



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

Checklist for Change in School Ownership

In accordance with New Jersey Administrative Code 6A:19-7-7.1 et seq. the following documents must be submitted for approval *prior* to the transfer of ownership of any private career school.

Required Documents Pre Transfer of Ownership:

- Copy of current approval certificate
- Completed Change in Ownership application
- Resume(s) for new owner(s) and/or director(s) or co-director(s)
- Three (3) letters of reference for the new owner(s) and/or director(s) or co-director(s)
- Staff Data Form(s) for new school director(s) and/or co-director
- Section K form listing all programs that will be offered under new ownership
- Addendum to school catalog (notice of new owner/director, new programs, etc.)

Send the required documents to:

Natasha Palmer
New Jersey Department of Education
Office of Career and Technical Education
Private Career Schools
PO Box 500
Trenton, NJ 08625-0500

Once the above documents are found to be in compliance with state regulations, a letter will be issued by the Department of Education that will allow the new school owners to move forward with the transfer of ownership.

Within sixty (60) days of transfer, the new school owner(s) must submit the following business and facility related documentation to the Department of Labor and Workforce Development.

Required Documents Post Transfer of Ownership:

- Legal notification of transfer of ownership
- Certificate of change made with the NJ Department of Treasury, Division of Revenue, Business Support Bureau for new owner(s)

- Amended Business Registration Certificate made with the NJ Department of Treasury, Division of Revenue, Client Registration Bureau for new owner(s)
- Federal ID Number (FEIN) for school under new ownership
- Current financial statement under new ownership
- Proof of Tuition Performance Bond under new ownership
- Proof of liability and workers' compensation insurance under new ownership
- Copy of lease agreement under new ownership

Send the required documents to:

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

Once the above documents are found to be in compliance with state regulations a letter will be issued by the Department of Labor and Workforce Development that will allow the school to continue to operate under the new ownership.