



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

**CHANGE IN PRIVATE CAREER SCHOOL (PCS) NAME**

| ITEM   | INCLUDED                 | LWD USE ONLY  |
|--|--------------------------|---|
| 1. Copy of current the PCS Certificate of Approval;  | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N<br>Expiration:  |
| 2. Notification of the PCS name change (legal notification);   | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |
| 3. Certificate of change made with the New Jersey Department of Treasury, Division of Revenue, Business Support Bureau;                        | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |
| 4. Amended Business Registration Certificate made with the New Jersey Department of Treasury, Division of Revenue, Client Registration Bureau; | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |
| 5. Federal Identification Number (FEIN) under the new PCS name;  | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |
| 6. Proof of continued Tuition Performance Bond in the new PCS name;  | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N<br>Expiration:  |
| 7. Proof of liability and workers' compensation insurance in the new PCS name;   | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N<br>Expiration:  |
| 8. Addendum to PCS's lease agreement;  | <input type="checkbox"/> | Owned: <input type="checkbox"/> Y <input type="checkbox"/> N<br>Lease Expiration: |
| 9. Addendum to PCS Enrollment Agreement with new PCS name;   | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |
| 10. Addendum to the PCS catalog; and,  | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |
| 11. Section J forms for each program that will be offered under the PCS's new name. *  | <input type="checkbox"/> | Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N                 |

**\*Copies of all Section Js must be forwarded to the NJ Department of Education, Office of Career Readiness, via email at [privatecareerschools@doe.nj.gov](mailto:privatecareerschools@doe.nj.gov). In the "EXPLANATION OF ALL MODIFICATIONS" section, write "Change in name from 'current name' to 'new name.'"**

Previous Name of PCS: \_\_\_\_\_  
New Name of PCS: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
FAX: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Director: \_\_\_\_\_  
Legal Date of PCS Name Change: \_\_\_\_\_

Please return all documents to the Department of Labor and Workforce Development, Training Evaluation Unit, via email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov).

Forms can be found on the Training Evaluation Unit's website at <https://www.nj.gov/labor/lwdhome/coei/teu.html>. If you have any questions, please contact the Training Evaluation Unit via email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov).