



# **PRIVATE CAREER SCHOOL APPLICATION**

N.J.A.C. TITLE 12, CHAPTER 41  
N.J.A.C. TITLE 6A, CHAPTER 19

**STATE OF NEW JERSEY  
Department of Education  
Department of Labor and Workforce Development**

## **PACKET CONTENTS:**

1. General Information
2. LWD Administrative Requirements for Private Career School Approval
3. DOE Administrative Requirements for Private Career School Approval
4. Curriculum Assessment Checklist
5. Literacy Curriculum Approval Checklist
6. Application for Initial Approval for a New Private Career School
7. Affidavit Statement of Assurances
8. Private Career School Staff Data Form
9. Sample Tuition Performance Bond
10. Sample Enrollment Agreement
11. Sample School Catalog
12. Sample Student Transcript
13. Section J Form and Instructions
14. New Jersey Administrative Code Title 12, Chapter 41
15. New Jersey Administrative Code Title 6A, Chapter 19, Subchapter 7

## **PROCEDURES FOR ESTABLISHING A NEW PRIVATE CAREER SCHOOL**

**If you are interested in learning more about private career school requirements, the application process and the various agencies involved in approving both schools and programs, please email the agency at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov), and a representative will contact you.**

## **Step I**

Read the New Jersey Administrative Code Title 12, Chapter 41-1 et seq. (NJAC 12:41-1 et seq. and NJAC 6A:19-7 et seq.), Private Training Providers which has been included in your application packet.

## **Step II**

**Requirements for Private Career School Approval:** Refer to the enclosed checklists: *LWD Administrative Requirements for Private Career School Approval*, *DOE Administrative Requirements for Private Career School Approval*, *Curriculum Assessment Checklist and Literacy Curriculum Approval*. Submit these checklists along with the required documents/information to either the New Jersey Department of Education or New Jersey Department of Labor and Workforce Development as directed. All required documents must be included in the submitted packets; do not send documents one at a time. Please return documents **unbound and in checklist order**.

- 1. Application, Statement of Assurances and Fees:** This includes the *Application for Initial Approval for a New Private Career School* and notarized *Affidavit Statement of Assurances*. The non-refundable application fee is \$700 for each school site. Please include a **certified check or money order** payable to ‘Treasurer, State of New Jersey’ along with the required documentation.
- 2. Financial Readiness:** The school must have a designated account that is separate from the owner’s personal financial account or the account of another business. Submit a document showing evidence of an existing school account.
- 3. Authorization to Conduct Business in New Jersey:** Businesses formed in New Jersey as well as those formed in another state but seeking to do business in New Jersey must file organizational documents with the New Jersey Department of Treasury. Corporations, limited partnerships, limited liability partnerships and limited liability companies must submit copies of either a *Certificate of Authority* or *Certificate of Incorporation or Formation*. Sole proprietorships and partnerships must provide proof of registration with the local county clerk. In addition each provider must submit a copy of the school’s *Business Registration Certificate* displaying the exact name of the school as it is registered with the State. This name must be used throughout the private career school application. Please contact the New Jersey Department of Treasury’s Division of Revenue for more information.
- 4. Tuition Performance Bond:** Refer to N.J.A.C. 12:41-2.4(e) 4. Include a copy of the tuition performance bond certificate, which must include: 1) school owner’s name, 2) name and address of school (do not include corporation name if different from school’s name), 3) bond policy number, 4) total amount of the bond, 5) effective dates, and 6) name and address of the insurance company. The tuition performance bond for the school must be made payable to the **Commissioner, NJ Department of Labor and Workforce Development**, and in a format designated by the Commissioner in the amount of \$10,000 for the first year of operation. Please see the enclosed sample format.

**Attendance Policy:** Each private career school must develop a procedure for recording attendance. In the event of a school closure, the tuition performance bond provides student protection. Attendance verification is required in order to execute the bond.

5. **Business Plan:** Develop your own business plan or use one of the many models found on the Internet. Your plan must include a mission statement, vision statement, description of financial preparedness and a strategy for enacting the plan. The purpose of this plan is to establish a baseline for your business and to set goals for continued growth. Tuition should be calculated utilizing the operational costs of the business and revenue needed for growth.
6. **Enrollment Agreement:** Refer to the enclosed sample *Enrollment Agreement* when developing your school's Enrollment Agreement. The Enrollment Agreement must include information appropriate to your school as provided in the sample, including program title, starting and ending dates, costs, appropriate refund policy, right to cancel and signatures. Each student must receive an approved school catalog and a copy of the signed Enrollment Agreement prior to the start of classes.
7. **School Catalog:** Refer to the enclosed sample *School Catalog* when developing your school's catalog. The catalog must include information for each of the main headings provided in the sample catalog including refund policies and grievance procedures as required by New Jersey Administrative Code. Each student must receive an approved school catalog and a copy of the signed Enrollment Agreement prior to the start of classes. The catalog must also describe any student support services the school may offer.

**Dispute Resolution Policy:** This policy must be printed in the school catalog. The policy must include the following: a) who the student should contact in the event of a dispute with the school; b) the timeline for reporting concerns; c) the timeline that the administration will adhere to in addressing concerns; and d) the procedures that the student and administration will follow when resolving concerns. (Refer to the sample school catalog).

8. **Student Transcript:** Refer to the enclosed sample *Student Transcript* when developing your school's Student Transcript. The Student Transcript must include information appropriate to your school as provided in the sample.
9. **Other Agency Approvals (if applicable)** – If applicable, submit copies of agency approvals for new programs. Examples include the Board of Nursing for Home Health Aide and Licensed Practical Nurse, the Department of Health and Senior Services for Certified Nurse Aide and the Department of Environmental Protection for Dental Radiography.
10. **Private Career School Staff Data Form:** Attach completed *Staff Data Forms* for all owner(s), director(s) and instructional staff. All instructional staff must have completed a curricula and instruction course and meet educational and experiential requirements outlined in NJAC 6A:19-7.5(c)5ii.
11. **Curriculum:** The curriculum must be in considerable detail and in compliance with nationally recognized curriculum sources. Each curriculum submitted must include the items on the enclosed *Curriculum Assessment Checklist*. If there is no accepted national standard, the curriculum must adhere to industry standards. Sources include trade and professional associations. Please indicate the curriculum source used by the school. Each program must be based on specific occupational objectives and competencies.

Curricula with no national or industry standards must be reviewed by an Advisory Board consisting of five experts in the area of the curricula. One of the experts may be the classroom instructor. The role of the Advisory Board is to review the entire curriculum and recommend revisions, if necessary. Each reviewer should write a letter addressed to the New Jersey Department of Education attesting to the validity of the curriculum and that, in his/her opinion, the curriculum meets National Standards. Each letter must be on business letterhead or have the expert's business card attached. Contact information for each Advisory Board member must be provided. Refer to the *Curriculum Assessment Checklist*.

**Each curriculum must be aligned to the CIP Code: The CIP or Classification of Instructional Programs is a national coding system developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to help standardize titles and descriptions of training programs. To assign CIP codes to your programs, please visit the NCES website at <http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?v=55>. There can only be one CIP Code for each program title. In addition, the program description must coincide with the CIP Definition assigned to each code on the website.**

**License/Certificate:** If the trade area being taught has a national certification, industry certification, or licensure, the instructor must hold this certification or license and provide proof to NJDOE. Training providers must include the title of the industry license/certification test for which completers will be prepared and the arrangements provided by the school to assist students in obtaining their industry certifications or licenses.

- 12. Section J:** Complete one Section J form for each program that will be offered. Please refer to the Section J instructions for a guide on how to complete the form. The program title and instructional hours listed on the Section J should be identical to the information on the Enrollment Agreement and in the school catalog. Handwritten forms **are not** accepted.

**Submit the completed initial application including fees and all supporting documentation as directed on the individual checklists. Applications must be mailed; hand-delivered applications will not be accepted. Questions should not be directed to the Division of Accounting. Directing questions to the wrong office will delay the application process.**

**For all documents listed on the *LWD Administrative Requirements for Private Career School Approval Checklist*, please use the following address:**

**New Jersey Department of Labor and Workforce Development  
Division of Accounting  
PO Box 955  
Trenton, NJ 08625-0955  
Attn: Erica Slaughter**

**For a physical address, please use:**

**New Jersey Department of Labor and Workforce Development  
Division of Accounting  
John Fitch Way, 6<sup>th</sup> Floor  
Trenton, NJ 08625  
Attn: Erica Slaughter**

**For all documents listed on the *DOE Administrative Requirements for Private Career School Approval*, please use the following address:**

**Natasha Palmer  
New Jersey Department of Education  
Division of Student and Field Services  
PO Box 500  
Trenton, NJ 08625-0500**

Once the initial application has been submitted for review, please use the following addresses for all future correspondence with the Department of Labor and Workforce Development:

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

**OR**

**New Jersey Department of Labor and Workforce Development  
Center for Occupational Employment Information  
Training Evaluation Unit  
John Fitch Way, 5<sup>th</sup> Floor  
Trenton, NJ 08625**

For technical assistance with curriculum development, skill standard alignment, CIP Codes or staff credentials, please email the NJ Department of Education, at [privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us).

