

UNDERSTANDING THE DIFFERENCE BETWEEN IGX PROGRAM MODIFICATIONS AND CHANGE REQUESTS

APPLICATION MODIFICATION

Used When Modifications Are Needed for Existing Approved Programs

Examples of Program Modifications:

- Cost of tuition has increased or decreased
- Financial Aid amount has increased or decreased
- Train route has been modified
- New instructor(s) have joined the program
- Clock hours have increased or decreased
- Staff member(s) phone number has changed
- Co-Director email address requires updating

CHANGE REQUEST

Used when there are changes that have NOT been approved by the NJ Department of Labor and Workforce Development and require review for a program to be approved.

Examples of Changes:

- Change in School Name (ETPL & PCS)
- Change in School Location (ETPL & PCS)
- Adding New Programs (ETPL & PCS)
- Other (ETPL & PCS)
- Change in Ownership (PCS Only)
- Change in School Director (PCS Only)
- Additional Classroom Space (PCS Only)