



STANDARDS TO BE USED IN THE REGISTRATION

AND REGULATION OF PRIVATE TRADE

SCHOOLS IN NEW JERSEY.

(In conformity with Title 18A - Chapter 69)
N.J. Revised Statutes - 1967

State of New Jersey.
Department of Education.
(Vocational) Division of Vocational Education.
Trenton 08625

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EXTRACTS FROM THE LAW

Title 18A - Chapter 69--- Public Laws 1967

ARTICLE 1.

1. This article shall apply to:

- b. Every private school charging tuition or fees, except institutions under the jurisdiction of or subject to inspection by the state board of control of institutions and agencies, and schools licensed by the board of beauty culture control in the state department of health, pursuant to Title 45, chapter 4A, of the Revised Statutes, which operates a program of trade and technical education or which gives preemployment or supplementary training, or both, in the fields of industry, agriculture, music or art, or in any combination of them, and, which school is established and operated in this state.

Nothing in this chapter contained shall in anywise apply to any private school controlled or operated by a charitable institution or to any school controlled or operated by a religious denomination.

2. Registration Required. Every such school shall be required to register with the commissioner and shall not be permitted to operate unless it receives a certificate of approval issued by the commissioner under rules of the state board.
3. Renewal or Revocation of certificate. Such certificate may be renewed annually or may be revoked at any time for good cause.
4. Examinations of facilities; school to furnish information and reports. The county superintendent of schools or other educational officer designated by the commissioner shall be empowered to visit the premises of any such school and conduct a full and complete examination of all facilities thereof at any time during the period of operation thereof. Each such school shall be required to furnish such information and reports from time to time as the commissioner shall deem necessary and proper and in the manner and on forms to be prescribed by him.
5. Reports; Failure to furnish. An annual report and such other reports as may be required from time to time shall be furnished by each such school to the commissioner and failure to furnish any such report or to conform in every particular to standards prescribed for such schools shall be deemed good and sufficient reason for the disapproval of any such school or revocation of an approval previously granted.
6. Operation without certificate of approval a misdemeanor. Any person, firm, corporation or association, who shall operate or conduct any such school without first obtaining the approval required by this article shall be deemed guilty of a misdemeanor.

STANDARDS FOR THE REGULATION OF PRIVATE TRADE SCHOOLS
PURSUANT TO N.J.S.A. 18:20-31 to 18:20-35

JAC 6:46-6.9 ~~2~~. Standards Pertaining to the Personnel of the School

A. Administration of the School

1. Every school shall operate under a functioning Director or Administrator who has a reputation for integrity and good business practices.

B. The Qualifications of Supervisors

Every supervisor shall:

1. Have completed two years of high school or equivalent preparation.
2. Have had at least four years of journeyman experience beyond the customary apprenticeship period, in one or more of the trades to be taught, and shall have completed twenty clock hours of approved professional preparation in addition to that required of a teacher. These twenty hours may be completed as in-service training.

C. The Qualifications of Teachers

1. Every teacher shall have completed:
 - a. One year of high school or its equivalent preparation.
 - b. At least three years of practical experience beyond apprenticeship for teaching skilled apprenticeable trades.
 - c. At least one year of practical experience beyond the learning period for teaching service trades.
2. Teachers of licensed trades, such as plumbers, electricians, stationary engineers, aviation engine mechanics, etc. shall hold appropriate ratings, certificates, or licenses.

3. Every teacher shall have completed not less than fifty clock hours of approved professional preparation. These fifty clock hours may be completed as in-service training.
4. Assistant instructors shall meet the same requirements as regular teachers.

D. The Teacher Load

The teaching load for shop or laboratory work shall not exceed 25 students per instructor.

The teaching load for related instruction in such subjects as mathematics, science, blueprint reading, drawing, or preparatory information shall not exceed 30 students per instructor.

