

**CHAPTER 51**  
**ADMINISTRATION AND ORGANIZATION**  
**OF VOCATIONAL AND TECHNICAL**  
**EDUCATION**

**Authority**

N.J.S.A. 18A:1-1, 18A:4-10, 18A:4-15, 18A:4-22, 18A:4-25 through 18A:4-27, 18A:4-32, 18A:4-34, 18A:6-9, 18A:7A-1 et seq., 18A:54-1 et seq., 18A:59-5 and P.L. 101-392.

**Source and Effective Date**

R.1998 d.38, effective December 10, 1997.  
See: 29 N.J.R. 4221(b), 30 N.J.R. 67(b).

**Executive Order No. 66(1978) Expiration Date**

Chapter 51, Administration and Organization of Vocational and Technical Education, expires on December 10, 2002.

**Chapter Historical Note**

Chapter 51, Administration and Organization, was filed and became effective prior to September 1, 1969. Chapter 51 was amended by R.1991 d.406, effective August 5, 1991. See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a). Pursuant to Executive Order No. 22(1994), the expiration date of Chapter 51 was extended from August 5, 1996 to February 5, 1998. See: 24 N.J.R. 3783(a), 24 N.J.R. 3942(a).

Pursuant to Executive Order No. 66(1978), Chapter 51 was readopted as R.1998 d.38, effective December 10, 1997. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. AUTHORITY FOR**  
**ADMINISTRATION AND ORGANIZATION**  
**OF VOCATIONAL AND TECHNICAL**  
**EDUCATION**

**6:51-1.1 State Board for Vocational Education**

(a) The New Jersey State Board of Education serves as the legally constituted State Board for Vocational Education as provided in N.J.S.A. 18A:59-5.

(b) The State Board is the sole agency responsible for the administration of the State Plan for Vocational and Technical Education in New Jersey and has all the necessary power to cooperate with the United States Department of Education in the administration of the State Plan. The State Board is empowered to supervise the administration of the State Plan by district boards of education.

Amended by R.1991 d.406, effective August 5, 1991.

See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Corrected agency titles.

**6:51-1.2 Executive officer designation**

(a) The Commissioner of Education is the chief executive and administrative officer of the Department of Education and the official agent of the State Board for all purposes.

(b) The State Director of Vocational Education in New Jersey or his or her duly designated representative is the director within the division responsible for vocational education. The director through the Assistant Commissioner of Education responsible for vocational education is directly responsible to the Commissioner for all vocational and technical education activities under the State Board. Specific responsibilities of the State Director of Vocational Education include providing administrative and professional leadership for vocational and technical education, directing and coordinating the work of the vocational education staff, maintaining an appropriate system of statistical and financial records and reports, and the performance of such other duties as may be necessary for the maintenance, expansion, improvement, modernization and development of quality vocational and technical education programs in accordance with the State Plan and State Board policies.

Amended by R.1991 d.406, effective August 5, 1991.

See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Corrected terms in (b).

Amended by R.1998 d.38, effective January 5, 1998.

See: 29 N.J.R. 4221(b), 30 N.J.R. 67(b).

Amended references to Assistant Commissioner.

**6:51-1.3 Authority of State Board**

The State Board, as the sole agency responsible for the administration of the State Plan for Vocational Education in New Jersey, shall do all that is appropriate in the administration of vocational and technical education programs and

services. The administration shall include effective cooperative arrangements between the State Board and other agencies and institutions for the continuing improvement of vocational and technical education programs.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).  
Editorial changes only.

#### **6:51-1.4 County system of vocational and technical education**

In a county system of vocational and technical education, the county vocational school chief administrator has complete responsibility, subject to the rules of the State Board and the Commissioner, for a county vocational and technical school district in those areas in which the county board of vocational education has direct responsibilities. The county vocational school chief administrator is directly responsible to a county board for vocational education. The county system shall embrace those day and evening programs of vocational education identified by the county board as needed, as well as programs pursuant to P.L. 101-392 and N.J.A.C. 6:43-8, Vocational Education Program and Course Approval.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Responsibility for administration established for county vocational school chief administrator.

#### **6:51-1.5 Administrative, instructional and educational services personnel**

Administrative, instructional and educational service personnel shall meet certification requirements as set forth in N.J.A.C. 6:11, Teacher Preparation and Certification.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Recodified from 1.6; reference to N.J.A.C. 6:11 added; original 1.5, Administration in district area vocational technical schools was repealed by this rulemaking.

#### **6:51-1.6 Evaluation personnel**

(a) Responsibility for program evaluation shall rest with the following personnel within various levels:

1. District level. Evaluation of programs shall be the responsibility of district administrators, supervisors, teachers and/or other designated personnel within the district who are qualified to evaluate vocational and technical education programs.

2. State level. The responsibility for evaluation of vocational and technical education programs is assigned to the State Director of Vocational Education.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).  
Recodified from 1.8; term "district" replaces "local".  
Amended by R.1998 d.38, effective January 5, 1998.  
See: 29 N.J.R. 4221(b), 30 N.J.R. 67(b).  
Deleted (a)3.

#### **6:51-1.7 Review and modification of personnel qualification standards**

The State Board is the legal authority responsible for establishing, reviewing and modifying certification requirements for administrative, instructional and educational services personnel employed in public schools in the State as set forth in N.J.A.C. 6:11, Teacher Preparation and Certification. The State Director of Vocational Education through the Assistant Commissioner responsible for vocational education shall periodically review the qualification standards of personnel engaged in vocational and technical education and submit to the State Board any recommendations for modifications or revisions of those standards which are not adequately meeting the instructional needs of vocational and technical education programs in the State or which are inconsistent with the administration of vocational and technical education as mandated under P.L. 101-392.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Original 1.7 was entitled "Ancillary service personnel" and was repealed by this rulemaking; recodified from 1.10 and added reference to N.J.A.C. 6:11.

