



CHECKLIST FOR CHANGE IN PRIVATE CAREER SCHOOL (PCS) LOCATION

NOTICE: ***No PCS shall advertise programs, recruit or enroll students, collect any tuition and fees, or instruct classes at a new location prior to being issued a Certification of Approval.***

1. Copy of current PCS's Certificate of Approval;
2. Official notice to currently enrolled students that the PCS will be relocating;
3. Copies of modified enrollment agreements signed by all students affected by the change in the PCS's location;
4. Amended Business Registration Certificate made with the New Jersey Department of Treasury, Division of Revenue, Client Registration Bureau;
5. Proof of continued Tuition Performance Bond for the PCS's new location;
6. Proof of liability and workers' compensation insurance for the PCS's new location;
7. Copy of lease agreement with two signatures (PCS and building owner);
8. Certificate of Occupancy for new PCS location;
9. Current Fire Inspection Certificate for the new PCS location;
10. Current Health Inspection Certificate, if applicable, for the new PCS location;
11. Copy of floor plan showing classrooms, restrooms, break room, exits, parking and location of student records;
12. Addendum to PCS's catalog indicating new location and telephone number;
13. Amended student enrollment agreement indicating new PCS location;
14. Sample marketing/advertising materials for the new PCS location;
15. Section J forms for each program that will be offered at the PCS's new location. *

*** Copy of all Section Js must be forwarded to the NJ Department of Education, Office of Career and Technical Education, PO Box 500, Trenton, NJ 08625-0500.**

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.