

**CHAPTER 44  
GAMING SCHOOLS**

**Authority**

N.J.S.A. 5:12-63c, 69a, 70a-b, 90b and 92.

**Source and Effective Date**

R.1993 d.430, effective August 9, 1993.  
See: 25 N.J.R. 2660(a), 25 N.J.R. 4125(a).

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

Chapter 44, Gaming Schools, expires on December 15, 1996.

**Chapter Historical Note**

Chapter 44, Gaming Schools, became effective on December 15, 1977 as R.1977 d.474. See: 9 N.J.R. 545(a), 10 N.J.R. 4(c).

Pursuant to Executive Order No. 66(1978), Chapter 44 was readopted as R.1983 d.474, effective October 13, 1983. See: 15 N.J.R. 1460(a), 15 N.J.R. 1874(b).

Pursuant to Executive Order No. 66(1978), Chapter 44 was readopted as R.1988 d.508, effective September 29, 1988. See: 20 N.J.R. 2050(a), 20 N.J.R. 2802(a).

Pursuant to Executive Order No. 66(1978), Chapter 44 was readopted as R.1993 d.430. See: Source and Effective Date. See, also, section annotations for specific rulemaking activity.

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**SUBCHAPTER 1. DEFINITIONS****19:44-1.1 Definitions**

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

“Administrative employee” shall mean any person employed by a gaming school in a nonteaching capacity including, but not limited to, the business manager, director of admissions, and the director of placement.

“Course” shall mean a unit of educational instruction or training in a specific subject area of gaming and playing or dealing techniques which upon successful completion may be used to satisfy any experiential or training requirements imposed by the commission as a prerequisite to licensure as a casino key employee or casino employee.

“Gaming school” shall mean any person or school, whether or not a governmental agency, teaching any course or program of instruction, which is a casino service industry enterprise, as defined in the act or the regulations of the commission, or which shall enroll any student or offer any course to the public of this State or do any other business whatsoever in this State, whether for compensation or not, relating to such teaching. All gaming schools are hereby deemed to be casino service industry enterprises and are required to be licensed as gaming schools in accordance with sections 92a and b of the act and the regulations of the commission.

“Governmental agency” shall mean any office, department, division, bureau, board, commission, agency, authority, institution, or like governmental entity of the State of New Jersey or a political subdivision thereof or of any other state or political entity of the United States.

“Instructor” shall mean any person employed by a gaming school to train, teach or instruct the students enrolled in such school.

“Or” shall mean the disjunctive “or” as well as the conjunctive “and” unless a different meaning clearly appears from the context in which it is used.

“Program of instruction” shall mean a grouping of courses designed to educate a student in a broad subject area or one or more units of such educational instruction or training designed to qualify a student for employment in one or more specific casino operations.

“Resident director” shall mean the person who is responsible for the day-to-day operation or administration of the school or who has supervisory authority over all employees of the school.

“Sales representative” shall mean any person owning an interest in, employed by or representing a gaming school and who solicits or enrolls any person for education, training or instruction in such school.

As amended, R.1978 d.364, effective October 16, 1978.  
 See: 10 N.J.R. 408(a), 10 N.J.R. 522(d).  
 As amended, R.1984 d.368, effective August 20, 1984.  
 See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
 Definitions “course” and “gaming school” amended.

**SUBCHAPTER 2. GAMING SCHOOL LICENSE REQUIREMENT****19:44-2.1 Necessity of license; conduct of school**

No gaming school shall enroll any student or offer any course to the public of this State or do any other business whatsoever in this State, whether for compensation or not, relating to the teaching of gaming or playing or dealing techniques unless a casino service industry license authorizing the particular gaming school (hereinafter, a gaming school license) shall have first been issued to the gaming school.

**19:44-2.2 License; providing goods or services**

(a) No gaming school shall, on a regular or continuing basis, provide any goods or services to or conduct any business whatsoever with a casino, a casino licensee, its employees or agents, whether or not said goods, services or business directly relates to casino or gaming activity, unless a gaming school license shall have first been issued to the gaming school.

