

**DEPARTMENT OF EDUCATION
REQUIREMENTS FOR NEW PROGRAM APPROVAL FOR EXISTING SCHOOLS**

Please submit 1 copy of each required documents to the NJ Department of Education by e-mail to privatecareerschools@doe.state.nj.us (applications over 10 pages must be submitted by mail) or by mail to the following address:

*Attn: Private Career Schools
New Jersey Department of Education
Office of Career Readiness
Private Career Schools
P.O. Box 500
Trenton, NJ 08625-0500*

Please check (√) items to ensure inclusion.

	Items	Included (√)	For DOE Use Only	
			Acceptable	Needs Further Development
	School Name:			
1.	Complete curriculum broken down into clock hours per lesson. The curriculum should follow the Curriculum Checklist, including methods for curriculum delivery and evaluation.			
2.	Updated School Catalog or addendum to the School Catalog with the new program listed.			
3.	Completed Section J Form. Note: The program description should match the description provided in the school catalog and must also match the content approved in the curriculum.			

For DOE use only

Signature: Curriculum Specialist _____

Date _____

NOTE: New programs must be submitted at least 60 days prior to the effective date of the new program.