APPROVAL PROCESS

• Training Provider approval is issued by the New Jersey Department of Labor and Workforce Development.

• Training Provider program approval is required when a community based organization (including not-for-profit, faith-based and charitable organizations registered with the Division of Consumer Affairs), labor organization, public/governmental agency or private business plans to offer pre-employment, job readiness and/or occupational skills training to customers under the Federal Workforce Investment Act, the New Jersey Workforce Development Partnership Program, Work First/TANF, and the U.S. Department of Labor Welfare-to-Work Program.

• Training Provider approval is required only when the organization is not subject to the approval authority of any other State agency. Approval is required for all occupational and educational classroom training programs including adult basic education, English as a Second Language, preparation for the GED, employability skills, job readiness, youth programs and other related programs.

• Programs are approved for one site/location. A separate approval is required for each additional program and/or location.

• Any change of location and/or program during the approval period requires that a new approval be obtained before commencing operation.

TRAINING PROVIDER APPROVAL DOES NOT CONVEY APPROVAL TO OPEN TO THE GENERAL PUBLIC OR FOR PRIVATE PAY INDIVIDUALS. THIS APPROVAL IS FOR PROGRAMS AND SITES THAT WILL BE OFFERED ONLY TO INDIVIDUALS REFERRED FROM THE ONE-STOP CAREER CENTER AND ITS PARTNERS.

The following services do not require Training Provider approval:

• Job Search (the physical activity of seeking employment);
• Job Coaching;
• Counseling;
• Skill Assessment;
• Interest Assessment;
• Transportation Services;
• Child Care Services;
• Housing Assistance;
• Food Stamps;
• Work Experience;
• On-the-Job Training;
• Work part of apprenticeship;
• Supported Work; or
• Other similar employment related services or programs.
APPLICATION

The steps to be followed are:

1. Prepare the attached forms using the Requirements for Training Provider Approval and Curriculum Assessment Checklists as guides. The Statement of Assurances must be notarized.

2. All required documents must be included with the initial submission of the application.

3. Mail the completed packet to:

   New Jersey Department Labor and Workforce Development
   Training Evaluation Unit
   PO Box 057
   Trenton, New Jersey 08625-0057

   For mailing requiring a physical address, please use the following:

   New Jersey Department of Labor and Workforce Development
   Training Evaluation Unit
   John Fitch Way, 5th Floor
   Trenton, New Jersey 08625

   Applications must be mailed; hand-delivered, emailed or faxed applications will not be accepted.

4. After all requirements have been met, an onsite visit to the planned facility will be arranged by a representative of the New Jersey Department of Labor and Workforce Development. At this time the facility should be complete and ready to accept students. During the visit, the facility, accessibility, curriculum content, materials, equipment, textbooks, and methods of record keeping will be reviewed.

5. All approved programs must provide access for visitation by representatives of the New Jersey Department of Labor and Workforce Development within one working day’s

RENEWAL

Training Provider approval must be renewed annually a minimum of 60 days prior to your expiration date included in your Approval Letter. You may obtain the Training Provider Renewal Application at the Training Evaluation Unit’s website at http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html.
ASSISTANCE

For technical assistance, please contact the Training Evaluation Unit by calling 609-984-5262 or via email at TrainingEvaluationUnit@dol.state.nj.us.

DOCUMENTS & CERTIFICATES

- **Administrators/Directors/Co-Directors** – resume and three letters of reference for the school owner/administrator and each director and co-director. A director or co-director must be present at each location during all hours of operation.

- **Site Certificates** - copies of the following certificates are required for each training site. Begin working on securing these certificates as soon as possible since complications can sometimes arise.
  - **Certificate of Occupancy** – usually secured from the community’s building inspector for the training site. In addition to attesting to a building’s structural integrity, this certificate indicates that the facility is in compliance with the applicable provisions of the local ordinance.
  - **Local Fire Certificate** – usually secured from the community’s Fire Official for the training site. If the certificate of occupancy is for new construction and is one year old or less, a fire certificate is not required.
  - **Local Health Certificate** – required only if the instructional program is food or beverage related. This certificate is usually secured from the community’s health department for the training site.

- **Liability Insurance & Workers’ Compensation Coverage** – photocopy of the actual cover sheet of the policy or policies that provide coverage for students and employees at the location(s) of instruction and indicates coverage period. Certificate must include the physical address of the training site.

- **Authorization to Conduct Business in New Jersey** - Businesses formed in New Jersey as well as those formed in another state but seeking to do business in New Jersey must file organizational documents with the New Jersey Department of Treasury. Corporations, limited partnerships, limited liability partnerships and limited liability companies must submit copies of either a Certificate of Authority or Certificate of Incorporation or Formation. Sole proprietorships and partnerships must provide proof of registration with the local county clerk. In addition, each provider must submit a copy of the school’s Business Registration Certificate displaying the exact name of the school as it is registered with the State. This name must be used throughout the application. Please contact the New Jersey Department of Treasury’s Division of Revenue for more information.
Organized Labor Training Institutions, public/governmental agencies and Joint Labor/Management Training Institutions need not provide this information.

- **Floor Plan** – a sketch of each proposed training site’s floor plan. Show classrooms, offices, exits, rest rooms and parking. Indicate where student records are located for both administrative and training sites, if applicable. Student records should be filed in a locked cabinet and not accessible to the public.

