

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL (PCS) RENEWAL

Name of School:		Location:	
Please email the following documents, except for item #5, to the trainingevaluationunit@dol.nj.gov .			
Items	Included (v)	For DOL Use Only	
1. Administrative Requirements for PCS Approval Checklist		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
2. Application for Renewal of Private Career School Certificate of Approval		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
3. Accreditation Data		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
4. Signed and notarized Statement of Assurances		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
5. Non-refundable application fee of \$900.00 in the form of a certified check or money order only, payable to Treasurer, State of New Jersey , along with a copy of item #2, to: Erica Slaughter New Jersey Department of Labor and Workforce Development Division of Accounting John Fitch Way, 6th Floor, PO Box 955 Trenton, New Jersey 08625-0955		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
6. Financial Reports (<i>past three (3) years, if applicable</i>): <ul style="list-style-type: none"> • Audited Financial Statement; • Review; • Compilation; or, • Federal Tax Return. 		Date LWD Approved:	
7. Tuition Performance Bond 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, with obligee as the Commissioner, Department of Labor and Workforce Development .		Bond Co: Policy #: Bond Amount: Expiration Date:	
8. Current Professional Liability Insurance and Workers' Compensation Certificate of Insurance		Policy #: Expiration Date:	
9. Current Certificate of Fire Inspection		Expiration Date:	
10. Current Certificate of Health Inspection (<i>if applicable</i>)		Expiration Date:	
11. Building lease signed by both school and building owner. If facility is owned, proof of ownership.		Owned: <input type="checkbox"/> Y <input type="checkbox"/> N Lease Expiration:	
12. School Catalog (<i>highlight revisions</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
13. Student Enrollment Agreement (<i>highlight revisions</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
14. Sample Advertising Materials		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
15. Copies of ETPL entries (www.njtopps.com)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
16. Completed Enrollment Profile Form		Total Enrolled:	
17. Proof of Other Agency Approvals (<i>if applicable</i>)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N	
18. Section K – Program Renewal (<i>emailed to privatecareerschools@doe.nj.gov</i>)		Date DOE Approved:	
For DOL Use Only			
Date Received: _____		Renewal Period: _____	
X	_____	_____	_____
Specialist		Date Approved	