

## NEW JERSEY ELIGIBLE TRAINING PROVIDER LIST

### PRIVATE CAREER SCHOOL PROCEDURES (PDF)

All Private Career Schools are required to be on the Eligible Training Provider List (ETPL). All Private Career Schools and programs listed on the ETPL are required to submit program applications, renewals, modifications, additions and reports into the NJDOL Intelligrants (IGX) system [here](#).

The Private Career School initial application must be completed by any business enterprise that does business in New Jersey and recruits adult students from the public; charges tuition and/or fees; offers instruction to a group or groups of four or more adult students at one time; and offers preparatory instruction for entry-level employment or for upgrading in a specific occupational field. The Initial Application for a Private Career School includes the ETPL application. There is no need to complete an additional application to be on the ETPL.

The Private Career School Renewal Application must be completed every two years by all approved Private Career Schools and submitted no later than 90 calendar days prior to the expiration date of each school's current Certificate of Approval. Failure to submit this application within the prescribed 90 days may result in a lapse in approval to provide training.

**Use this link for instructions to register your organization and programs on the Intelligrants (IGX) system. PDF [Here](#)**

**What certifications do I need to keep updated to ensure compliance throughout my approval period?**

All PCS' must maintain the following up-to-date materials:

- Tuition performance bond
- Professional liability insurance
- Fire certificate (for in-person instruction locations only)
- Health certificate (if applicable)
- Lease (if school is rented)

**What information am I required to upload into my Intelligrants (IGX) [here](#) account to ensure compliance throughout my approval period?**

- Quarterly list of SSNs of all New Jersey students who entered and exited.
- Annual report
- Student transcripts

### What student information am I required to report?

All training providers submitting student records into the Intelligrants 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

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

**We encourage you to use the links below to read the New Jersey Private Career School regulatory information and approval procedures.**

[Click here \(PDF\)](#) to download a copy of New Jersey Administrative Code Title 12, Chapter 41 (N.J.A.C. 12:41).

**New Jersey Administrative Code for the Eligible Training Provider List and Private Career Schools**

[N.J.A.C. Title 12 Chapter 41 \(PDF\)](#)

[Dept. of Education N.J.A.C. Title 6A, Chapter 19, Subchapter 7 \(PDF\)](#)

**CONTACT US:**

**For more information, contact the NJDOL Center for Occupational Employment Information's COEI) Training Evaluation Unit at: [TrainingEvaluationUnit@dol.nj.gov](mailto:TrainingEvaluationUnit@dol.nj.gov) .**