

STANDARDS FOR APPROVING CORRESPONDENCE SCHOOLS LOCATED IN NEW JERSEY  
PRESCRIBED PURSUANT TO N.J.S.A. 18:20-36 et seq.

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A. Basic Information Concerning Certificates of Approval for Correspondence  
Schools

1. After July 1, 1950, no correspondence school located in New Jersey shall solicit students or collect fees until a Certificate of Approval has been granted by the Commissioner of Education.
2. The receipt of a Certificate of Approval shall be assurance to the officials of a correspondence school and to the students that the school meets the standards of the New Jersey State Board of Education and that it has the legal right to operate.
3. The issuing of a Certificate of Approval to a correspondence school shall not be deemed to accredit the courses offered as valid for transfer to any other school or college in New Jersey.
4. A correspondence school located in New Jersey when approved may in its advertising use the following statement: "Approved by the Commissioner of Education of the State of New Jersey."
5. The fee for the initial issue of a Certificate of Approval shall be \$50.00.
6. A Certificate of Approval may be renewed annually upon payment of a fee of \$25.00. Fees shall be made payable to the New Jersey Commissioner of Education.
7. Any Certificate of Approval may be revoked for a good cause after a hearing.
8. An application for Certificates of Approval shall be filed with the Commissioner of Education. It shall be in the form of a letter with data to show how the following standards have been attained.

B Standards

1. Names of the school

The name of the school shall be descriptive of its function or functions. Any word or words which suggest an official relation with a municipality or with the State shall not be used. Any change in the name of an approved school shall be registered with the Commissioner of Education prior to the use of the new name.

2. Location of the school

Any school shall be approved only for a specific location. Any change in the location of the school shall have the prior approval of the Commissioner of Education as to adequacy of facilities.

3. Administration of the School

- a. Each correspondence school shall have an executive head. The executive head of the school shall present evidence that he has the qualifications and the experience essential for competent and ethical administration of a correspondence school and that he will devote to the school the time necessary for efficient administration.
- b. The executive head of a correspondence school shall have the administrative assistance necessary for adequately manning the school and effectively coordinating the work of the teachers.
- c. Each private correspondence school located in New Jersey shall furnish such information and reports from time to time as the Commissioner of Education shall deem necessary and proper and in the manner prescribed by him. Failure to furnish any such information or report or to conform in every particular to standards prescribed for such private correspondence school shall be good and sufficient reason for the refusal of a Certificate of Approval for such private correspondence school or for the revocation of a Certificate of Approval previously granted.

4. Organization and Nature of Correspondence Courses

Each course of instruction offered shall consist of:

- a. A preliminary lesson or set of instructions on "How to Study" by the home-study method, or adequate instruction on how to study each lesson assignment.
- b. Textual or lesson materials which are:
  - (1) Adequate in that they cover the subject as fully and as thoroughly as announced.
  - (2) Accurate in that they are all authenticated.
  - (3) Current in that they represent reliable modern information on the subject.
  - (4) Presented in a simple, clear, interesting, and logical manner so that the students can grasp the important points readily.
  - (5) Illustrated with photographs, cuts, and drawings which clarify the explanations and not simply adorn the text.
  - (6) Printed in such a manner as to contribute to ease of study.

- c. Instructional service on each lesson or unit assignment consisting of:
  - (1) A series of examination questions or problem assignments which thoroughly stress the important phases of the subject presented and which require a demonstration of the student's ability or skill in applying the information attained.
  - (2) An individualized correctinnal service pointing out the errors, directing the student to sources of correct information, as well as supplying additional explanations and supplementary instructional material when necessary.
- d. A definite system of encouragement and stimulation of students to provide:
  - (1) Regularly scheduled and thorough study of the lesson assignments.
  - (2) Reasonable regularity in sending written summaries and examinations to the school for correction, comment, and evaluation.

##### 5. Qualifications of Instructional Staff

Definition - A supervisor of correspondence instruction is a person responsible for grading the papers sent to the school by the students and for guiding the students in their study.

- a. Each approved correspondence school in New Jersey shall maintain an adequate and competent instructional staff.
- b. The individualized correctional service shall be in charge of a supervisor or supervisors of correspondence instruction who shall have as a minimum the following educational preparation and experience:
  - (1) A high school education and a combination of at least six years of higher education, teaching, and experience closely related to the subjects to be taught. This standard shall not operate to prevent the employment of competent assistants without these qualifications to grade papers under the direction of an approved supervisor of correspondence instruction.
  - (2) A knowledge of educational psychology and methods as those subjects apply to the courses to be taught.

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c. Each supervisor of correspondence instruction shall be endorsed by the Commissioner of Education. An approved correspondence school located in New Jersey may employ for a period of not to exceed sixty days a supervisor of correspondence instruction who has not yet attained endorsement by the Commissioner of Education. Any supervisor of correspondence instruction so employed shall attain endorsement by the Commissioner of Education for the particular assignments concerned within sixty days. In applying for endorsement of supervisors, correspondence schools shall submit data concerning each applicant for endorsement as follows:

- (1) Educational background and attainments.
- (2) Work experience related to the courses concerned.
- (3) Three references who are qualified to judge the abilities of the supervisor concerned.

