



CHECKLIST FOR CHANGE IN PRIVATE CAREER SCHOOL (PCS) NAME

1. Copy of current the PCS's Certificate of Approval;
2. Notification of the PCS's name change (legal notification);
3. Certificate of change made with the New Jersey Department of Treasury, Division of Revenue, Business Support Bureau;
4. Amended Business Registration Certificate made with the New Jersey Department of Treasury, Division of Revenue, Client Registration Bureau;
5. Federal Identification Number (FEIN) under the PCS's new name;
6. Proof of continued Tuition Performance Bond in the PCS's new name;
7. Proof of liability and workers' compensation insurance in the PCS's new name;
8. Addendum to PCS's lease agreement;
9. Addendum to PCS's Enrollment Agreement;
10. Addendum to the PCS's catalog; and,
11. Section J forms for each program that will be offered under the PCS's new name. *

*** Copies of all Section Js must be forwarded to Attn: Private Career Schools, NJ Department of Education, Office of Career Readiness, PO Box 500, Trenton, NJ 08625-0500. In the "EXPLANATION OF ALL MODIFICATIONS" section, write "Change in name from 'current name' to 'new name.'"**

Previous Name of PCS: _____

New Name of PCS: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

FAX: _____ Email Address: _____

Director: _____ Legal Date of PCS Name Change: _____

Please return all documents in checklist order to:

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

Forms listed on the checklist can be found on the Training Evaluation Unit's website at <http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>. If you have any questions, please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.