For technical assistance with literacy curriculum development, skill standard alignment, or literacy staff credentials, please e-mail the Department of Labor and Workforce Development's Training Evaluation Unit at [TrainingEvaluationUnit@dol.nj.gov](mailto:TrainingEvaluationUnit@dol.nj.gov).

For all other technical assistance questions, please email the Training Evaluation Unit [TrainingEvaluationUnit@dol.nj.gov](mailto:TrainingEvaluationUnit@dol.nj.gov). If e-mail is not available, please call (609) 984-5941 or (609) 292-2253.

**Note:** The Departments of Education and Labor and Workforce Development must receive revisions within 60 days of notification by either Department. If the site visit is not successful, the school will have 60 days to address concerns and bring the school into compliance with N.J.A.C. 12:41-1 et seq.

After the application packets are reviewed and determined to be in compliance with the NJAC 12:41-1 et seq. and NJAC 6A:19-7 et seq., a site visit will be scheduled. During the site visit, Specialists from each department will provide technical assistance, inspect the facility, review documents and address any outstanding issues in order to verify that the facilities and instructional equipment identified in the application for program approval are available and appropriate for instruction.

Upon receipt of the Certificate of Approval, training providers **must** apply to be placed on the New Jersey Eligible Training Provider List (ETPL) before any training funds may be issued. Application is through the internet-based site, [www.njtopps.com](http://www.njtopps.com). Prior to applying, the training provider must contact the Center for Occupational Employment Information (COEI) to have their Federal Employer Identification Number (FEIN) entered into the database and **must** be given an initial password for access. Please email your FEIN to the Center for Occupational Employment Information (COEI) at [njtopps@dol.nj.gov](mailto:njtopps@dol.nj.gov) so an initial password can be provided. For other questions regarding the ETPL, please call (609) 292-6242.

Additional Private Career School forms are available online at <http://lwd.dol.state.nj.us/labor/lwdhome/coei/teu.html>.

**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL APPROVAL**

*Please submit the following documents along with the application fee to the following address:*

*New Jersey Department of Labor and Workforce Development  
Division of Accounting  
PO Box 955  
Trenton, NJ 08625-0955*

*Please check (✓) items to ensure inclusion.*

	Items	Included (✓)	For LWD Use Only	
			Acceptable	Needs Further Development
1.	Administrative Requirements for PCS Approval Checklist			
2.	Completed Application for Initial Approval			
3.	Signed and notarized Statement of Assurances			
4.	Non-refundable application fee of \$700 in the form of a certified check or money order only, payable to the <b>Treasurer, State of New Jersey</b>			
5.	Franchise agreement (if applicable)			
6.	Certificate of Authority, Certificate of Incorporation or Formation, or proof of registration with county clerk's office			
7.	Incorporation papers (if applicable)			
8.	Business Registration Certificate			
9.	Bank statement or voided check in school's name			
10.	Tuition Performance Bond which includes bond number, name and address of school, amount of bond and expiration dates. The obligee must be listed as the Department of Labor and Workforce Development			
11.	Current Public Liability and Workers' Compensation Certificate of Insurance			
12.	Certificate of Occupancy from local municipal authority			
13.	Current Certificate of Fire Inspection			
14.	Current Certificate of Health Inspection (if applicable)			
15.	Building lease signed by both school and building owners			
16.	Sketch of floor plan which includes exits, restrooms, break areas, classrooms, labs, office where student records are located			
17.	Business Plan			
18.	Enrollment Agreement			
19.	School catalog which includes Dispute Resolution Policy and Refund Policy			
20.	Sample of proposed advertising/marketing materials			
21.	Literacy Curriculum Approval Checklist along with supporting documentation for all literacy related programs (see literacy checklist)			

For LWD use only

\_\_\_\_\_  
Signature: Program Specialist

\_\_\_\_\_  
Date

**Note: Sample documents are provided in the Initial Application Packet**

**DEPARTMENT OF EDUCATION**

**ADMINISTRATIVE REQUIREMENTS FOR PRIVATE CAREER SCHOOL APPROVAL**

*Please submit 1 copy of each required document to the NJ Department of Education at the following address:*

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

*Please check (√) items to ensure inclusion.*

	School Name:  Items	Included (√)	For DOE Use Only	
			Acceptable	Needs Further Development
1.	Completed Application for Initial Approval			
2.	Owner(s) and Director(s) Staff Data Forms and resumes			
3.	Staff Data Forms for all instructors			
4.	3 letters of reference for all school's owner(s) and director(s) attesting to their reputation for integrity and good business practices			
5.	Complete curriculum broken down into clock hours per lesson. The curriculum should follow the Curriculum Checklist, including methods for curriculum delivery and evaluation.			
6.	National Skill Standards, State Agency or Advisory Board Letters. Please provide proof that your curriculum meets national standards, has been reviewed by a state agency or has been reviewed by an advisory board of at least five industry experts. This may include copies of letters from other state agencies approving the program(s) or Advisory Board letters attesting to the validity and reliability of the program(s). These letters should be on professional letterhead or be accompanied by the business card of each Advisory Board member.			
7.	School Catalog			
8.	Enrollment Agreement			
9.	Sample Student Transcript			
10.	Completed Section J Form. <b>Note:</b> the program description must match the description provided in the school catalog and must also match the content approved in the curriculum.			

**For DOE use only**

Signature: Curriculum Specialist

Date

**NOTE: Sample Documents are provided in the Initial Application Packet.**

**DEPARTMENT OF EDUCATION**

## **CURRICULUM ASSESSMENT CHECKLIST**

**Instructions:** Use this checklist to assess each of your curriculum proposal(s) and to be sure you have all necessary curriculum components developed. Each curriculum proposal must include all the items identified in the checklist below.

	School Name:  Items	Included (√)	For DOE Use Only	
			Acceptable	Needs Further Development
1.	<b>Course/Program Title with CIP Code Number:</b> Provide the name or title of the program to reflect the specific occupational training the student will receive.			
2.	<b>Program Description:</b> Provide a brief description of what the program is about, for whom it is intended and its purpose.			
3.	<b>National Skill Standards, State Agency or Advisory Board Letters.</b> Please provide proof that your curriculum meets national standards, has been reviewed by a state agency or has been reviewed by an advisory board of at least five industry experts. This may include copies of letters from other state agencies approving the program(s) or Advisory Board letters attesting to the validity and reliability of the program(s). These letters should be on professional letterhead or be accompanied by the business card of each Advisory Board member.			
4.	<b>Competencies:</b> Describe the occupational objectives and competencies to which the program/course is aligned. Provide the National Skill Standards or other nationally recognized curriculum source(s) to which the program/course is aligned.			
5.	<b>Competencies Prior to Enrollment:</b> List pre-requisites for this course/program, including skills required and prior courses to be taken. Include competencies students need to meet prior to enrolling in the course/program.			
6.	<b>Facilities:</b> Describe the facilities in which the program/course will be offered. Delineate the educational space within the facility. Submit a floor plan of the proposed facility. Identify the nationally recognized standard (where it exists) used to design the facility.			
7.	<b>Instructional Hours:</b> List in outline form the topics/subjects that will be covered. Include the number of instructional hours for each topic/subject, program length and the total instructional hours of the course/program.			
8.	<b>Outline of Subjects/Complete Curriculum:</b> Describe the major elements of instruction of the program/course. Provide the necessary curriculum components, including subjects or topics, of each course/program.			

9.	<b>Instructional Staff:</b> Provide the names and job title of instructional staff, if known. If staff has not been identified, provide a description of the qualifications and required certification, where applicable. Note: Include copies of industry certifications, where applicable, and proof of successful completion of a curriculum and instruction course offered through an accredited college.			
10.	<b>Instructional Strategies:</b> Describe the intended instructional method for the course/program, teaching methods to be used, audio/visual aids and other educational technology planned.			
11.	<b>Equipment and Supplies:</b> Separately, list the equipment, tools and text materials that will be used in the course/program to fulfill the competencies and skills identified in Item 4.			
12.	<b>Evaluation:</b> Describe the method(s) by which students will be evaluated including, where applicable, the national or state licensing/ certification tests. Provide the skill proficiency assessment instruments that will be used to evaluate student progress, such as, texts, quizzes, projects and hands-on evaluations. If internships are part of the instruction, provide a complete schedule of events.			
13.	<b>Signed Internship Contract(s):</b> If the school provides an internship as part of the program. The contracts should outline what the students have learned at the school and what they are allowed to do on the internship site. It should have a beginning and ending date, identify who will oversee the students at the site and how the students will be graded. An internship should be no more than 10% of the grade.			
14.	<b>Enrollment:</b> Estimate the maximum number of students you expect to enroll in each program/course.			

