

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

Name of School:	Location:
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Please submit the following documents, along with the application fee, to the following address:

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

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 Renewal of Certificate of Approval		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
3. Accreditation Data		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
4. Signed and notarized Statement of Assurances		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
5. Non-refundable application fee of \$900.00 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
6. Financial Reports (<i>past three (3) years, if applicable</i>): <ul style="list-style-type: none"> • Audited Financial Statement; • Review; • Compilation; or, • Federal Tax Return. 		Date LWD Approved:
7. Tuition Performance Bond in the amount of \$20,000 or five (5) percent of the average gross tuition income for the past three (3) years, whichever is greater, with obligee as the Commissioner, Department of Labor and Workforce Development .		Bond Co: Policy #: Bond Amount: Expiration Date:
8. Current Professional Liability Insurance and Workers' Compensation Certificate of Insurance		Policy #: Expiration Date:
9. Current Certificate of Fire Inspection		Expiration Date:
10. Current Certificate of Health Inspection (<i>if applicable</i>)		Expiration Date:
11. 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:
12. School Catalog (<i>highlight revisions</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
13. Student Enrollment Agreement (<i>highlight revisions</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
14. Proof of Other Agency Approvals (<i>if applicable</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
15. Copies of ETPL entries (www.njtopps.com)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
16. Completed Enrollment Profile Form		Total Enrolled:
17. Specify any other modifications since last approval		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
18. Section K – Program Renewal (<i>email to privatecareerschools@doe.state.nj.us</i>)		Date DOE Approved:
19. Changes to School or Staff: <i>Download forms from the TEU website at http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html</i>		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
20. NJ Eligible Training Provider List (ETPL) Renewal Application Packet		Expiration Date:

For LWD Use Only	
Date Received: _____	Renewal Period: _____
_____ Program Specialist	_____ Date Approved