



**NEW JERSEY DEPARTMENT LABOR AND WORKFORCE DEVELOPMENT  
NEW JERSEY DEPARTMENT OF EDUCATION**

**CHANGE IN SCHOOL OWNERSHIP CHECKLIST**

**Required Documents Pre Transfer of Ownership:**

Within 60 days of transfer, the new school owner(s) must submit the following business and facility related documentation to the Department of Labor and Workforce Development.

- Completed Change in Ownership Application;
- Copy of current approval certificate;
- Legal notification of transfer of ownership;
- Certificate of change made with the New Jersey Department of Treasury, Division of Revenue, Business Support Bureau, for new owner(s);
- Amended Business Registration Certificate made with the New Jersey Department of Treasury, Division of Revenue, Client Registration Bureau, for new owner(s);
- Federal ID Number (FEIN) for school under new ownership;
- Current financial statement under new ownership;
- Proof of Tuition Performance Bond under new ownership;
- Proof of professional liability and workers' compensation insurance under new ownership; and,
- Copy of lease agreement under new ownership.

Send the required documents for **Pre Transfer of Ownership** to the:

New Jersey Department of Labor and Workforce Development  
Center for Occupational Employment Information  
Training Evaluation Unit  
PO Box 057  
Trenton, NJ 08625-0057

Once the above items are found to be in compliance with state regulations, a letter of approval will be issued by the New Jersey Department of Labor and Workforce Development that will allow the school to continue to operate under the new ownership.

---

### **Required Documents Post Transfer of Ownership**

In accordance with N.J.A.C. 6A:19-7-7.1 et seq., the following documents must be submitted to the New Jersey of Education:

- Copy of current approval certificate;
- Résumé(s) for new owner(s) and/or director(s) or co-director(s);
- Three (3) letters of reference for the new owner(s) and/or director(s) or co-director(s);
- Staff Data Form (s) for new school director(s) or co-director(s), *if applicable*;
- Section K form listing all programs that will be offered under new ownership; and,
- Addendum to school catalog (notice of new owner/director, new programs, etc.).

Send the **Post Transfer of Ownership** required documents to the:

New Jersey Department of Education  
Office of Career and Technical Education  
Private Career School  
PO Box 500  
Trenton, NJ 08625-0057

Once the above documents are found to be in compliance with state regulations, the New Jersey Department of Education will forward an approved Section K for the programs under the new ownership.

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
CENTER FOR OCCUPATIONAL EMPLOYMENT INFORMATION  
TRAINING EVALUATION UNIT  
PO BOX 057  
TRENTON, NEW JERSEY 08625-0057

**PRIVATE CAREER SCHOOL CHANGE IN OWNERSHIP APPLICATION**

Date of Application: \_\_\_\_\_

**I. School Data**

Name of School: \_\_\_\_\_

Street Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ New Federal ID #: \_\_\_\_\_

Specify:  Sole Proprietorship  Partnership  Corporation  LLC

**II. OWNER DATA** (*List additional new owners/partners with the below information on separate page\**)

Name of New Owner\*: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Have you ever been convicted of any violation of the law other than minor traffic violations?  Y  N

If yes, explain in detail as to the date, place, offense and final resolution. (*Use back of sheet if necessary.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently or have you ever owned a private career school entirely or in part in any state?

Y  N

If yes, please specify below.

\_\_\_\_\_  
\_\_\_\_\_