



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

CHECKLIST FOR NEW SCHOOL DIRECTOR OR CO-DIRECTOR

NOTE: The director of the school must be approved by NJDOE prior to signing a contract with the school. Please submit the following:

1. Completed Staff Data Form and resume for new school director/co-director _____
2. Addendum to school catalog (listing new director or co-director) _____
3. Three (3) letters of reference attesting to the director's/co-director's integrity and good business practices _____

Date: _____

Name of New Director: _____

Name of Former Director: _____

New Co-Director: _____

Former Co-Director: _____

School Name: _____

School Address: _____

Telephone Number: _____ FAX Number: _____

Director's E-mail Address: _____

Submit completed documents by e-mail to privatecareerschools@doe.state.nj.us or mail to the following address:

**ATTN: Private Career Schools
New Jersey Department of Education
Office of Career Readiness
Private Career Schools
PO Box 500
Trenton, New Jersey 08625-0500**