:</p> <p>Erica Slaughter New Jersey Department of Labor and Workforce Development Division of Accounting John Fitch Way, 6th Floor, PO Box 955 Trenton, New Jersey 08625-0955</p>			
Items		Included (v)	For LWD Use Only
1. Administrative Requirements for PCS Approval Checklist			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
2. Application for Initial Private Career School Approval			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
3. Signed and notarized Statement of Assurances			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
4. Non-refundable application fee of \$1,150.00 in the form of a certified check or money order only, payable to Treasurer, State of New Jersey			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
5. Bank statement or voided check in PCS name			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
6. Organizational chart outlining the school's ownership hierarchy.			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
7. Certificate of Authority; Certificate of Incorporation or Good Standing Certificate; or Proof of Registration with County Clerk's Office.			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
8. Business Registration Certificate			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
9. Tuition Performance Bond in the amount of \$20,000 with obligee as the Commissioner, Department of Labor and Workforce Development .			Bond Co: Policy #: Bond Amount: Expiration Date:
10. Current Professional Liability Insurance and Workers' Compensation Certificate of Insurance			Policy #: Expiration Date:
11. Certificate of Occupancy from local municipal authority			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
12. Current Certificate of Fire Inspection			Expiration Date:
13. Current Certificate of Health Inspection (if applicable)			Expiration Date:
14. Building lease signed by both school and building owner. If facility is owned, proof of ownership.			Owned: <input type="checkbox"/> Y <input type="checkbox"/> N Lease Expiration:
15. Sketch of floor plan which includes exits, restrooms, break areas, classrooms, labs, office where student records are located, etc.			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
16. School Catalog, including Dispute Resolution and Refund Policies			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
17. Student Enrollment Agreement			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
18. Proof of Other Agency Approvals (if applicable)			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
19. Sample of proposed advertising/marketing materials			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
20. Literacy, ESL, HSE & Remedial Curriculum Approval Checklist along with documentation for all literacy related programs.			Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
21. NJ Eligible Training Provider List (ETPL) Initial Application Packet			Approval Date:
For LWD Use Only			
Date Received: _____		Approval Period: _____	
x	_____	_____	
	Program Specialist	Date Approved	