

NEW JERSEY ELIGIBLE TRAINING PROVIDER LIST PRIVATE CAREER SCHOOL

FREQUENTLY ASKED QUESTIONS (FAQS)

What is a private career school (PCS)?

Private career schools offer career training to adults. They are also known as proprietary schools. The definition of a private career school in New Jersey is a privately owned postsecondary school that offers one or more occupational training programs and is a qualifying school as defined by P.L. 2005, c. 354.

How much does it cost to become a PCS?

There is an initial, non-refundable, application fee of \$1,150. Once an application is approved, a Certificate of Approval is issued for two years. The cost of renewal is \$900 for two years.

What is the process for becoming an approved PCS?

Initial applications are submitted into the Intelligrants [IGX](#) system for approval.

How long does it take to become an approved PCS once I have submitted the initial application?

While the processing time for new applications varies, the average approval process for new schools may take up to three months.

Can an initial or renewal application be hand-delivered, mailed, or faxed to the Training Evaluation Unit?

No. All applications must be submitted via the New Jersey Department of Labor's Eligible Training Provider List (ETPL) [Intelligrants \(IGX\)](#) system.

Can I get an interim approval to operate as a new school?

No, all aspects of the PCS application must be complete to receive approval.

My PCS' Certificate of Approval is due for renewal. How long will the approval process take?

Email reminders are sent to all PCS 90 days prior to the expiration of their current Certificate of Approval to allow sufficient processing time. The processing time for renewal application varies, depending on the completeness of the application. Non-submission of the required documentation will delay the processing.

Do I need approval as a PCS in New Jersey if I am approved in another state?

To be an approved PCS in New Jersey, PCS' located in New Jersey require approval.

Must a private career school have its own physical address?

Yes, unless the school offers online programming only.

Does my school require a Certificate of Occupancy?

Yes, with two exceptions:

1. If the school offers online programming only.
2. If the school operates within a building that was constructed before 1977, and the space has not been changed and/or modified, then a Certificate of Occupancy (CO) will not be available as the building is an old/historic site predating the necessity for a CO.

Can student transcripts/records be maintained electronically, or do they have to be contained in a file cabinet at our school?

Electronic record keeping is permitted if the Department of Labor and Workforce Development has access to all student transcripts/records.

Our school is currently an approved PCS in New Jersey. Does my school also need to be listed on the ETPL website?

Yes.

We are currently an approved PCS in New Jersey. How do we add new programs or modify existing programs?

Existing PCS' should log into their Intelligrants (IGX) system account and navigate to the modifications module.

Our school is currently an approved PCS in New Jersey. How do we modify tuition, fees or other costs associated with a program?

Existing PCS' should log into their Intelligrants (IGX) account and navigate to the modifications module.

In addition to our location in New Jersey, our school has several locations across the country, as well in Canada and Europe, and the exact training is offered in all of them. If a student enrolls in one location but later wants to attend in New Jersey and return to the original location, what additional documentation is required to be compliance?

An amendment to your school's enrollment agreement that explains that students are permitted to complete modules from sister campuses is sufficient.

How can our private career school obtain approval to offer online programs only without a school location?

New PCS' that are offering online classes only apply for approval the same way that PCS' that offer in-person training do. If a school wants to change its mode of instruction, it must apply for a modification in IGX.

What type of schools do not require approval by the Department of Labor and Workforce Development as a PCS in New Jersey?

- A college or university licensed by the Office of the Secretary of Higher Education.
- A school, institution, or entity, including public or private schools below the college level, which is regulated and approved by any other qualified government agency.
- A school which offers instruction which is avocational, cultural, or recreational in nature.

For additional information you can access training provider resources on the [New Jersey Training Explorer](#) website.

What student information am I required to report?

All training providers submitting student records into the Intelligents IGX system must do so on a quarterly basis following the schedule outlined below. Each quarter, every ETPL provider is required to upload data about all students who enrolled in that quarter (entrants) and all students who completed or left training during that quarter (exiters). The entrants and exiters files require the following information fields for all students enrolled in the program, including private pay students.

- Social Security Number
- Full name (with correct spelling)
- Address
- Sex
- Race/Ethnicity
- Disability Status
- Entry date: date of enrollment
- Exit date: date of completion, date of termination

Time Period	Reporting Deadline
January 1 - March 31	April 15
April 1 - June 30	July 15
July – September 30	October 15
October 1 – December 31	January 15