**For NJDOE Use Only**

Signature: Education Program Development Specialist

Date

# Department of Labor and Workforce Development

## Literacy Curriculum Approval Checklist

*Instructions:* Use this check list to assess each of your literacy curriculum proposal(s) and to ensure that all necessary curriculum components have been developed. Your curriculum proposal must include the items identified in the check list below. **All literacy programs must be submitted to the Department of Labor and Workforce Development.**

	Items	Included		For Department of Labor & Workforce Development Use Only		Comment/Specific Deficiency
		Yes	No	Acceptable Yes	No	
1	<i>Describe the specific targeted population.</i>					
2	<i>Program Title:</i> Provide name or title of the program to reflect the specific literacy level of instruction the learner will receive.					
3	<i>Curriculum Description/Outline of Subjects:</i> Each curriculum must: 1) Provide in narrative form a program description including the major elements of instruction of each course within the program; 2) Provide the necessary curriculum components, including subjects or topics, for each course within the program; 3) Provide Core Literacy Curriculum which should include instructional practices, such as but not limited to: phonemic awareness, systemic phonics, fluency, and reading comprehension; 4) Learning should be in real-life contexts to ensure that individuals gain the skills necessary to compete in the workplace; 5) Activities should be built on a strong foundation of research and effective educational practices.					
4	<i>Competencies:</i> Describe the literacy objectives and competencies to which the program is aligned. Provide the nationally recognized curriculum source(s) to which the program is aligned.					
5	<i>Competencies Prior to Enrollment:</i> List pre-requisites for this program, including skills required and prior courses to be taken. Include the competencies that students need to meet prior to enrolling in the program					
6	<i>Facilities:</i> Submit a floor plan of the proposed classroom including furniture and equipment as appropriate.					
7	<i>Intensity and Duration:</i> Classes must be of sufficient intensity and duration to enable the learner substantial learning gains. List in outline form the topic/subjects that will be covered. Include number of hours for each subject/topic and total instructional hours of the program.					
8	<i>Instructional Strategies:</i> Describe the intended instructional methods to be used, audio/visual aids and other educational technology to be used.					
9	<i>Equipment and Supplies:</i> Separately, list the equipment, tools and text materials that will be used in each course within the program necessary to fulfill the competencies and skills identified in Item 4.					
10	<i>Evaluation:</i> Describe method(s) by which learners will be evaluated and identify the pre and post assessments to be used. Include the grading policy and a copy of any skill proficiency assessment instrument(s) to be used in the course/program. Provide specific techniques to be used to measure learner's progress and evaluations for each major element of instruction. <b>Include samples of assessment tools to be used.</b>					
11	<i>Instructional Staff:</i> Provide the names and job titles of instructional staff. If staff has not yet been identified, provide a description of the qualifications & required certifications, if applicable.					
12	<i>Enrollment:</i> Estimate the maximum number of students you expect to enroll in each program.					
13	<i>Section J:</i> Completed Section J Form for each program. Be sure to include the CIP Code, tuition and fees.					

For LWD Use Only

Program Specialist	Date

**APPLICATION FOR INITIAL APPROVAL FOR A NEW PRIVATE CAREER SCHOOL**

Please complete the Application for Initial Approval to operate a new private career school in accordance with NJAC 12: 41 et seq.

Date: \_\_\_\_\_

**I. SCHOOL DATA**

Name of School: \_\_\_\_\_

Street Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Web Page Address: \_\_\_\_\_

**II. OWNER DATA\* For Emergency Use Only**

Name of Owner(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: ( ) \_\_\_\_\_ Other Telephone Number: ( ) \_\_\_\_\_

*\*If there is more than one owner, please attach an additional sheet with information for each owner.*

**III. CORPORATE DATA**

Name of Corporation: \_\_\_\_\_

Address of Corporation: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**IV. SCHOOL DIRECTOR DATA**

Name of School Director: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

Name(s) of co-director(s) in charge of the school in the absence of the director \_\_\_\_\_

\_\_\_\_\_

**STATEMENT OF ASSURANCES**

By his/her signature, which appears below, the director of the private career school making this initial application certifies the following:

1. Staff data forms are signed by the school director for the following personnel: 1) instructors; 2) admissions officers; 3) job placement officers; 4) academic advisors; 5) substitute and/or assistant instructors; 6) financial aid officers; and 7) supervisors of instruction. By signing each data form, the director certifies that the information contained in the data form is accurate. The data forms will be kept on file at the school and made available to a representative of the New Jersey Department of Education upon request.
2. Fire, health inspection and liability certificates are current and on file at the school and will be made available at the request of a representative of the New Jersey Department of Labor and Workforce Development.
3. The current tuition performance bond for the school is in the amount of \$10,000 or 2.5 percent of the annual gross income, whichever is greater.
4. Curriculum meets the standards as required by NJAC 12:41-2.2(b)5 and NJAC 6A:19-7.3.

The applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act; title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972 and the Americans with Disabilities Act, 42 U.S.C. 12102. In addition, the applicant also assures that it will comply with the U.S. Department of Labor’s regulations at 29 CFR, Part 37 and all other regulations implementing the laws listed above.

I hereby give assurance that the statements above are true and correct in accordance with NJAC 12:41-1 et seq. and NJAC 6A:19-7 et seq.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Director: \_\_\_\_\_

*(Please print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**AFFIDAVIT**

**State of New Jersey, County of \_\_\_\_\_,**

\_\_\_\_\_  
(Name), being duly sworn on his/her oath that he/she is

\_\_\_\_\_  
(Title) of the \_\_\_\_\_ (School),

**in the County of \_\_\_\_\_ and that the Statements given in this application are true, to the best**

**of his or her knowledge and belief.**

\_\_\_\_\_  
School Director’s Signature

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public’s Signature and Seal

**ALL FORMS MAY BE DUPLICATED AS NEEDED**

New Jersey Departments of Education and Labor and Workforce Development  
Application for Initial Approval Revised 09/16

**New Jersey Department of Education**  
**Submission Directions and Minimum Instructor Qualifications**

**Directions:** Instructors must be approved by NJDOE prior to signing a contract with the school. To obtain approval for new instructors, submit proof of the qualifications listed below, along with a completed staff data form by email to:

[privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us) or mail to:

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

**Note: Staff data forms must be filled out completely and signed. A resume is not a substitute for a completed form.**

**Minimum Qualifications:**

- Proof of a high school diploma or GED;
- Proof of successful completion of a curriculum and instruction course offered through an accredited college; and
- Competency in the subject(s) to be taught as demonstrated by possession of **one** of the following:
  - An appropriate instructional certificate issued by the State Board of Examiners, or a comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity;
  - An industry certification in the occupational area to be taught and at least two years of documented full-time employment experience in the occupational area within the past 10 years;
  - A baccalaureate degree from a recognized institution with a major or specialization in the subject to be taught;
  - Evidence of attainment of a journeyperson's status by possessing a certificate of completion of a registered apprenticeship training in the subject to be taught, with at least two years of documented full-time employment experience within the past 10 years;
  - A certificate of completion in the occupational area to be taught from an approved private career school or hold the appropriate State-issued occupational license in the occupational area to be taught, and a minimum of two years of documented full-time employment in the occupation, within the past 10 years;
  - An associate degree from an accredited college, with a major or specialization in the subject to be taught, and a minimum of two years of documented full-time employment in the occupational area to be taught within the past 10 years; or
  - A minimum of four years of documented full-time employment in the occupational area to be taught within the past 10 years.

## Private Career School Staff Data Form

**Note:** A resume is not a substitute for a completed form. For instructors, you must also include proof of successful completion of a curriculum and instruction course offered through an accredited college pursuant to N.J.A.C. 6A:19-7.5(c)5ii. Instructors will not be approved without it.

### PERSONAL INFORMATION

Last Name:		First Name:		M.I.		Date:	
Home Address:							
Telephone Number:		E-mail Address:					
Name of Private Career School to Which You Are Applying:							
Private Career School Address:							
Position/Job Title (If you are an instructor, include all subject(s) to be taught):							
Check One <input checked="" type="checkbox"/> :		Full-Time <input type="checkbox"/>		Part-Time <input type="checkbox"/>			

### EDUCATION AND TRAINING

High School (Name and Location)	Dates Attended: (From MONTH/YEAR To MONTH/YEAR)

Did you graduate? Please check one :      Yes       No

Graduate of College or University (Name and Location)	Major	Minor (if applicable)	Completion Dates (From MONTH/YEAR To MONTH/YEAR)

**Complete If You Did Not Graduate From College/University:**

Name of College/University	Credit Hours Completed	Dates Attended: (From MONTH/YEAR To MONTH/YEAR)

### OTHER FORMAL TRAINING (Include Military)

Name and Location of School/Program	Description of Course	Completed Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates Attended (From MONTH/YEAR To MONTH/YEAR)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Licenses, Certifications or Registrations (A copy of each license/certification/registration must be attached):**

Title	Identifying Number	Issuing Agency/Authority	Date of Issue

**PREVIOUS EMPLOYMENT (Begin with your most recent employer; include military service. All fields are required)**

Name and address of your most recent employer:

<b>Duties:</b>	
----------------	--

Check One : Full-Time  Part-Time 

Name and title of your immediate supervisor:

Dates in this position: From MONTH/YEAR To MONTH/YEAR

Title of your position:

Reason for leaving:

Name and address of your previous employer:

<b>Duties:</b>	
----------------	--

Check One : Full-Time  Part-Time 

Name and title of your immediate supervisor:

Dates in this position: From MONTH/YEAR To MONTH/YEAR

Title of your position:

Reason for leaving:

Name and address of your previous employer:

<b>Duties:</b>	
----------------	--

Check One : Full-Time  Part-Time 

Name and title of your immediate supervisor:

Dates in this position: From MONTH/YEAR To MONTH/YEAR

Title of your position:

Reason for leaving:

**REFERENCES**

List below the names, complete addresses and occupations of three persons to whom you are well known and from whom we may request information concerning your character and personal qualifications.

