



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

CHECKLIST FOR CHANGE IN SCHOOL NAME

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

Previous Name of School: _____

New Name of School: _____

School Address: _____

Telephone No.: _____ FAX No.: _____

Legal Date of Name Change: _____

Name of School Director: _____ email address: _____

Mail all completed documents to the following address:

**New Jersey Department of Labor and Workforce Development
Division of One-Stop Coordination and Support
School approval Unit
P.O. Box 055
Trenton, New Jersey 08625-0055**