

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

Please submit the following documents, along with the application fee, to the following address:

New Jersey Department of Labor and Workforce Development
Division of Accounting
John Fitch Way, 6th Floor
PO Box 955
Trenton, New Jersey 08625-0955

Items	Included (v)	For LWD Use Only
1. Administrative Requirements for PCS Approval Checklist		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
2. Application for Initial Private Career School Approval		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
3. Signed and notarized Statement of Assurances		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
4. Non-refundable application fee of \$1,150.00 in the form of a certified check or money order only, payable to Treasurer, State of New Jersey		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
5. Bank statement or voided check in PCS name		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
6. Organizational chart outlining the school's ownership hierarchy.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
7. Certificate of Authority; Certificate of Incorporation or Good Standing Certificate; or Proof of Registration with County Clerk's Office.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
8. Business Registration Certificate		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
9. Tuition Performance Bond in the amount of \$20,000 with obligee as the Commissioner, Department of Labor and Workforce Development .		Bond Co: Policy #: Bond Amount: Expiration Date:
10. Current Professional Liability Insurance and Workers' Compensation Certificate of Insurance		Policy #: Expiration Date:
11. Certificate of Occupancy from local municipal authority		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
12. Current Certificate of Fire Inspection		Expiration Date:
13. Current Certificate of Health Inspection (if applicable)		Expiration Date:
14. 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:
15. Sketch of floor plan which includes exits, restrooms, break areas, classrooms, labs, office where student records are located, etc.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
16. School Catalog, including Dispute Resolution and Refund Policies		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
17. Student Enrollment Agreement		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
18. Proof of Other Agency Approvals (if applicable)		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
19. Sample of proposed advertising/marketing materials		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N
20. Literacy Curriculum Approval Checklist along with documentation for all literacy related programs.		Acceptable: <input type="checkbox"/> Y <input type="checkbox"/> N

For LWD Use Only

Date Received: _____

Renewal Period: _____

X

Program Specialist

Date Approved

ALL FORMS MAY BE DUPLICATED AS NEEDED

New Jersey Departments of Education & Labor and Workforce Development
 Private Career School Initial Application (R-01-17)