Name	Address	Telephone Number

Have you ever been convicted of any violation of the law other than minor traffic violations? If your answer is yes, please explain on a separate sheet of paper; include the date, place, offense and final disposition.

Please check one : Yes  No 

To the best of my knowledge all information in this data form is true and correct.

Signature of Applicant:

Date:

I hereby certify that this office has verified the information contained herein and has on file appropriate certificates, references and verification of the stated education and experience of the applicant.

Signature of Owner/Director:

Date:

**NAME OF INSURANCE COMPANY**

Bond Number: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that the applicant for said approval

\_\_\_\_\_ of \_\_\_\_\_  
Owner Name of School

located at \_\_\_\_\_ as Principal, and  
Address

\_\_\_\_\_ with principal office in the State of New Jersey located at  
Name of Insurance Company

\_\_\_\_\_, as Surety, are held firmly bound unto the  
Address

Commissioner, New Jersey Department of Labor and Workforce Development, PO Box 057,  
Trenton, NJ 08625-0057 for the benefit and protection of the students of said principal, in the

sum of \$ \_\_\_\_\_,  
In figures In words

lawful money of the United States of America, to be paid to the Commissioner, New Jersey  
Department of Labor and Workforce Development, its certain attorney or assigns, to which  
payments well and truly be made, we bind ourselves, jointly and severally our heirs, executors,  
administrator's successors and assigns firmly by these presents.

Signed, sealed with our seals, and delivered this \_\_\_\_\_ day of \_\_\_\_\_ in  
the year of 20\_\_\_\_\_.

WHEREAS, the above bounden Principal desires to operate its school at the place set  
forth above in the manner required both by its express contracts with its student as well as the  
rules and regulations of the New Jersey Department of Labor and Workforce Development.

This bond is expressly issued on condition that it may be cancelled by the Surety on 30  
days written notice to obligee.

IN WITNESS WHEREOF, the parties have hereunto set hands and seals the day and year  
first above written.

Principal: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Attest: \_\_\_\_\_

By: \_\_\_\_\_

**SCHOOL NAME**  
**SCHOOL ADDRESS**

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**ENROLLMENT AGREEMENT**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Program Title: \_\_\_\_\_ Total Program Hours: \_\_\_\_\_

Class Schedule: \_\_\_\_\_ Monday – Friday from 9:00 a.m. to 4:00 p.m. \_\_\_\_\_ Saturdays from 9:00 a.m. to 4:00 p.m.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

There is a non-refundable registration fee of \$ \_\_\_\_\_. This fee is not part of the tuition. The tuition will cover the entire program. The student is responsible for \_\_\_\_\_ percent of the total tuition payable on or before the first day of class. All tuition monies paid by the student will be refunded if the applicant cancels this contract within three business days from the date of signing. This refund, less the registration fee, is applicable even if instruction has begun.

Fees:                      Registration \$ \_\_\_\_\_  
                                 Tuition \$ \_\_\_\_\_  
                                 Books \$ \_\_\_\_\_  
                                 Other \$ \_\_\_\_\_                      Other includes: \_\_\_\_\_  
                                 Total \$ \_\_\_\_\_

The school has received the sum of \$ \_\_\_\_\_ on \_\_\_\_\_ 200\_\_\_\_\_ with a remaining balance of \$ \_\_\_\_\_. This balance is to be paid within \_\_\_\_\_ installments beginning \_\_\_\_\_, 200\_\_\_\_\_ and ending on \_\_\_\_\_, 200\_\_\_\_\_.

**Tuition Refund Policy**

ABC School's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-2.4k(2)). The school may retain the registration fee and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

<u>Time of Withdrawal</u>	<u>Student's Responsibility</u>
Within three business days of signing this contract	0% of total tuition plus registration fee
During the first week	10% of total tuition plus the registration fee
Weeks two and three	20% of total tuition plus the registration fee
After three weeks & prior to 25%	45% of total tuition plus the registration fee
After 25% of program and before 50%	70% of total tuition plus the registration fee
After 50% of program is completed	100% of total tuition plus registration fee

**The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and that the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.**

The student acknowledges receiving a copy of this agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above-named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
School Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Blue Chip Learning Center

1 Education Path  
Learning, NJ 08625



Volume I  
January – December 2016

<b>ADMINISTRATORS:</b> .....	<b>4</b>
<b>ADMISSIONS AND PLACEMENT OFFICER</b> .....	<b>4</b>
<b>STUDENT ADVISEMENT</b> .....	<b>4</b>
<b>BURSAR OFFICE</b> .....	<b>4</b>
<b>SCHOOL SECRETARIES AND ATTENDANCE STAFF</b> .....	<b>4</b>
<b>SCHOOL CALENDAR</b> .....	<b>4</b>
OBSERVED HOLIDAYS .....	4
CLASS SCHEDULES.....	5
PROGRAM STARTING DATES .....	5
<b>REGISTRATION REQUIREMENTS</b> .....	<b>5</b>
<b>SCHOOL POLICIES</b> .....	<b>5</b>
ENTRANCE REQUIREMENTS.....	5
ATTENDANCE REQUIREMENTS.....	6
LEAVE OF ABSENCE .....	6
CLASS CUTS .....	6
MAKE-UP WORK.....	7
TARDINESS .....	7
<b>CODE OF CONDUCT</b> .....	<b>7</b>
<b>CONDITIONS FOR DISMISSAL</b> .....	<b>8</b>
<b>RE-ENTRY POLICY</b> .....	<b>8</b>
<b>CREDIT FOR PREVIOUS TRAINING</b> .....	<b>9</b>
<b>STUDENT COMPLAINT/APEAL PROCESS</b> .....	<b>9</b>
<b>GRADING SYSTEM</b> .....	<b>10</b>
<b>INCOMPLETE GRADES</b> .....	<b>10</b>
<b>PROBATION FOR BELOW AVERAGE GRADES</b> .....	<b>10</b>
<b>STUDENT EVALUATION TECHNIQUES</b> .....	<b>11</b>
<b>WITHDRAWING FROM SCHOOL</b> .....	<b>11</b>
<b>STUDENT RECORDS</b> .....	<b>11</b>
<b>REFUND POLICY</b> .....	<b>12</b>
<b>REIMBURSEMENT SCALE</b> .....	<b>13</b>
<b>TUITION AND ADDITIONAL COSTS</b> .....	<b>13</b>
<b>GRANTS, STUDENT LOANS AND SCHOLARSHIPS</b> .....	<b>14</b>
<b>CREDIT DISCLAIMER STATEMENT</b> .....	<b>14</b>
<b>FACILITIES</b> .....	<b>15</b>
<b>PROGRAMS OFFERED AT BLUE CHIP LEARNING CENTER</b> .....	<b>15</b>
PROGRAMS .....	15

**Blue Chip Learning Center\***  
**Administrators and Staff**

**Administrators:**

Douglas Gates  
Janet Coven, Ed. D.

Chief Executive Officer  
Director/Administrator

**Admissions and Placement Officer**

Robert Burns

609-876-4592

**Student Advisement**

Shane D. Dunbar

609-876-1297

**Bursar Office**

Mr. Roman

609-876-4312

**School Secretaries and Attendance Staff**

Secretaries and attendance staff are available Monday through Friday from 7:30 a.m. to 9:00 p.m.

Margaret Hummel, Attendance Secretary

609-876-4443

Alexander Brown, Front Desk Secretary

609-876-5577

**School Calendar**

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

**Observed Holidays**

New Years Day  
Martin Luther King Day  
Independence Day  
Memorial Day  
Labor Day  
Thanksgiving  
Christmas

## Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 7:30 a.m. until 9:00 p.m. Monday through Friday and from 8:30 am until 2:00 pm on Saturdays.

- Classes are scheduled Monday through Friday from 8:00 a.m. until 7:00 p.m.
- Saturday classes are scheduled from 8:00 a.m. until 2:00 p.m.
- Make-up sessions are scheduled Wednesday evenings and Saturdays

## Program Starting Dates

October 2nd – Fall Term  
January 2nd – Winter Term

April 3rd – Spring Term  
July 5<sup>th</sup> – Summer Term

## Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting financial aid will need to register one month (20 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the following with you:

- Identification (current drivers license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for administrative and tuition fees (we accept cash, personal checks and all major credit cards.) Students receiving financial aid or who have a student loan should bring documentation of such when registering.

