

**DEPARTMENT OF EDUCATION**

**ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL APPROVAL**

*Please submit 1 copy of each required document to the NJ Department of Education at the following address:*

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

*Please check (√) items to ensure inclusion.*

	School Name:  Items	Included (√)	For DOE Use Only	
			Acceptable	Needs Further Development
1.	Completed Application for Initial Approval			
2.	Owner(s) and Director(s) Staff Data Forms and resumes			
3.	Staff Data Forms for all instructors			
4.	3 letters of reference for all school's owner(s) and director(s) attesting to their reputation for integrity and good business practices			
5.	Complete curriculum broken down into clock hours per lesson. The curriculum should follow the Curriculum Checklist, including methods for curriculum delivery and evaluation.			
6.	Proof that your curriculum meets national standards, has been reviewed by a state agency or has been reviewed by an advisory board of at least five industry experts. This may include copies of letters from other state agencies approving the program(s) or Advisory Board letters attesting to the validity and reliability of the program(s). These letters should be on professional letterhead or be accompanied by the business card of each Advisory Board member.			
7.	School Catalog			
8.	Enrollment Agreement			
9.	Sample Student Transcript			
10.	Completed Section J Form. <b>Note:</b> the program description must 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: Sample Documents are provided in the Initial Application Packet.**