

GENERAL INFORMATION

This application packet contains procedural changes. Please read this packet thoroughly before completing.

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Training Provider Program Renewal

- Complete this form indicating all provider, site and program information. Submit any documents that have been modified since your last application including changes in location, staff or curricula.

Requirements for Training Provider Approval

- This checklist may be used as a guide to ensure inclusion of all necessary documents. Submit only those documents pertaining to your renewal application.
- Site Certificates must be up-to-date. Include copies of current certificates and liability insurance.
- Instructor qualifications must include the industry license/certificate appropriate to the specific curriculum.
- Other Agency Approvals: submit copies of other agency approvals for all programs, as applicable. These include Board of Nursing for Certified Home Health Aide and Department of Health and Senior Services for Certified Nurse Aide.

Section J

- Complete the Section J form to reflect all current programs and any modifications, additions and changes in program content, instructional hours and/or tuition/fees. Please include any additional fees and recommended or required supplies in the "Other" column and explain in the space provided. All modifications must also be explained in the space provided. The information listed on the Section J should be identical to the Student Handbook.

Curriculum Assessment Checklist

- This checklist may be used as a guide when adding new programs or making any modifications or additions to your currently approved program curricula. Each curriculum must be in considerable detail and must be aligned with national standards established under Title V of the Goals 2000: Educate America Act of 1994 (20:U.S.C. §§5931 et seq.) or other nationally recognized curriculum sources. Absent a national standard, the curriculum must adhere to an industry standard. Curricula with no national or industry standards must be reviewed by a three (3) member advisory board including two potential employers from the business sector for which program completers are being prepared. Refer to N.J.A.C. 12:41-2.2(b)5 and the *Curriculum Assessment Checklist*. Each advisory board member should write a letter addressed to the New Jersey Department of Labor and Workforce Development attesting to the validity of the curriculum, and that in his/her opinion, the curriculum meets national or industry standards. Please indicate the curriculum source used by the school. If a curriculum source requires a license or technical affiliation to teach its curriculum, include evidence of that license or technical affiliation.

Literacy Curriculum Assessment Checklist

- This checklist is used as a guide when designing curricula in the areas of Adult Basic Education, GED Preparation, English as a Second Language, etc. Please refer to the *Literacy Curriculum Assessment Checklist* for specific information.

CIP Code

The CIP or Classification of Instructional Programs is a national coding system that standardizes titles and descriptions of training programs. Please visit the National Center for Education Statistics website at

<http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?y=55> There can only be one CIP Code for each program title. In addition, the program description must coincide with that in the CIP Taxonomy.

For technical assistance, you may contact the School Approval Unit at 609-984-5262 or by e-mail to: TrainingEvaluationUnit@dol.state.nj.us

Forms are available for download on the Training Evaluation Unit's web page under the heading "Renewal Application Packet - Training Provider (TP)" - Web address for unit: <http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>

Applications must be mailed; hand-delivered applications will not be accepted.

Mail the Training Provider renewal application to:
New Jersey Department of Labor and Workforce Development
Training Evaluation Unit
P.O. Box 057
Trenton, New Jersey 08625-0057

For all mailings requiring a physical address, please use the following:
New Jersey Department of Labor and Workforce Development
Training Evaluation Unit
John Fitch Plaza
Labor Building, 5th floor
Trenton, New Jersey 08625