



ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL (PCS) APPROVAL CHECKLIST

Name of School:		Location:	
<p>Please submit the following documents, except item #4, to the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.</p>			
Items	Included (v)	For DOL Use Only	
1. Administrative Requirements for PCS Approval Checklist		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
2. Application for Initial/Additional Location 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 , along with a copy of item #2, mailed to: 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		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 Date of Issuance:	
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 (<i>if applicable</i>)		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 (<i>if applicable</i>)		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 (<i>if applicable</i>).		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
For DOL Use Only			
Date Received: _____		Approval Period: _____	
x _____			
Specialist		Date Approved	

ALL FORMS MAY BE DUPLICATED AS NEEDED

New Jersey Departments of Education & Labor and Workforce Development
Private Career School Initial Application (R-10-2020)