



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

CHRIS CHRISTIE
Governor

WORKFORCE DEVELOPMENT
CENTER FOR OCCUPATIONAL EMPLOYMENT
INFORMATION (COEI)

AARON R. FICHTNER, Ph.D.
Acting Commissioner

KIM GUADAGNO
Lieutenant Governor

TRAINING EVALUATION UNIT
PO BOX 057
TRENTON, NJ 08625-0057

February 1, 2017

Dear Private Career School Director:

This letter is to advise you of new regulations pertaining to the New Jersey Department of Labor and Workforce Development's Center for Occupational Employment Information (COEI) that were adopted in New Jersey Administrative Code Title 12, Chapter 41 (N.J.A.C. 12:41), effective December 19, 2016. These regulations contain significant changes that affect the current private career school renewal process. Upon your next renewal, your private career school will be expected to comply with these new regulations.

What are the significant changes?

- The Department of Labor and Workforce Development, in conjunction with the Department of Education, shall issue a Certificate of Approval to approved private career schools for a period of two (2) years. *N.J.A.C. 12:41-2.1(c)*.
- The approved private career school applying to renew its Certificate of Approval shall pay a non-refundable application fee of \$900, payable to the State Treasurer. *N.J.A.C. 12:41-2.4(c)*
- Each private career school must submit a current tuition performance bond, payable to the Commissioner of the Department of Labor and Workforce Development in the amount of \$20,000 or five (5) percent of the average gross tuition income for the past three (3) years, whichever is greater. *N.J.A.C. 12:41-2.4(d)4*.
 - Within the bond agreement between the school and the bond issuer, a requirement that the bond issuer shall notify the Training Evaluation Unit in the event the bond terminates for any reason. *N.J.A.C. 12:41-2.2(b)5.vii*.
- Each private career school shall submit an annual report to the Training Evaluation Unit for the period of July 1 through June 30 of the preceding year. *N.J.A.C. 12:41-3.2*.
 - Annual reporting requirements will necessitate your private career school to be listed on New Jersey's Eligible Training Provider List (www.njtopps.com).

New Jersey Is An Equal Opportunity Employer



What does this mean?

Effective immediately, all Private Career School Renewal Applications received must conform to the new adopted regulations. Renewal applications submitted by private career schools in good standing that are postmarked on or before February 1, 2017, will be accepted under the previous fee schedule. As a reminder, a completed Private Career School Renewal Application must be submitted no less than 90 calendar days prior to the expiration of the existing Certificate of Approval.

Also, it is the school's responsibility to maintain and submit copies of their current tuition performance bond, lease, and professional liability insurance, along with fire and health (if applicable) certificates, throughout the renewal period to ensure compliance.

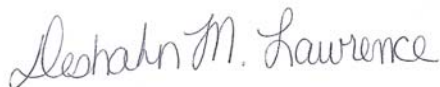
Failure to renew your private career school's Certificate of Approval and remain in compliance will result in its inability to receive student referrals from the One-Stop Career Centers, if currently listed on the Eligible Training Provider List (www.njtopps.com).

Please visit our website at <http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html> for more information, including:

- New Private Career School regulations;
- Private Career School (PCS) Renewal Application;
- Annual reporting requirements; and,
- Frequently Asked Questions (FAQS).

If you have any questions, please email us trainingevaluationunit@dol.nj.gov.

Sincerely,



Deshahn M. Lawrence
Chief