



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

## Checklist for Additional School Location

**Notice:** Additional school locations are not permitted to advertise, recruit or enroll students, collect tuition or other fees, or offer classes prior to being issued a Certificate of Approval from the New Jersey Departments of Education (DOE) and Labor & Workforce Development (LWD).

### Required Documents to be Submitted to the DOE:

1. Résumé for new school director and co-director.
2. Three (3) letters of reference for new director and co-director attesting to his/her reputation for integrity and good business practices
3. Staff Data Form for new director and co-director at additional location
4. School catalog displaying new address, telephone number and any changes to programs or staff.
5. Section J forms listing all programs offered at additional location.

Submit the above required documents (*shown in blue*) to:

New Jersey Department of Education  
Office of Career Readiness  
100 Riverview Plaza  
PO Box 500  
Trenton, NJ 08625-0500

### Required Documents to be Submitted to the LWD:

1. Application fee of \$1,150; Certified Check or Money Order made payable to *Treasurer, State of New Jersey*
2. Copy of current school approval certificate.
3. Business Registration Certificate filed with the NJ Department of Treasury, Division of Revenue, Client Registration Bureau for additional location.
4. Federal Employer Identification Number (FEIN) for additional school location.

5. Tuition Performance Bond for additional location (\$20,000) naming the Commissioner of the New Jersey Department of Labor and Workforce Development as obligee.
6. Proof of liability insurance and workers' compensation insurance for additional location.
7. Copy of lease with two (2) signatures (school and building owner).
8. Certificate of Occupancy for additional location.
9. Current Fire Inspection Certificate for additional location.
10. Health Inspection Certificate for additional location.
11. Copy of floor plan showing classrooms, restrooms, break rooms, exits, parking, and location of student records.
12. Student Enrollment Agreement displaying new school information.
13. Sample marketing/advertising materials for additional location.

Submit the above required documents (*shown in green*) to:

Erica Slaughter, Administrative Analyst  
New Jersey Department of Labor and Workforce Development  
Division of Accounting  
John Fitch Way, 6<sup>th</sup> Floor  
PO Box 955  
Trenton, NJ 08625-0955

**Once the above documents are found to be in compliance with state regulations, a letter and Certificate of Approval will be issued by the DOE and LWD that will allow the school to operate at the additional location.**