## School Policies

### Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
  - A. Ninth (9th) grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the USDOE.
  - B. An interview with the admissions officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

## Attendance Requirements

Blue Chip Learning Center records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

## Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

**Note:** Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

## Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

## **Make-up Work**

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

## **Tardiness**

Developing good work ethics is an important part of the training at Blue Chip Learning Center. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Blue Chip Learning Center encourages students to plan to arrive at the school at least 10 minutes before the start of class.

## **Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.

4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

### **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

### **Re-entry Policy**

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the

review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

### **Credit for Previous Training**

Blue Chip Learning Center is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.

### **Student Complaint/Appeal Process**

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

## **Grading System**

The competencies taught in each program offered at Blue Chip Learning Center will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93 – 100	Excellent
B	92 – 87	Above Average
C	86 – 75	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

## **Incomplete Grades**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

## **Probation For Below Average Grades**

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-

school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

### **Student Evaluation Techniques**

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

### **Instructor Evaluation Techniques**

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Director and used to improve instructor quality.

### **Withdrawing from School**

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

### **Student Records**

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records

4. Placement data
5. The *Enrollment Agreement*
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training
8. Records of meetings, appeals, disciplinary actions and dismissals
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

### **Refund Policy**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.
5. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is

defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

### **Reimbursement Scale**

<u>If Withdrawal or Cancellation Occurs:</u>	<u>The School Will Retain</u>
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25 percent of the course	45% of the tuition
After 25 percent but not more than 50 percent of the course has been attended	70% of the tuition
After completion of more than 50 percent of the course	100% of the tuition

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Blue Chip encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

### **Tuition and Additional Costs**

<b>Program Title</b>	<b>Hours</b>	<b>Tuition</b>	<b>Administrative Fee</b>	<b>Books &amp; Supplies</b>	<b>Total</b>
Basic Keyboarding	345	\$2,600	\$35	\$200	\$2,835
Microsoft Excel	250	\$1,000	\$35	\$100	\$1,135

Parking (optional)

Private Tutoring (optional)

The Administrative Fee is non-refundable. Additional costs are due the first day of class. Parking can be paid on a weekly basis and private tutoring on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

## **Grants, Student Loans and Scholarships**

The Blue Chip Learning Center does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans.

**Note:** Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Blue Chip will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Blue Chip Learning Center. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

## **Credit Disclaimer Statement**

The Blue Chip Learning Center does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The Blue Chip Learning Center is not approved to offer college credits. The Blue Chip Learning Center is a state approved private vocational school.

## Facilities

The Blue Chip Learning Center features a fully air conditioned, well lighted facility with a reception area, administration offices and 14 computer training classrooms. The school has a break room for students with a coffee pot, refrigerator, vending machines, sink, tables and chairs, and bottled water. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. There is parking available in a well lighted parking lot. This is a handicapped accessible facility with handicapped ramps, an elevator, and handicapped lavatories.

## Programs Offered at Blue Chip Learning Center

**Note:** The description of the program should be that which will be taught under the contract. This is the description that is to be entered on the Section J form and on the Eligible Training Provider List.

## Programs

### Basic Keyboarding – 345 hours

This course includes: Developing finger skills, learning the keyboard and special key strokes, developing skill in speed and accuracy in keyboarding. Thirty hours of class instruction are offered followed by thirty hours of accuracy and speed practice. Our state-of-the-art computers automatically store and display the student's accuracy and speed results to aid the student in measuring his or her progress.

### Microsoft Excel – 250 hours

This course includes instruction in worksheet environment; entering data; advanced copy techniques; editing cell contents; labeling prefixes; formatting values and more.

The objectives to be acquired include building leadership skills, confidence, and proficiency and entry level skills in each course. Entry level skills are the skills needed to obtain employment.

# STUDENT TRANSCRIPT

## Official Transcript

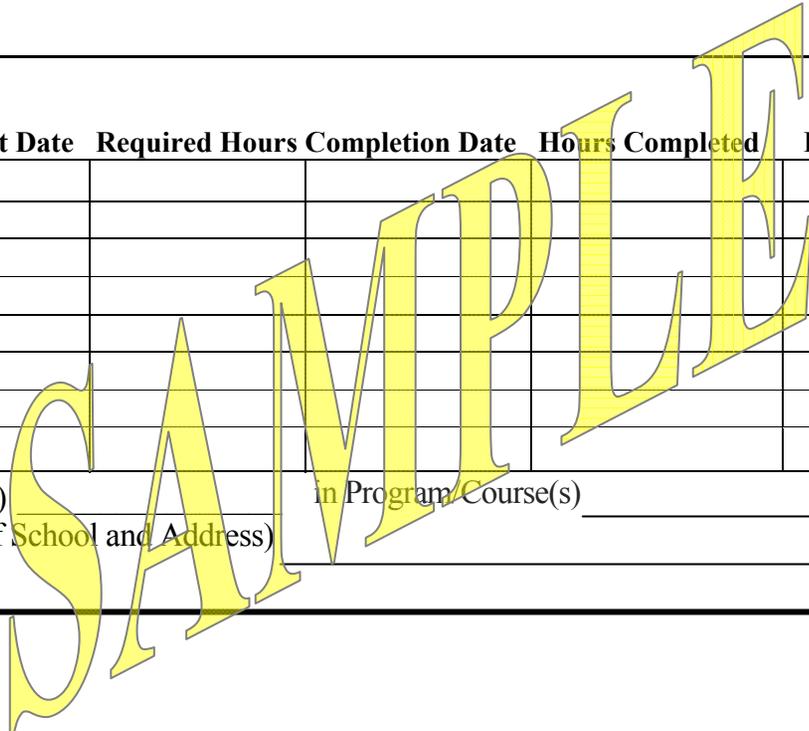
School's Name School's  
Complete Address

Student's Name \_\_\_\_\_ Student's Social Security Number \_\_\_\_\_

Student's Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
Street Address City State Zip

Student's Program Title: \_\_\_\_\_

<u>Program Title</u>	<u>Enrollment Date</u>	<u>Required Hours</u>	<u>Completion Date</u>	<u>Hours Completed</u>	<u>Final Grade</u>	<u>Grade Point Average</u>



Number of Transfer Hours (if applicable) \_\_\_\_\_ in Program Course(s) \_\_\_\_\_  
Transfer Hours Accepted From (Name of School and Address) \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official Official's Title Date Raised Seal of School

- A (Excellent) 93%-100% 4.0 WP - Withdrew Passing
- B (Above Average) 85%-92% 3.0 WF - Withdrew Failing
- C (Average) 75% - 84% 2.0 Inc. - Incomplete
- D (Below Average) 70% - 74% 1.0
- F (Failure)

Any grade falling below the school's graduation requirement of 70% (The above sample grades are aligned with recommendations from national accrediting agencies and various state agencies. It is the responsibility of each school to set their grading policy.)  
Sample Student Transcript Form/2004

# PLEASE READ ALL INSTRUCTIONS PRIOR TO SUBMITTING SECTION J FORMS FOR APPROVAL

## Instructions for Completion

**This form must be completed electronically.** Complete a separate Section J form for each new or modified program. Provide the CIP Code for each program title. CIP Codes can be found at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. Please provide the program description as it will be entered on the Eligible Training Provider List (ETPL). The program description must match the submitted curriculum and school catalog description of the program. If modifying a previously approved program, see “Guide to Program Modifications of Currently Approved Programs” for specific instructions on what to write in the “Explanation of All Modifications” section and additional required documents. **For new programs**, include the New Program Checklist, Curriculum Checklist and corresponding items.

Accredited schools offering programs in credit hours **must enter both clock hours and credit hours** on the Section J. The ETPL requires clock hours to be entered for all programs. *Credit hours are only used by schools that are accredited by an accrediting agency that is recognized by the United States Department of Education.*

## Filing Instructions

- Section Js submitted for **new program approval or modifications of program title, CIP Code, hours of instruction/credit hours, location or program description** **must** be sent directly to the Department of Education, **not less than 60 calendar days prior to the effective date** of the new program or changes. Section Js must be submitted via email to [privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us).
- Section Js submitted for **approval of modifications to tuition, administrative fees, text book fees, tool/supply fees, test/licensing/inoculation fees** **must** be forwarded directly to the Department of Labor and Workforce Development, **not less than 60 calendar days prior to the effective date** of the changes. All amounts must be shown in **whole** dollars only. Section Js must be submitted via email to [stephanie.zacniewski@dol.nj.gov](mailto:stephanie.zacniewski@dol.nj.gov).
- **FAILURE TO EMAIL YOUR SECTION J TO THE CORRECT DEPARTMENT WILL DELAY YOUR APPROVAL.**

## DEPARTMENT OF EDUCATION

### GUIDE TO PROGRAM MODIFICATIONS OF CURRENTLY APPROVED PROGRAMS

Before completing a Section J form for a program modification, please read the following guide on what to write in the “Explanation of All Modifications” section. All sections of the Section J must be filled out completely, including the program description and tuition and fees. The status column must contain an “M” for modification.