#### 6. Financial Stability

Each correspondence school located in New Jersey shall annually demonstrate to the satisfaction of the Commissioner of Education that it has financial resources sufficient to carry out its program of instruction as announced in the school's official publications.

#### 7. The Official Bulletin or Catalog

Each correspondence school located in New Jersey shall from time to time issue a printed bulletin which shall clearly indicate that it is an institution offering courses by correspondence. Its statements shall set forth the obligations of both the school and the students. The bulletin shall show the following:

- a. The name and location of the school.
- b. The name of the executive head of the school.
- c. A description of the lessons and the courses offered. Upon approval of the Commissioner of Education, this standard may be met by publishing a description of the courses offered as a bulletin separate from the catalog.
- d. The fees and tuition charged.

A correspondence school may meet this standard by publishing separately its list of fees and charges provided an up-to-date list of such fees and charges is kept filed with the Commissioner of Education in Trenton, New Jersey.

- e. Requirements for graduation.
- f. The maximum time allowed for completing each course.

8. Financial Records

Each school shall maintain detailed financial records. These records shall be subject to inspection by the Commissioner of Education or his representative.

9. Responsibility for Agents and Field Representatives

Each school shall be accountable for the acts of its licensed agents and field representatives as these acts affect the rights of students or prospective students.

10. Bonding Agents

For the faithful performance of their financial responsibilities, each correspondence school in New Jersey shall require its field representatives and agents to be bonded in an amount approved by the Commissioner of Education.

11. Preliminary Sales Training

Each private correspondence school located in New Jersey shall give its sales representatives adequate preliminary training and exercise careful supervision to guard against any misrepresentation to prospective students and to prevent the enrollment of pupils who lack qualifications for probable success in completing the course concerned.

12. Nature of the School's Contract with Student

The contract to be approved shall enumerate the following:

- a. The total cost to the student.
- b. The initial payment at the time of registration.
- c. The amounts of subsequent payments and a statement specifying when the payments are due.
- d. A list of books, supplies, and equipment, to be furnished by the correspondence school.
- e. A list of the books, supplies, and equipment, which the student must purchase in addition to those provided by the correspondence school.
- f. All other charges, which the school may make such as fees for a diploma or for graduation.
- g. The terms of settlement for the student who decides to discontinue his enrollment and withdraw from the school.

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- h. The terms of settlement for the student who is dropped by the school.
- i. The particulars concerning instruction during completion periods in schools, shops, or laboratories provided such instruction is offered.

13. Completion Periods in Shops, Schools, or Laboratories

Completion periods in shops, schools, or laboratories may be offered by correspondence schools located in New Jersey provided the shop, school, or laboratory concerned is approved by the Commissioner of Education as adequate for the courses offered. If a correspondence school located in New Jersey shall advertise as part of a course a completion period in a school, shop, or laboratory, then the contract shall specify:

- a. The basis for qualifying as a student for admission to the shop, laboratory, or school for the completion period concerned.
- b. The location of such shop or laboratory or school.
- c. The schedule of periods of instruction in such shop, laboratory, or school.
- d. The number of days of instruction to which the qualified student is entitled.
- e. A description of the facilities in the shop, laboratory or school concerned.
- f. The amount of additional tuition required for attendance at the shop, laboratory, or school used for the completion period.
- g. The student's responsibility for paying the cost of transportation to and from the shop, laboratory, or school where the completion period is scheduled.
- h. The student's responsibility for paying the cost of room and board while in attendance during the completion period.
- i. A list of the books, supplies, and tools, which will be furnished by the school for use by the student while in attendance during the completion period and the rental cost for the use of such books, tools, and supplies.
- j. A list of additional tools, equipment, work clothing, books, or other items which must be purchased by the student for use during the completion period.

14. Standards for Enrollment

Each correspondence school located in New Jersey shall either:

- a. Establish and print standards of educational achievement which students shall attain before enrolling for each course offered

or

- b. Begin each course with simple basic readings and illustrations which lead gradually to the more advanced lessons.

15. Records

A summary of the student's educational achievement shall be recorded on a form planned for that purpose. These records shall be retained by the school for a period of at least 20 years.

16. Avoiding Unfair Practices

Each correspondence school to which is awarded a New Jersey Certificate of Approval shall avoid the unfair trade practices enumerated in Trade Practice Rules for Private Home Study Schools approved by the Federal Trade Commission, November 2, 1936, and as amended subsequent to that time.

17. Revoking a Certificate of Approval

The Certificate of Approval of a correspondence school located in New Jersey may be revoked if the Commissioner of Education after a hearing finds and determines:

- a. That the school concerned has violated the Trade Practice Rules for Private Home Study Schools approved by the Federal Trade Commission, November 2, 1936, or has violated any official amendments to these rules.
- b. That the school concerned has not maintained the standards which are officially approved by the State Board of Education for New Jersey correspondence schools.

18. Amending These Regulations

The New Jersey State Board of Education reserves the right to amend these regulations from time to time and make the amendments effective after notices have been published for a reasonable time.

19. Renewing Certificates of Approval

Certificates of Approval of a correspondence school located in New Jersey shall be renewed annually upon the payment of a fee of \$25.00 provided the correspondence school concerned is complying with the current regulations of the State Board of Education.