



**New Jersey Department of Education
New Jersey Department of Labor and Workforce Development**

CHECKLIST FOR ADDITIONAL CLASSROOM SPACE

Guidelines for approval of additional classroom space:

In order to qualify as a separate classroom or laboratory facility, the space must meet the following requirements:

- Staff is limited primarily to instruction;
- Supervision and administration are from the main campus;
- A complete program of instruction is **not** provided;
- All permanent records are maintained at the main campus; and
- It is within customary and reasonable commuting distance of the main campus.

Required items for submission:

1. Copy of current school approval certificate _____
2. Proof that liability and workers' compensation insurance covers students and employees
Located at the additional space _____
3. Copy of lease agreement with two signatures (school & building owner) _____
4. Certificate of Occupancy for new location _____
5. Current Fire Inspection Certificate for new location _____
6. Current Health Inspection Certificate (if applicable) for additional space _____
7. Copy of floor plan showing classrooms, restrooms, break room, exits, and parking _____
8. Addendum to school catalog detailing additional classroom space and providing
Address and phone number _____
9. Student enrollment agreement noting additional classroom space address if
Appropriate _____
10. Letter of intent describing use of additional classroom space _____
11. Staff responsible for activity at additional classroom site: _____

Forward all completed documents to the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.