#### For Changes in Tuition and Fees **ONLY**

In the “Explanation of All Modifications” section on the Section J form, write “**(Increase/Decrease) in (Tuition/Fees).**”

Changes in Tuition and Fees **only** must be submitted via email to [stephanie.zacniewski@dol.nj.gov](mailto:stephanie.zacniewski@dol.nj.gov).

#### For Changes in Content and Program/Credit Hours Modifications

1. Develop a cover letter that states which program is being modified, what is being added/removed and why.
2. Highlight on a copy of the curriculum what is being added/removed.
3. Provide a summary of the modification in the “Explanation of All Modifications” section on the Section J form.
4. Submit the cover letter, curriculum with the highlighted section and Section J form.

#### For Changes in CIP Codes

In the “Explanation of All Modifications” section on the Section J form, write “**CIP Code Change from (XX.XXXX) TO (XX.XXXX)**”

#### For Changes in Program Title

In the “Explanation of All Modifications” section on the Section J form, write “**Name Change from (current program name) to (new program name).**”

#### For Changes in Location

In the “Explanation of All Modifications” section on the Section J form, write “**Change in location from (original address) to (new address).**”

#### For an Additional Location

In the “Explanation of All Modifications” section on the Section J form, write “**Additional Location.**”

#### For Changes in Program Description

In the “Explanation of All Modifications” section on the Section J form, write “**Change in program description**” and explain why.

#### For Changes in School Name

In the “Explanation of All Modifications” section on the Section J form, write “**Change in School Name from (original school name) to (new school name).**”

## SECTION J - PCS

**CAREFULLY READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM.**

SCHOOL NAME: \_\_\_\_\_ DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ FEDERAL ID #: \_\_\_\_\_

Are you currently contracting or do you plan to contract with a school district or charter school to provide instruction for this program?  YES  NO

### APPROVALS SUBMITTED TO DOE

### APPROVAL OF TUITION & FEES SUBMITTED TO LWD

STATUS (NEW OR MODIFIED*)	PROGRAM TITLE	CIP CODE (XX.XXXX)	CLOCK HOURS OF INSTRUCTION	CREDIT HOURS (IF ACCREDITED**)	TUITION	ADMIN. FEES	TEXT BOOK FEES	TOOL/ SUPPLY FEES	TEST/ LICENSING/ INOCULATION FEES***	TOTAL COST

**PROGRAM DESCRIPTION** – For each new program, modified curriculum or change in CIP Code, you **must** provide the program description as it will be entered on the Eligible Training Provider List (ETPL) and in the school catalog. Limit the description to no more than 250 words. **Only include the program description in this space.**

\* EXPLANATION OF ALL MODIFICATIONS: \_\_\_\_\_

\*\* NAME OF ACCREDITING COMMISSION: \_\_\_\_\_

\*\*\* NAME OF INOCULATION OR EXAMINING/LICENSING AGENCY AND CORRESPONDING EXAM(S) INCLUDED IN FEE: \_\_\_\_\_

APPROVED BY DOE: \_\_\_\_\_  
EDUCATION PROGRAM DEV. SPECIALIST

\_\_\_\_\_  
DATE

REVIEWED BY LWD: \_\_\_\_\_  
PROGRAM SPECIALIST

\_\_\_\_\_  
DATE

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\*\*\* NEW JERSEY REGISTER, VOL. 39. NO. 8, APRIL 16, 2007 \*\*\*

TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 1. GENERAL PROVISIONS

*N.J.A.C. 12:41-1.1 (2007)*

§ 12:41-1.1 Purpose

(a) The general private training provider rules in N.J.A.C. 12:41-2 define what all private trainers of the general public and/or clients of public agencies may be required to provide to receive approval as providers of training.

(b) The individualized private training provider rules in N.J.A.C. 12:41-3 identify the specific operating requirements for private vocational schools, out-of-State private vocational schools, and correspondence schools, that wish to operate within the workforce readiness system.

**NOTES:**

Chapter Notes

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TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 1. GENERAL PROVISIONS

*N.J.A.C. 12:41-1.2 (2007)*

§ 12:41-1.2 Scope

(a) The general private training provider rules in N.J.A.C. 12:41-2 define the institutional and programmatic requirements for private training providers to participate in the workforce readiness system not approved by any other appropriate state or licensing agency.

(b) Private training providers include all business enterprises operated for profit or nonprofit that deliver workforce readiness training programs.

**NOTES:**

Chapter Notes

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TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 1. GENERAL PROVISIONS

*N.J.A.C. 12:41-1.3 (2007)*

§ 12:41-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

"Certificate of approval" means the document that provides evidence of the school's registration and permit to operate issued by the Commissioner of Labor and Workforce Development as prescribed in *N.J.S.A. 18A:69-2*.

"Certificate of authority" means the document issued by the Secretary of State that provides evidence of permission to conduct business in New Jersey.

"Chapter 531 provider" means a private business, nonprofit agency, private organization or community-based organization that provides occupational workplace readiness training approved by the Department of Labor and Workforce Development.

"Commissioner" means the New Jersey Commissioner of Labor and Workforce Development.

"Course" means an organization of subject matter and related learning experiences designed to meet an occupational objective offered for the instruction of students on a systematic basis.

"Customized training" means training designed to meet the needs of an individual or a company's workforce.

"Customized training provider" means a college or university governed by a board of trustees, a public school governed by a school board, a private vocational school approved by the Department of Labor and Workforce Development, a private training vendor approved by the legally designated authority or nonprofit agency, a community-based organization or any other provider of training approved by the Department of Labor and Workforce Development in accordance with the process established under *N.J.S.A. 44:12-2*, P.L. 1981, c.531.

"Department" means the New Jersey Department of Labor and Workforce Development.

"Instructional hour" means a minimum of 50 minutes of class lecture or recitation, faculty-supervised laboratory, shop training, or internship in a 60-minute period. It also means 60 minutes of preparation in a correspondence course as defined by Section 600.2, Higher Education Act of 1965 as amended; *20 U.S.C. §§ 124-129*; and *26 U.S.C. § 501C*.

"Private training provider" means a private vocational school, correspondence school, private training vendor, nonprofit agency, community based organization or any other provider of training whose educational programs are supported with public funds or through tuition charges to the general public.

"Private vocational school" means a business enterprise operated for either profit or nonprofit which does business in New Jersey and which recruits adult students from the general public; charges tuition and/or other fees; offers instruction to a group or groups of four or more adult students at one time; and offers preparatory instruction for entry-level employment or for upgrading in a specific occupational field.

"Program" means the planned sequence of courses, services, or activities designed to meet an employment objective.

"Resident private vocational school director" means the person responsible for the total operation of the individual school site.

"Workforce readiness system" means all education, employment, and training programs and services designed to meet the needs of New Jersey's workforce comprised of entering, unemployed, employed, and/or displaced workers.

"Workforce readiness training" means occupational education experiences that lead to employment.

**HISTORY:**

Amended by R.2000 d.360, effective September 5, 2000.

See: *32 N.J.R. 2009(a)*, *32 N.J.R. 3338(a)*.

Added "Chapter 531 provider", "Customized training" and "Customized training provider".

**NOTES:**

Chapter Notes

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\*\*\* NEW JERSEY REGISTER, VOL. 39. NO. 8, APRIL 16, 2007 \*\*\*

TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 2. GENERAL RULES FOR PRIVATE TRAINING PROVIDERS

*N.J.A.C. 12:41-2.1 (2007)*

§ 12:41-2.1 Authority for private training provider rules

The Commissioner shall approve private training providers, training programs, training sites and operating procedures used in the State's workforce readiness system according to N.J.S.A. 8A:69-1 et seq., P.L. 1981, c.531 (*N.J.S.A. 44:12-2*), P.L. 1992, c.43 (*N.J.S.A. 34:15D-1* et seq.) and P.L. 101-392, Section 113(b)14.

**HISTORY:**

Amended by R.2000 d.360, effective September 5, 2000.

See: 32 *N.J.R. 2009(a)*, 32 *N.J.R. 3338(a)*.

**NOTES:**

Chapter Notes

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\*\*\* NEW JERSEY REGISTER, VOL. 39. NO. 8, APRIL 16, 2007 \*\*\*

TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 2. GENERAL RULES FOR PRIVATE TRAINING PROVIDERS

*N.J.A.C. 12:41-2.2 (2007) § 12:41-2.2*

Application for program approval

(a) A private training provider shall submit an application for program approval on a form provided by the Department.