6,46-6.10 ~~II~~. Standards Pertaining to Courses

- A. Private trade schools shall conduct only those courses which have been reviewed and approved by the Commissioner of Education.
- B. The course shall extend over a period of time to permit the completion of the course content which has been determined to be adequate for effective training in any occupational field.
- C. The private trade school shall prepare a course outline in sufficient detail for proper evaluation. The data to be submitted by the school for approval shall include the following information:
 1. The name and vocational objective of the course, tuition, and other charges.
 2. The minimum entrance requirements such as age, education, and physical fitness to do the job.
 3. The minimum or maximum hours of instruction allocated to each phase of the course, and the total number of clock hours of instruction in the course.
 4. A list of work assignments, projects, or experiments which the student is to perform. These projects or experiments shall include those operations which are needed for training in the trade.

This adequacy shall conform with the statutory requirements for training for an occupational field. In all cases, adequacy shall be appraised by an advisory committee selected by the Commissioner of Education.

5. Method of Instruction - An explanation of the procedure used by the teacher to develop skills or impart knowledge, and an explanation of the plans the teacher will use to carry out the course.

5:46-6.11 ~~11~~ Standards Pertaining to Suitability of Premises and Equipment

- A. Before securing any school space or equipment, the prospective school owner shall file the prescribed application forms with the Commissioner of Education, and list the equipment, tools and other facilities he proposes to have, if approved.
- B. The buildings, room, or space, and all other facilities shall meet the requirements of city, State and State Board of Education regulations with regard to lighting, fire exits, ventilation, zoning, sanitation, toilet and washing facilities, also health and safety.
- C. The equipment to be used for instructional purposes such as machines, hand tools, work benches and consumable supplies, shall be adapted to the courses being offered, and shall be adequate in quantity, quality and variety to meet the training objective of the school.
- D. In addition to adequate workshop, equipment and supplies, the school shall provide an administrative office, filing cabinets, classrooms for related instruction, if required, cloakroom or locker space, tool crib or supply room.

6.46-6.12 ~~12~~ Standards Pertaining to Business Practices

A. Financial Responsibility of the School

1. The proprietor of a private trade school shall submit satisfactory evidence to the Commissioner of Education showing adequate financial resources to carry out its announced instructional purposes.
2. Public Liability and Workmen's Compensation Insurance shall be carried during the entire period of approval.
3. Tuition rates and other charges, if any, shall be approved by the Commissioner of Education. The school shall not deviate from its approved rates and charges unless such changes are approved by the Commissioner of Education.

B. Conduct of School

1. A private trade school shall not be conducted in connection with a commercial or industrial establishment.
2. The school shall not collect fees for student services or products.
3. No students' product, finished or unfinished, shall be placed in the competitive field or sold to students, teachers, or any other person.

C. Method of Selecting Students

1. The school shall present evidence that students are selected in terms of:
 - a. Ability of student to meet the physical and other standards required in the occupational field for which training is given.

- b. Ability of students to carry out the related subject instruction in the field for which instruction is given.
- c. Ability of students to carry out any other instruction which is established as a pre-requisite.
- d. A private trade school shall not, through any official or employee, solicit any student to leave another educational institution.

D. Enrollment Agreement

1. The private trade school shall prepare an enrollment agreement or contract, which shall be signed by the student at time of registration and before paying any tuition or fees. This agreement shall provide for a student to discontinue instruction at any time he desires, and the student shall be required to pay only in direct proportion of instruction received. Any unearned tuition which is due the student at the time of his withdrawal shall be promptly refunded.
2. The enrollment agreement or contract form shall be prepared in duplicate, dated, and signed by the owner or director of the school and the student. It shall include, but not be limited to, a statement of the obligations of the school and student, rules and regulations of the school, kind of instruction to be given, tuition and other fees, if any, for equipment, supplies and books. The other fees or charges shall be specified separately from tuition. The agreement shall specify the amount of the enrollment fee and credit same to the tuition. The enrollment fee shall not exceed 20% of the total tuition, and need not be refunded if the student discontinues his training before completion of the course in which he has enrolled.

