

PLEASE READ ALL INSTRUCTIONS PRIOR TO SUBMITTING SECTION J FORMS FOR APPROVAL

Instructions for Completion

This form must be completed electronically. Complete a separate Section J form for each new or modified program. Provide the CIP Code for each program title. CIP Codes can be found at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. Please provide the program description as it will be entered on the Eligible Training Provider List (ETPL). The program description must match the submitted curriculum and school catalog description of the program. If modifying a previously approved program, see “Guide to Program Modifications of Currently Approved Programs” for specific instructions on what to write in the “Explanation of All Modifications” section and additional required documents. **For new programs**, include the New Program Checklist, Curriculum Checklist and corresponding items.

- ◇ Section Js for approval of **ABE; AWEP; ESL; Literacy; Job Skills; and Remedial programs ONLY** must be forwarded to the Department of Labor and Workforce Development.

Accredited schools offering programs in credit hours **must enter both clock hours and credit hours** on the Section J. The ETPL requires clock hours to be entered for all programs. *Credit hours are only used by schools that are accredited by an accrediting agency that is recognized by the United States Department of Education.*

Filing Instructions

- Section Js submitted for **new program approval or modifications of program title, CIP Code, hours of instruction/credit hours, location or program description** **must** be sent directly to the Department of Education, **not less than 60 calendar days prior to the effective date** of the new program or changes. Section Js must be submitted via email to privatecareerschools@doe.nj.gov.
- Section Js submitted for approval of **modifications to tuition, administrative fees, text book fees, tool/supply fees, test/licensing/inoculation fees or of new ABE; AWEP; ESL; Literacy; Job Skills; and Remedial programs ONLY** **must** be forwarded directly to the Department of Labor and Workforce Development, **not less than 60 calendar days prior to the effective date** of the changes. All amounts must be shown in **whole** dollars only. Section Js must be submitted via email to trainingevaluationunit@dol.nj.gov.
- **FAILURE TO EMAIL YOUR SECTION J TO THE CORRECT DEPARTMENT WILL DELAY YOUR APPROVAL.**

SECTION J - PCS

CAREFULLY READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM.

SCHOOL NAME: _____ DIRECTOR: _____ DATE: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
 TELEPHONE #: _____ FAX #: _____ COUNTY: _____
 EMAIL ADDRESS: _____ FEDERAL ID #: _____

Are you currently contracting or do you plan to contract with a school district or charter school to provide instruction for this program? YES NO

APPROVALS SUBMITTED TO DOE

APPROVAL OF TUITION & FEES SUBMITTED TO LWD

STATUS (NEW OR MODIFIED*)	PROGRAM TITLE ◊	CIP CODE (XX.XXXX)	CLOCK HOURS OF INSTRUCTION	CREDIT HOURS (IF ACCREDITED**)	TUITION	ADMIN. FEES	TEXT BOOK FEES	TOOL/ SUPPLY FEES	TEST/ LICENSING/ INOCULATION FEES***	TOTAL COST

PROGRAM DESCRIPTION – For each new program, and all modifications, you **must** provide the program description as it will be entered on the Eligible Training Provider List (ETPL) and in the school catalog. Limit the description to no more than 250 words. **Only include the program description in this space.**

* EXPLANATION OF ALL MODIFICATIONS: _____

** NAME OF ACCREDITING COMMISSION: _____

*** NAME OF INOCULATION OR EXAMINING/LICENSING AGENCY AND CORRESPONDING EXAM(S) INCLUDED IN FEE: _____

APPROVED BY DOE: _____
EDUCATION PROGRAM DEV. SPECIALIST

DATE

REVIEWED BY LWD: _____
PROGRAM SPECIALIST

DATE

DEPARTMENT OF EDUCATION

GUIDE TO PROGRAM MODIFICATIONS OF CURRENTLY APPROVED PROGRAMS

Before completing a Section J form for a program modification, please read the following guide on what to write in the “Explanation of All Modifications” section. All sections of the Section J must be filled out completely, including the program description and tuition and fees. The status column must contain an “M” for modification.

For Changes in Tuition and Fees **ONLY**

In the “Explanation of All Modifications” section on the Section J form, write “**(Increase/Decrease) in (Tuition/Fees).**”

Changes in Tuition and Fees **only** must be submitted via email to stephanie.zacniewski@dol.nj.gov.

For Changes in Content and Program/Credit Hours Modifications

1. Develop a cover letter that states which program is being modified, what is being added/removed and why.
2. Highlight on a copy of the curriculum what is being added/removed.
3. Provide a summary of the modification in the “Explanation of All Modifications” section on the Section J form.
4. Submit the cover letter, curriculum with the highlighted section and Section J form.

For Changes in CIP Codes

In the “Explanation of All Modifications” section on the Section J form, write “**CIP Code Change from (XX.XXXX) TO (XX.XXXX)**”

For Changes in Program Title

In the “Explanation of All Modifications” section on the Section J form, write “**Name Change from (current program name) to (new program name).**”

For Changes in Location

In the “Explanation of All Modifications” section on the Section J form, write “**Change in location from (original address) to (new address).**”

For an Additional Location

In the “Explanation of All Modifications” section on the Section J form, write “**Additional Location.**”

For Changes in Program Description

In the “Explanation of All Modifications” section on the Section J form, write “**Change in program description**” and explain why.

For Changes in School Name

In the “Explanation of All Modifications” section on the Section J form, write “**Change in School Name from (original school name) to (new school name).**”