Amended by R.1998 d.38, effective January 5, 1998.  
See: 29 N.J.R. 4221(b), 30 N.J.R. 67(b).

Added reference to State Director of Vocational Education.

#### **6:51-1.8 Program evaluation**

(a) State and local programs, services and activities will be evaluated pursuant to State and Federal regulations in order that the State Board may effectively carry out its functions and fulfill the purposes of the Act, according to the following provisions:

1. The State Board shall give due consideration to evaluations made by the staff of the Department.

2. The Department or a district board of education may contract with other agencies for the evaluation of vocational programs, services and activities.

3. Evaluation reports, whether under contract or conducted by the district board of education for self-evaluation purposes, shall be submitted to the Commissioner on forms provided by the Department.

4. Each project application submitted for approval shall contain the evaluative procedures employed to measure objectives and to assure as far as possible the effectiveness of the proposed programs, services and activities.

5. Evaluation reports shall describe in measurable terms the extent to which local program objectives were achieved and evaluation data shall be used by the Department as criteria for continued funding support.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).  
Recodified from 1.11 and terms corrected; added (a)5. regarding evaluations.  
Amended by R.1998 d.38, effective January 5, 1998.  
See: 29 N.J.R. 4221(b), 30 N.J.R. 67(b).  
Deleted references to the Division of Vocational Education.

**6:51-1.9 State reports**

The State Board shall prepare and submit to the U.S. Secretary of Education such reports as may be required under P.L. 101-392.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Recodified from 1.12 and cites and titles updated.

**6:51-1.10 (Reserved)**

Recodified to 1.7 by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

**6:51-1.11 (Reserved)**

Recodified to 1.8 by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

**6:51-1.12 (Reserved)**

Recodified to 1.9 by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

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## SUBCHAPTER 2. COOPERATIVE ARRANGEMENTS

**6:51-2.1 Interagency agreements**

The State Board may enter into cooperative relationships and agreements with other agencies of State government in New Jersey and in other states for the implementation of vocational and technical education programs.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Recodified from 2.3 and reference added to State and federal government agencies; original 2.1 repealed.

**6:51-2.2 (Reserved)**

Repealed by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

**6:51-2.3 (Reserved)**

Recodified to 2.1 by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

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## SUBCHAPTER 3. LOCAL APPLICATIONS

**6:51-3.1 Application procedures**

(a) District boards of education and other eligible agencies or institutions conducting vocational and technical education programs desiring to participate in grant programs shall make application for funds, pursuant to N.J.A.C. 6:43-8, Vocational Education Program and Course Approval, to the New Jersey State Department of Education on forms provided by the Department.

(b) Applications from district boards of education and other eligible recipients to the Department shall describe:

1. The proposed programs, services and activities for which funds are requested and shall include the following:

i. Assurance that the application has been developed in consultation with the educational and training resources available in the area to be served;

ii. Assurance that programs, services, and activities proposed in the application will make substantial progress toward preparing persons to be served;

iii. A plan for meeting vocational/technical education needs of potential pupils in the area or community to be served;

iv. The means by which programs, services, and activities proposed will make substantial progress toward meeting the objectives;

v. Justification for items in the application and sources of financial support other than vocational/technical education funds;

vi. Provisions for evaluation—objectives, process, personnel and dissemination of results; and

vii. Assurance that applications have been reviewed by a local advisory committee previous to submittal. A local advisory committee shall consist of representatives from labor, business and industry, employers and other affected community agencies.

(c) The application shall be referred to the proper vocational or technical education program area reviewing committee which shall review and evaluate the application with due consideration to the following:

1. Relevancy to priority areas, programs, services, and activities;

2. Qualifications of personnel designated to carry out the program or project;

3. Adequacy of facilities;

4. Reasonableness of cost estimates;

5. Expected outcomes and potential use of findings; and

6. Other specific criteria to be used in an evaluation of the program or project.

(d) The applicant shall be notified in writing within 60 days concerning the disposition of the application. If the application is approved, the award letter shall indicate the approved grant and conditions in accordance with State and Federal requirements and availability of State and/or Federal funds.

Amended by R.1991 d.406, effective August 5, 1991.  
See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).  
Editorial and terminology changes.

**6:51-3.2 Opportunity for hearings on local applications**

(a) The State Board assures that any district board of education and other eligible agency or institution conducting vocational and technical education programs dissatisfied with final action on any applications for funds shall be given reasonable notice and opportunity for a hearing before the State Board or its officially designated officer. The procedures for formal hearing by the State Board shall conform to the following outline:

1. Informal requests for hearings shall initially be filed with the State Director of Vocational Education through the Assistant Commissioner responsible for vocational education. The State Director is the State Board's officially designated officer for vocational education.

2. The State Director of Vocational Education shall notify the petitioner of the date, time, and place of the hearing.

3. Within a period of not more than 60 days following the hearing the petitioner shall be notified of the decision.

4. If the petitioner is dissatisfied with the decision following the hearing, the petitioner may request a formal hearing with the Commissioner who is the State Board's officially designated officer of the Department of Education.

5. Any petitioner may appeal the decision of the Commissioner as set forth in N.J.A.C. 6:2, Appeals.

Amended by R.1991 d.406, effective August 5, 1991.

See: 23 N.J.R. 1250(a), 23 N.J.R. 2333(a).

Reference to Appeals process at N.J.A.C. 6:2 added.

Amended by R.1998 d.38, effective January 5, 1998.

See: 29 N.J.R. 4221(b), 30 N.J.R. 67(b).

Added references to State Director of Vocational Education.