Payments of tuition may be arranged on a cash or installment plan.

E. Records to be Maintained

1. The records of a private trade school shall include:
 - a. All approved courses of study.
 - b. All correspondence with the State Department of Education and other agencies.
 - c. Copies of promotional material, bulletins and advertising.
 - d. Permanent student records showing attendance, absence, progress, and grading system. Completion date of course, placement or final disposition of the graduate.
 - e. Teacher approvals, rules and regulations of the school.
 - f. Student entrance applications showing date enrolled, age, education, previous training, and trade experience.
 - g. Graduating certificate (sample).
 - h. Student records shall be held for two years after graduation.

F. The Policies of School on Publicity and Advertising

The publicity and advertising of the school shall conform to ethical standards.

1. It shall be based upon relevant facts and supporting evidence.
2. The word "college" or "profession", or any title containing the words "New Jersey", "State of New Jersey", "State", or any other expression indicating a relationship between the school and the State, shall not be used as a name for the institution or in its advertising describing its program.
3. A guarantee of placement for graduates shall not be promised or implied. The school may, however, state that it will assist in the placement of its graduates.

4. Catalogue or prospectus information shall be specific regarding the pre-requisite training requirements for admission to the courses offered, the duration of each course, and the specific terms for payment of tuition and other charges.

G. Conformity of the School with Existing Legislation

Approval shall not be granted to operate a private trade school in New Jersey unless and until it shall conform to existing State or Federal regulations. The approval of a private trade school shall not waive any requirements established by local ordinances nor shall such approval waive the regulations of legally constituted commissions or other regulation bodies.

6:46-6.13

H. Term of Approval by the State Department of Education

- A. The application for certificate of approval shall be made to the Commissioner of Education on forms prescribed by law.
- B. A certificate shall be issued only to applicants who meet the standards and provisions of Title 18A - Chapter 69, New Jersey Revised Statutes, 1967.
- C. Such certificate shall be issued to a school occupying stated quarters at a given address.
- D. A change of ownership of the school, a change of location, or change of approved name of the school shall invalidate the certificate, unless approved by the Commissioner of Education.
- E. The certificate of approval of a private trade school shall be renewable annually upon compliance with the standards of the State Board of Education. Approval may be withdrawn at any time for cause.

- F. An approved school shall display at the entrance of the school or its office, and under glass, the certificate of approval which has been issued to it.

46-6-14 Advertising Standards

- A. Any advertising matter which by affirmative statement or illustration or by implication or representation or omission misleads or tends to mislead the public, shall be deemed to be objectionable and shall not be used.
- B. Statements which disparage, directly or indirectly, the training or services of other schools shall not be used.
- C. Statements, direct or implied, assuring or guaranteeing jobs or implying the assurance of guarantee of jobs or rate of pay, as a result of completing a course of training shall not be used.
- D. Emphasis shall be on the training offered. When jobs or placements are mentioned, it may be indicated that the training may afford "opportunities" for jobs. Terms such as "jobs wanted", "men and women wanted", etc., shall not be used. It is permissible to make a general statement that men and women are wanted in essential industries.
- E. When the cost of tuition is advertised, the cost of tools, supplies, and other extras shall be included in the advertising.
- F. When the advertiser's address is not the same as the address of the school, the Commissioner of Education shall be so advised.
- G. Admission requirements involving previous experience and education shall be clearly stated.

- H. A school shall advertise only as a school and under the approved name of the school. It shall not advertise in conjunction with any other business or establishment. It shall refer to the fact that it is licensed only in the following phraseology: "Approved by the State of New Jersey, Department of Education". It shall not advertise or call itself a university or a college. A trade school shall not be referred to as a "professional engineering school".
- I. Illustration in catalogues, bulletins, circulars, and other publications shall relate solely to the school being advertised or be clearly designated otherwise.