(b) The application shall include:

1. A completed notarized application form provided by the Department;
2. Certificates of compliance with the Uniform Construction Code for fire, health and occupancy when appropriate;
3. Liability insurance;
4. Owners' and directors' letters of reference;
5. A program of instruction that is based on specific occupational objectives and competencies, aligned with the National Skill Standards, established under Title V of the National Skill Standards Act of 1994, *20 U.S.C. §§ 5931 et seq.*, or other nationally recognized curriculum sources; and
6. A program of study comprised of:
  - i. The major elements of instruction;
  - ii. The number of instructional hours;
  - iii. A description of the method of instruction;
  - iv. A delineation of the educational space;
  - v. A list of equipment, tools and text materials which shall be aligned to the competencies and skills that will be taught;
  - vi. The scheduled hours of instruction; and
  - vii. An assessment instrument in accordance with State, national or industry standards.

HISTORY:

Amended by R.2000 d.360, effective September 5, 2000.

See: *32 N.J.R. 2009(a)*, *32 N.J.R. 3338(a)*.

Rewrote (a); and in (b), deleted ", consisting of (b)1 below through 6 below" following "application" in the introductory paragraph, and substituted "program of study" for "curriculum" in the introductory paragraph of 6.

**NOTES:**

Chapter Notes

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\*\*\* NEW JERSEY REGISTER, VOL. 39. NO. 8, APRIL 16, 2007 \*\*\*

TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 2. GENERAL RULES FOR PRIVATE TRAINING PROVIDERS

*N.J.A.C. 12:41-2.3 (2007)*

§ 12:41-2.3 Application for facilities approval

(a) A private training provider shall submit a floor plan of the proposed facility with the application for program approval.

(b) The Department shall, prior to issuance of a certificate of approval, verify that the facilities and instructional equipment identified in the application for program approval are available and appropriate for instruction.

HISTORY:

Amended by R.2000 d.360, effective September 5, 2000.

See: 32 *N.J.R. 2009(a)*, 32 *N.J.R. 3338(a)*.

In (a), deleted "to the Commissioner" following "approval".

**NOTES:**

Chapter Notes

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TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 2. GENERAL RULES FOR PRIVATE TRAINING PROVIDERS

*N.J.A.C. 12:41-2.4 (2007)*

§ 12:41-2.4 Operations

(a) A private training provider shall ensure that education and training programs are designed and delivered in such a way that all adult students are able to demonstrate the knowledge and skills specified in the approved program application according to N.J.A.C. 12:41-2.2(b)5 and 6.

(b) A private training provider shall ensure the quality of education, training facilities and operating practices through the use of nationally recognized standards of operation approved by one of the national accrediting agencies recognized by the U.S. Secretary of Education.

(c) A private training provider shall ensure the quality of education in the following areas:

1. Curricula;
2. Faculty;
3. Facilities, equipment, and supplies;
4. Fiscal and administrative capacity as appropriate to the specified scale of operations;
5. Student support services;
6. Practices for recruitment and admissions;
7. Publication of academic calendars and catalogs;
8. Grading policies;
9. Program length, tuition, and fees in relation to the subject matters taught and the objectives of the degrees or credentials offered;
10. Measures of program length in clock hours or credit hours;
11. Success with respect to student achievement in relation to mission, including, as appropriate, consideration of course completion, state licensing examination and job placement rates;
12. Acceptable default rates in the student loan programs under Title IV of the Higher Education Act of 1965, 20 U.S.C. §§ 1061 et seq., based on the most recent data provided by the Secretary, U.S. Department of Education; and

13. Compliance with the institution's responsibilities under Title IV of the Higher Education Act of 1965, 20 U.S.C. §§ 1061 et seq., including any results of financial or compliance audits, program reviews, student complaint investigations and such other information as the Commissioner may provide to the agency.

(d) A private vocational school owner shall appoint a resident director who is responsible for the total operation of the individual school site.

(e) A private school owner, in addition to submitting an application for program approval pursuant to N.J.A.C. 12:41-2.2, shall submit an initial application for institutional approval to the Commissioner. The application shall include documentation of the following:

1. A business plan;
2. A copy of the audited financial statements;
3. A copy of a certificate of authority or corporate registration to conduct business in the State of New Jersey;
4. A tuition performance bond payable to the Commissioner and in a format designated by the Commissioner in the amount of \$ 10,000 or 2.5 percent of annual gross income, whichever is greater;
5. A criminal history of the private vocational school owners and resident director(s);
6. A dispute resolution policy;
7. An enrollment agreement;
8. A school bulletin;
9. A school application for admission; and
10. A copy of the school advertising materials.

(f) A private school owner shall submit an annual application for renewal of a certificate of approval to operate a private vocational school or correspondence school. The application shall include documentation current as of the time of application of:

1. Audited financial statements;
2. A tuition performance bond payable to the Commissioner and in a format designated by the Commissioner in the amount of \$ 10,000 or 2.5 percent of annual gross income, whichever is greater; and
3. Any other modifications to the documentation provided in the original application for institutional approval according to (e) above.

(g) A private vocational school owner, within three years of receiving the initial certificate of approval, must apply for accreditation from one of the national accrediting agencies recognized by the U.S. Secretary of Education and receive accreditation within five years from the date of the initial application for a New Jersey certificate of approval.

(h) A resident director shall provide to each enrolled student a copy of the:

1. School's bulletin;
2. Student's enrollment agreement;

3. School's grievance procedures; and

4. School's policies necessary for the student's successful attendance at the school including, but not limited to, the information specified in (e) 5, 6 and 7 above.

(i) A resident director shall file with the Commissioner any changes in tuition and fees not less than 60 calendar days prior to the effective date of the changes.

(j) A private vocational school owner shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to the completion of the course or program:

1. The school may retain all or part of the registration fee.

2. The school may require that the student retain all books, equipment and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment and tools are in proper condition for resale.

(k) A private vocational school owner shall calculate refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or semester basis, to which the following shall apply:

1. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

2. For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, the school may retain the registration fee plus:

i. Ten percent of the total tuition if withdrawal occurs in the first week;

ii. Twenty percent of the total tuition if withdrawal occurs in the second or third week;

iii. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;

iv. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or

v. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.

3. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:

i. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance;

ii. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance; or

iii. Calculated on the same basis as for full-time attendance pursuant to (k)2iii through v above after 75 hours of scheduled attendance.

(l) In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated.

(m) A private vocational school shall accept for enrollment only adult students who demonstrate possession of a high school diploma or a General Education Development (GED) state issued diploma or attainment of a passing score on a

standardized ability to benefit test recognized by the United States Department of Education.

**HISTORY:**

Amended by R.2000 d.360, effective September 5, 2000.

See: *32 N.J.R. 2009(a)*, *32 N.J.R. 3338(a)*.

Rewrote the section.

**NOTES:**

Chapter Notes

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\*\*\* NEW JERSEY REGISTER, VOL. 39. NO. 8, APRIL 16, 2007 \*\*\*

TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 2. GENERAL RULES FOR PRIVATE TRAINING PROVIDERS

*N.J.A.C. 12:41-2.5 (2007)*

§ 12:41-2.5 Appeals process

(a) The Commissioner shall revoke or withhold a certificate of approval or place reasonable conditions upon the continued operation of the school when the Commissioner has evidence of these rules being violated.

(b) The Commissioner shall direct the owner of the school prior to the revocation of approval to show cause why such a sanction shall not be imposed in accordance with the procedures established under *N.J.A.C. 6A:3-3.1*.

**HISTORY:**

Amended by R.2000 d.137, effective April 3, 2000.

See: *31 N.J.R. 4173(a)*, *32 N.J.R. 1177(a)*.

In (b), changed N.J.A.C. reference.

Amended by R.2000 d.360, effective September 5, 2000.

See: *32 N.J.R. 2009(a)*, *32 N.J.R. 3338(a)*.

In (a), substituted "the Commissioner has" for "there exists".

**NOTES:**

Chapter Notes

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\*\*\* NEW JERSEY REGISTER, VOL. 39. NO. 8, APRIL 16, 2007 \*\*\*

TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 3. PRIVATE VOCATIONAL SCHOOLS, OUT-OF-STATE PRIVATE VOCATIONAL SCHOOLS  
AND CORRESPONDENCE SCHOOLS

*N.J.A.C. 12:41-3.1 (2007)*

§ 12:41-3.1 Registration and approval of private vocational schools

(a) The Commissioner shall issue certificates of approval to private vocational schools pursuant to this chapter.

(b) A private vocational school, out-of-State private vocational school or correspondence school shall:

1. Submit an application for a certificate of approval to operate in accordance with N.J.A.C. 12:41-2.2, 2.3 and 2.4;
2. Register annually with the Commissioner for the purposes of delivering training programs as an approved provider in the workforce readiness system as prescribed in *N.J.S.A. 18A:69-2* and *18A:69-6.1*;
3. Pay registration and renewal fees as prescribed by *N.J.S.A. 18A:69-3* and 6.3;
4. Furnish information and reports to the Commissioner as prescribed by *N.J.S.A. 18A:69-4*, 5 and 6.1; and
5. Apply for national accreditation as prescribed in N.J.A.C. 12:41-2.4(g) prior to submission of the third annual renewal application by including a letter from a nationally recognized accreditation commission confirming application status in accordance with N.J.A.C. 12:41-2.4 (g).

