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**Standards To Be Used in the Registration
and Regulation of Private Trade
Schools in New Jersey**

(In Conformity With Chapter 113—Public Laws 1942)



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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
VOCATIONAL DIVISION
TRENTON

Standards To Be Used in the Registration and Regulation of Private Trade Schools in New Jersey

(In Conformity With Chapter 113—Public Laws 1942)



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THE LAW
CHAPTER 113--PUBLIC LAWS 1942

"Act to provide for the registration and regulation of private trade schools which operate a program of trade and technical education or which gives pre-employment or supplementary training in certain occupational fields and supplementing title 18 of the revised statutes. Be it enacted by the Senate and General Assembly of the State of New Jersey:

"1. 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, which operates a program of trade and technical education or which gives pre-employment 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 shall be required to register with the State Commissioner of Education and shall not be permitted to operate after July first, one thousand nine hundred forty-two, unless it receives a certificate of approval issued by the Commissioner of Education under rules of the State Board of Education.

"2. Such certificate may be renewed annually or may be revoked at any time for good cause.

"3. Such school at all times shall be open to inspection by any educational officer designated by the State Department of Public Instruction. Such officer may conduct a full and complete examination of all facilities of such school at any time. Each such school shall be required to furnish such information and reports from time to time as the Commissioner of Education shall deem necessary and proper and in the manner and on forms prescribed by him.

"4. An annual report and such other reports as may be required from time to time shall be furnished to the State Department of Public Instruction 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 such school or revocation of an approval previously granted.

"5. Any person, firm, corporation or association, operating or conducting any such school without first obtaining the approval required by this Act shall be deemed guilty of a misdemeanor.

"6. This Act shall take effect immediately."

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STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
VOCATIONAL DIVISION
TRENTON

STANDARDS TO BE USED IN THE REGISTRATION
AND REGULATION OF PRIVATE TRADE
SCHOOLS IN NEW JERSEY

(In Conformity With Chapter 113---Public Laws 1942)

The standards to be used for this purpose shall include:

I. *Standards Pertaining to the Personnel* of the Schools:

1. The stability of the governing boards.
2. The qualifications of teachers.
3. The pupil load required of teachers.

II. *Standards Pertaining to the Curriculum* of the Schools:

1. The course content.
2. The length of the course.

III. *Standards Pertaining to Equipment*:

1. The adequacy of facilities for training:
 - (a) Space and type of housing.
 - (b) Equipment.
2. The physical Standards of the school plant.

IV. *Standards Pertaining to Business Practices*:

1. The financial responsibility of the school.
2. The methods of selecting entering pupils to the school.
3. The conformity of the school with existing legislation.

V. *Standards Pertaining to Advertising Adopted by the State Board of Education May 5, 1944.*

VI. *Term of Approval by the Department of Education.*

The Details of the Main Standards are as Follows:

I. *Standards Pertaining to the Personnel of the Schools.*

1. *The Stability of the Governing Boards:*

- (a) The School must operate under a functioning board of control, all members of which must be identified as persons of integrity in character and in business practices.
- (b) The administrators or directors of the school selected by the board must have standing and experience in the occupational field or fields for which training is offered.

2. *The Qualifications of Teachers:*

- (a) A teacher of trade operations must hold a certificate or license in fields in which the trainees will be required to hold licenses.
- (b) A teacher must have adequate experience or training in the field in which he is engaged to teach.
- (c) A teacher must have had previous teaching experience or he must be participating in a teacher-training program

3. *The Pupil Load Required of Teachers:*

The average pupil load per teacher in shops and laboratories shall not exceed 25 pupils for each full-time teacher during a specific school term or session.

II. *Standards Pertaining to the Curriculum of the Schools.*

1. *The Course Content:*

- (a) The course content shall conform in quantity and quality to state, federal, trade, or manu-

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facturing standards of training for occupational fields in which such standards have been established.

- (b) The course content for training programs in occupational fields for which no state or federal standards have been developed shall conform to the best training practices in these fields.
- (c) The course content, in all cases, shall be reviewed for adequacy by an advisory committee selected from the occupational field for which training is offered. This advisory committee shall be selected by representatives of the New Jersey Department of Education
- (d) The course content shall include instruction in hygiene and safety applicable to the occupation for which training is offered.