**CURRICULUM**

The *Curriculum Assessment Checklist* may be used as a guide when developing new programs. Each curriculum must be in considerable detail and must be aligned with the national standards established under Title V of the Goals 2000: Educate America Act of 1994 (20:U.S.C. §§5931 et seq.) or other nationally recognized curriculum sources. Absent a national standard, the curriculum must adhere to an industry standard. Curricula with no national or industry standards must be reviewed by a three (3) member advisory board including one potential employer from the business sector for which program completers are being prepared. Refer to N.J.A.C. 12: 41-2.2(b)5 and the *Curriculum Assessment Checklist*. Each advisory board member should write a letter addressed to the New Jersey Department of Labor and Workforce Development attesting to the validity of the curriculum, and that in his/her opinion, the curriculum meets national or industry standards. Please indicate the curriculum source used by the school. If a curriculum source requires a license or technical affiliation to teach its curriculum, include evidence of that license or technical affiliation.

The *Literacy Curriculum Assessment Checklist* is used as a guide when designing curricula in the areas of Adult Basic Education, GED Preparation, English as a Second Language, etc. Please refer to the Literacy Curriculum Assessment Checklist for specific information.

- Website of the New Jersey Department of Education Core Curriculum Content Standards: [http://www.state.nj.us/education/cccs/](http://www.state.nj.us/education/cccs/).

Where available, training providers must include the industry license/certification test for which completers will be prepared.

Please submit copies of other agency approvals for all new courses/programs: i.e. Board of Nursing for Certified Home Health Aide or Licensed Practical Nurse, Department of Health and Senior Services for Certified Nurse Aide or Medication Aide and Department of Environmental Protection for any program that includes radiography.

**SECTION J**

Complete one *Section J* form for each program you are planning to offer. Follow the instructions listed at the top of the form. All information included on the *Section J* must be identical to the Student Handbook as well as the school’s entry on the Eligible Training Provider List (ETPL) website ([www.njtopps.com](http://www.njtopps.com)).
CIP CODE

The CIP or Classification of Instructional Programs is a national coding system that standardizes titles and descriptions of training programs. Please refer to the National Center for Education Statistics website at [http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55](http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) There can only be one CIP Code for each program title. In addition, the program description must coincide with that listed on the website. For technical assistance, please call (609) 292-7917 or contact us via email at njtopps@dol.state.nj.us.

RECORD KEEPING

Prepare a process to keep records. Submit a one-page description of the recordkeeping method(s) that will be used in the areas delineated below. This process will be reviewed during the initial on-site visit and monitoring visits. Records to be kept include, but are not limited to, the following categories:

• **General Records** - Records are kept containing:
  
  o Official notification from the Department of Labor and Workforce Development indicating approval of program(s);
  
  o A copy of each currently approved program; and
  
  o A copy of all current professional materials, bulletins, bulletin supplements, enrollment agreements, student handbook.

• **Student Records** - For every student admitted, the following records must be maintained:
  
  o Student’s name and other student identification;
  
  o Course and program(s) completed, attendance, academic progress, grades;
  
  o Enrollment, withdrawal and/or completion dates for each course or program;
  
  o Evidence that the student was evaluated and met the entrance requirements or qualifications; and
  
  o Students receiving advanced placement or credit because of previous training, education and experience, must have proof of the results of the evaluation used to make the placement determination; and placement for students completing the program includes: employer, date of hire, job title, if the job reflects the training received and starting salary.
• Personnel Records - The following records are kept for administrators, instructional personnel and staff. The records contain:
  
  o Evidence of qualification for the position held;
  o Performance evaluations, if appropriate; and
  o Approval documents issued by the Department of Labor and Workforce Development.

STUDENT HANDBOOK

Submit a student handbook that addresses the topics listed below. Not all information is appropriate for each program provider.

  a. Name, address, phone and fax number of the school
  b. Effective date of handbook
  c. Name of school administrator(s) and instructor(s)
  d. Holidays observed
  e. List of programs and entrance requirements
  f. Leaves of absence
  g. Absences, tardiness and class cuts
  h. Make-up work
  i. Student code of conduct
  j. Grading system explained
  k. Minimum grade requirements
  l. Consequences of unsatisfactory grades or progress and probationary period
  m. Conditions for dismissal and reentry
  n. Dispute Resolution Policy
  o. Description of approved programs
  p. Work skills to be acquired
  q. Licenses/certifications that graduates are eligible for

INSTRUCTOR’S QUALIFICATIONS

Proof of the qualifications for each program's instructor(s) is required.

• To teach English as a Second Language, GED Preparation or Adult Basic Education, instructors are recommended to have either a teaching certificate from any state or a bachelor's level degree and at least three years experience, teaching adults.
  
• For "job specific" programs each instructor is required to have competency in the subject(s) to be taught as demonstrated by one of the following requirements.

The instructor of a certified industry program must have current certificate in the course/subject taught. All Training Providers must ensure the quality of education delivered by program instructors. Qualifications may include:

  a. Appropriate instructional certificate issued by State Board of Examiners or comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity;
b. Baccalaureate degree from a recognized institution with major or specialization in the subject area to be taught;

c. Passing score on the written portion of appropriate National Occupational Competency Examination and a minimum of two years full-time employment in the occupation prior to taking the examination;

d. Certificate of completion from an approved school, license or rating in the occupational area to be taught. Minimum two years full-time employment in the occupation following the training time must have been completed;

e. Associate's degree from an approved institution with major or specialization in the subject area to be taught. A minimum of two years full-time employment in the occupation following the training time must have been completed;

f. High school diploma or equivalent and six years full-time employment in skilled trade or technical occupation to be taught. Full-time employment needs to be verified by the director by obtaining written statements from former employer(s) attesting that the potential instructor demonstrated competence in the range of tasks and skills the individual will teach; or

g. High school diploma or equivalent and three years full-time employment in business or service occupation to be taught. Full-time employment needs to be verified by the director by obtaining written statements from former employer(s) attesting that the potential instructor demonstrated competence in the range of tasks and skills the individual will teach.
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