



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

STATEMENT OF ASSURANCES

By his/her signature, which appears below, the director of the private career school making this renewal application certifies the following:

1. Staff data forms are signed by the school director for the following personnel: 1) instructors; 2) admissions officers; 3) job placement officers; 4) academic advisors; 5) substitute and/or assistant instructors; 6) financial aid officers; and, 7) supervisors of instruction. By signing each data form, the director certifies that the information contained in the data form is accurate. The data forms will be kept on file at the school and made available to a representative of the New Jersey Department of Education upon request.
2. Fire, professional liability, health inspection (*if applicable*) certificates and lease (*if applicable*) are current and on file at the school and copy provided to the New Jersey Department of Labor and Workforce Development upon renewal or at the request of a representative of the Department.
3. The current tuition performance bond for the school is in the amount of \$20,000 or 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.
4. Curriculum meets the standards as required by N.J.A.C. 12:41-2.2(a)1 and N.J.A.C. 6A:19-7.3.
5. Shall maintain a permanent student record for each student enrolled in accord with NJAC 12:41-3.1. As such, all private career schools must be listed on the Eligible Training Provider List (ETPL) website (www.njtopps.com) and must complete mandated quarterly and annual report in accord with Department policy.

The applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Workforce Innovation and Opportunity Act of 2016; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1973; and, the Americans with Disabilities Act, 42 USC 12101. In addition, the applicant also assures that it will comply with the US Department of Labor’s regulations at 29 CFR, Part 38 and all other regulations implementing the laws listed above.

I hereby give assurance that the statements above are true and correct in accordance with N.J.A.C. 12:41-1 et seq. and N.J.A.C. 6A:19-7 et seq.

School Name: _____

School Address: _____

School Director: _____

AFFIDAVIT

State of New Jersey, County of _____, _____ (Director’s Name), being duly sworn on his/her oath that he/she is **DIRECTOR** of the _____ (School Name), in the County of _____ and that the statements given in this application are true, to the best of his/her knowledge and belief.

School Director’s Signature

Date

Sworn and subscribed to before me this _____ day of _____ 20____.

Notary Public’s Signature and Seal