2. *The Length of the Course*

The course shall extend over a period of time sufficient to permit the completion of the course content which has been adjudged adequate for effective training in any occupational field.

Note:—This adequacy shall conform with the statutory requirements for training for an occupational field when such requirements exist. In all cases, adequacy shall be determined by an advisory committee selected by representatives of the New Jersey Department of Education.

III. *Standards Pertaining to Equipment.*

1. *The Adequacy of Facilities for Training:*

- (a) The type of housing and the space available for training purposes shall conform to good in-

dustrial and public trade school practices and standards as determined by representatives of the New Jersey Department of Education assigned to inspect the schools.

- (b) The equipment shall be adequate in quantity and variety to provide the training specified in the course content for the maximum pupil enrollment of the school.
- (c) The equipment shall be of a type suitable to meet the training objectives of the school course.
- (d) The equipment shall be safeguarded in conformity with the State Labor Department regulations for similar equipment in the trades or industries.

2. *The Physical Standards of the School Plant:*

- (a) The physical standards shall be maintained in a manner conforming to accepted practices of safety and public health.
- (b) The following factors shall be considered in evaluating physical standards:

Adequate fire exits and other fire protection facilities.
Order and cleanliness in housekeeping.
Ventilation.
Lighting.
Sanitary facilities.

IV. *Standards Pertaining to Business Practices.*

1. *The Financial Responsibility of the School:*

- (a) Public liability and workmen's compensation insurance must be carried by a school applying for approval, and such insurance must be continued during the entire period of approval.

(b) Provisions shall be made for a student to discontinue instruction at any time he desires. The student shall be required to pay for the course instruction only in proportion to the amount of instruction he has received. Any unearned tuition which is due the student at the time of his withdrawal shall be promptly refunded.

(c) Any expenses involved in the purchase of instructional supplies or equipment by the student shall be specified as an item separate and apart from tuition charges. Such supplies and equipment shall become the property of the student on the date of purchase.

2. *The Method of Selecting Entering Pupils to the School.*

The school shall present evidence that students are selected in terms of:

(a) Ability of pupils to meet the physical and other standards required in the occupational field for which training is given.

(b) Ability of pupils to carry out the related subject instruction in the field for which instruction is given.

(c) Ability of pupils to carry out any other instruction which is established as a pre-requisite for shop or laboratory training experience.

3. *The policies of the School on Publicity and Advertising.*

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

(a) It shall be based upon relevant facts and supportable statistics.

(b) The word "college" shall not be used in describing the school unless the program meets the standards established for educational institutions beyond high school grade, and unless it conforms to existing college entrance requirements.

(c) A guarantee of placement for graduates shall not be promised or implied.

(d) Catalogue or prospectus information shall be specific regarding the pre-requisite training requirements for admission to the courses, the content of the courses, the duration of each course, and the specific terms for payment of tuition and other fees.

4. *Conformity of the School with Existing Legislation.*

Approval shall not be granted to any private trade schools in New Jersey which do not conform to existing state or federal regulations. The approval of the private trade schools shall not waive any requirements established by local ordinances nor shall such approval waive the regulations of legally constituted commissions or other regulating bodies.

V. *Standards Pertaining to Advertising.*

1. Any advertising matter which by affirmative statement or illustration or by implication or representation or omission misleads or tends to mislead the public is objectional and shall not be used.

2. Statements which disparage, directly or indirectly, the training or services of other schools shall not be used.

3. Statements, direct or implied, assuring or guarantee-

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ing jobs or implying the assurance or guarantee of jobs or rate of pay, as a result of completing a course of training shall not be used.

4. 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 war industries.
5. When the cost of tuition is advertised, the cost of tools, supplies and other extras shall be included in the advertising.
6. When the advertised address is not the same as the address of the school, the State Department of Education, Vocational Division, shall be so advised.
7. Admission requirements involving previous experience and/or education shall be clearly stated.
8. 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." It shall not advertise or call itself a university or college. A trade school shall not be referred to as a "professional engineering school."
9. Illustration in catalogs, bulletins, circulars and other publications shall relate solely to the school being advertised or be clearly designated otherwise.

VI. Term of Approval by the Department of Education.

The certificate of approval of a private trade school shall be renewed annually and approval may be withdrawn at any time for cause.

July 1, 1942.