(c) A marketing representative of an out-of-State private vocational school or correspondence school shall register with the Commissioner and shall pay an annual fee according to *N.J.S.A. 18A:69-6.1*.

**HISTORY:**

Amended by R.2000 d.360, effective September 5, 2000.

See: *32 N.J.R. 2009(a)*, *32 N.J.R. 3338(a)*.

Rewrote the section.

**NOTES:**

Chapter Notes

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TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 4. CUSTOMIZED TRAINING PROVIDERS

*N.J.A.C. 12:41-4.1 (2007)*

§ 12:41-4.1 Customized training program approval

(a) A customized training provider shall submit an application for program approval as described in N.J.A.C. 12:41-2.2(a) and (b).

(b) The Commissioner shall approve customized training programs, pursuant to the New Jersey Employment and Workforce Development Act, P.L. 1992, c.43 (N.J.S.A. 43:15D-1 et seq.)

**NOTES:**  
Chapter Notes

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TITLE 12. DEPARTMENT OF LABOR  
CHAPTER 41. PRIVATE TRAINING PROVIDERS  
SUBCHAPTER 5. CHAPTER 531 PROVIDERS

*N.J.A.C. 12:41-5.1 (2007)*

§ 12:41-5.1 Chapter 531 program approval

(a) A Chapter 531 private training provider shall submit an application for program approval as described in N.J.A.C. 12:41-2.2(a) and (b).

(b) An approved Chapter 531 private training provider shall deliver training programs which include:

1. Job search/job readiness;
2. Academic remediation;
3. Career major/occupational skills; and
4. Technical training instruction in accordance with N.J.A.C. 12:41-2.2.

(c) The Commissioner shall issue to the Department of Labor recommendations on the educational appropriateness of programs intended to serve the needs of eligible recipients of Federal or State-supported training programs based on economic need under P.L. 1981, c.531 (*N.J.S.A. 44:12-2*).

**NOTES:**  
Chapter Notes

## **SUBCHAPTER 7. CAREER AND TECHNICAL TRAINING PROVIDERS**

### **6A:19-7.1 Purpose and authority**

These rules define the programmatic requirements for career and technical training providers to participate in the workforce development system, in accordance with N.J.S.A. 6A:69-1 et seq., P.L. 1981, c. 531 (N.J.S.A. 44:12-2), P.L. 1992, c. 43 (N.J.S.A. 34:15D-1 et seq.), and P.L. 101-392, section 113(b)14.

### **6A:19-7.2 Definitions**

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Advisory board” means a group consisting of three or more experts, selected by the school, proficient in the subject area of the curriculum to be taught, whose responsibility is to evaluate the curriculum for reliability and validity and make recommendations for revisions if necessary.

"Career and technical training provider" means a qualifying school as defined by P.L. 2005, c. 354.

“Certificate of approval” means the document that provides evidence of the school’s registration and permit to operate issued by the Commissioners of the Departments of Education and Labor

and Workforce Development, as prescribed in N.J.S.A. 18A:69-2 and more fully delineated in this subchapter.

“Commissioner” means the Commissioner of the Department of Education.

“Course” means an organization of subject matter and related learning experiences designed to meet an occupational objective offered for the instruction of students on a systematic basis.

“Director” means the director of the career and technical training provider who is on site during the hours of operation and who is responsible for the total administration of only one school site.

“Externship” means a period of supervised practical training which is part of an approved program but offered at a site other than the approved private vocational school.

“Instructional hour” means 60 minutes of class lecture, recitation, faculty supervised laboratory, shop training, internship, or externship. It also means 60 minutes of preparation in a correspondence course as defined by Section 600.2, Higher Education Act of 1965 as amended; 20 U.S.C. §§124-129; and 26 U.S.C. §501C.

“Instructional program” means the planned sequence of courses, services, or activities designed to meet educational and employment objectives.

“Internship” means a period of supervised practical training which is part of an approved program but offered within the career and technical training school.

### **6A:19-7.3 Application for instructional program approval**

(a) Pursuant to P.L. 2004, c. 39, the Department of Education is responsible for approving the following components of a career and technical training provider:

1. Curriculum; and
2. Personnel credentialing:
  - i. Professional credentialing; and
  - ii. Criminal history review.

(b) To be approved, a career and technical training provider must, at a minimum, provide evidence of the following in the application submitted for instructional program approval in a format approved by the Department of Education:

1. A program of instruction that is based on specific occupational objectives and competencies, aligned with the professional skill standards industry certifications, or other nationally recognized curriculum sources. Absent a professional skill standard

or industry certification, the career and technical training provider must establish an advisory board to evaluate each curriculum for reliability and validity.

2. A course of study comprising:
  - i. The major elements of instruction;
  - ii. The number of instructional hours;
  - iii. A description of the method of instruction;
  - iv. A delineation of the educational space;
  - v. A list of equipment, tools, and text materials which shall be aligned to the competencies and skills that will be taught; and
  - vi. Assessment instruments to measure student and instructor performance in accordance with State, national, or industry standards including, where applicable, the National or State license or certification examination.
3. Owner'(s) and director'(s) resumes and letters of reference.

4. Criminal history reports for the career and technical training school owner(s) and directors and other staff as required by the Commissioner in accordance with N.J.S.A. 18A:6-7.2a. The Commissioner of Education shall deny approval if the required criminal history reports are not provided and/or if it has been determined that school personnel have disqualifying offenses pursuant to N.J.S.A. 18A:6-7.1.

5. A school district bulletin that includes:

i. A list of school administrators names and titles;

ii. A conflict resolution policy;

iii. An explanation of grading system;

iv. A policy on handling and availability of student records;

v. A program descriptions; and

vi. A student and instructor evaluation policies.

(c) The annual application for renewal of a certificate of approval to operate a private career and technical school or correspondence school shall include documentation current as of

the time of application of any modifications to the documentation provided in the original application for institutional approval, in accordance with (b) above.

#### **6A:19-7.4 Application for facilities approval**

Career and technical training providers shall, prior to the issuance of a certificate of approval, obtain verification by the New Jersey Departments of Education and Labor and Workforce Development that the facilities and instructional equipment identified in the application for instructional program approval are available and appropriate for each instructional program seeking approval.

#### **6A:19-7.5 Operations**

- (a) A career and technical training provider shall ensure that education and training programs are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified in the approved program application according to N.J.A.C. 6A:19-7.3.
  
- (b) A career and technical training provider shall ensure the quality of education and training facilities through the use of nationally recognized standards of operation approved by one of the national accrediting agencies recognized by the U.S. Secretary of Education.

(c) A career and technical training provider shall assure the Department of Education of the quality of education in the following areas:

1. Curricula;
2. Grading policies;
3. Program length in clock hours or credit hours (if accredited), the subject matters taught, and the objectives of the certificates or credentials offered;
4. Success with respect to student achievement in relation to mission, including, as appropriate, consideration of course completion, state licensing examination and job placement rates; and
5. Personnel:
  - i. The career and technical training school director shall have completed six years of academic, military, and/or job-related experience beyond high school graduation that includes a minimum of two years of practical experience in a supervisory, administrative, or teaching position;
  - ii. Faculty of the private career and technical training school must meet the following qualifications:

- (1) Possession of a certificate of proof of successful completion of a Content and Methods course offered through an accredited college; and
- (2) Competency in the subject(s) to be taught as demonstrated by possession of one of the following:
  - (A) An appropriate instructional certificate issued by the State Board of Examiners, or a comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity or an industry certification in the subject to be taught;
  - (B) An industry certification in the subject to be taught;
  - (C) A baccalaureate degree from a recognized institution with a major or specialization in the subject area to be taught;
  - (D) Evidence of attainment of a journeyperson's status by possessing a certificate of completion of apprenticeship training in the subject to be taught, with at least two years of job experience;
  - (E) Evidence of attainment of a passing score on the written portion of the appropriate National Occupational Competency Testing Institute's

(NOCTI) Examination and two years of documented full-time employment in the trade area;

(F) Evidence of attainment of a passing score on the National Teacher Examination in the appropriate subject area and two years of documented full-time employment in the trade area. A passing score shall be the minimum passing score required by the Department of Education for the issuance of instructional certification in the appropriate subject teaching field;

(G) A certificate of completion from an approved school, or hold the appropriate license in the occupational area to be taught, and a minimum of two years full-time employment in the occupation following the training time;

(H) An associate's degree from an accredited college, with a major or specialization in the subject area to be taught, and a minimum of two years of documented full-time employment in the trade area following training time; or

(I) A high school diploma or its equivalent and a minimum of four years of documented full-time employment in the skilled trade, technical, business or service occupation to be taught.

**6A:19-7.6 Monitoring and site visits**

Each approved private vocational school shall be monitored by the Department of Education a minimum of once every two years, or according to a schedule established by the Commissioner. Monitoring outcomes shall be to recommend to the Commissioners of the Departments of Education and Labor and Workforce Development regarding the continuation or suspension of the Certificate of Approval held by the private training provider for the institution or its program.