(b) Any gaming school licensee which enters into an agreement with a casino licensee or an applicant for a casino license to provide any course or program of instruction, must file with the commission and division, prior to the commencement of such training, a copy of said agreement. Each such agreement shall describe the training to be offered in sufficient detail to allow the commission to properly evaluate that training. This description shall include but need not be limited to:

1. The course or program title;
2. The number of persons involved in such training, and the maximum number of students that will be permitted to enroll in any one session of such training;
3. A description of the plan of instruction to be used;
4. The tuition and other charges or costs to the persons trained and to the parties to the agreement;
5. The name, license number and employer of every instructor to be utilized for such training;
6. The name, license number and employer of any support personnel to be used in such training;
7. The location where such training is to be conducted; and
8. Any certificate or other documentation to be awarded to persons successfully completing such training program.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
(b) added.

#### 19:44-2.3 Casino licensee offering any course or program of instruction

For purposes of this chapter, the issuance of a casino license shall be deemed to include the issuance of a gaming school license to the casino license holder without the necessity of a separate gaming school license being issued provided that the casino licensee has met all the requirements for licensing as a casino service industry. A casino licensee may offer any course or program of instruction provided that the casino licensee shall have first been issued a certificate of operation authorizing the operation of a gaming school in compliance with these regulations.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Section substantially amended.

#### 19:44-2.4 Registration and qualifications; corporations

No corporation shall be eligible to apply for or hold a gaming school license unless each corporate and noncorporate holding company and intermediary company with respect thereto shall first register with the commission and establish such qualifications as the commission shall deem necessary.

#### 19:44-2.5 Waivers

Upon written application from a public school district or public institution of higher education, the commission in its discretion may waive any licensure or qualification of any individuals except those instructors and other principal employees responsible for the teaching of any course or program of instruction.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Deleted "playing or dealing techniques" and substituted "any course or program of instruction".

#### 19:44-2.6 Application for initial license

(a) An application for initial issuance of a gaming school license pursuant to N.J.S.A. 5:12-92a and b shall consist of the fee specified in N.J.A.C. 19:41-9.8 and a completed original and one copy of the following:

1. A Business Entity Disclosure (BED) form for the applicant as follows:
  - i. For a corporation, a BED—Corporate as set forth in N.J.A.C. 19:41-5.6; or
  - ii. For a partnership or sole proprietor, a BED—Partnership as set forth in N.J.A.C. 19:41-5.6A;
2. Both of the following in a format prescribed by the Commission;
  - i. A notarized acknowledgment of the equal employment and business opportunity obligations imposed by N.J.S.A. 5:12-134 and 135 and N.J.A.C. 19:53 which shall be signed and dated by the president, chief executive officer, partner or sole proprietor, as applicable; and
  - ii. A statistical report of the composition of the applicant's work force;
3. The appropriate BED form in (a)1i or ii above for each holding company of the applicant; and
4. A completed application in accordance with N.J.A.C. 19:41-7.1A, including a Personal History Disclosure Form—1A (PHD-1A) as set forth in N.J.A.C. 19:41-5.2, for each person required to be qualified pursuant to N.J.S.A. 5:12-92a and b and N.J.A.C. 19:44-4.1.

New Rule, R.1994 d.343, effective July 5, 1994.  
See: 26 N.J.R. 1617(a), 26 N.J.R. 2803(a).

#### 19:44-2.7 Renewal application

(a) An application for renewal of a gaming school license shall consist of the fee specified in N.J.A.C. 19:41-9.8 and a completed original and one copy of the following:

1. A Business Entity Disclosure (BED) form for the applicant as follows:
  - i. For a corporation, a BED—Corporate as set forth in N.J.A.C. 19:41-5.6 except that documents in N.J.A.C.

19:41-5.6(a)28i, ii, iv, viii, and ix, (a)29 and (a)31 which were included in a prior application may be incorporated by reference if there is no change in the information contained therein; and

ii. For a partnership or sole proprietor, a BED-Partnership as set forth in N.J.A.C. 19:41-5.6A except that documents in N.J.A.C. 19:41-5.6A(a)23 through 25 which were included in a prior application may be incorporated by reference if there is no change in the information contained therein;

2. Both of the following, in a format prescribed by the Commission:

i. A notarized affidavit of compliance with the equal employment and business opportunity requirements of N.J.S.A. 5:12-134 and 135 and N.J.A.C. 19:53 which shall be signed and dated by the president, chief executive officer, partner or sole proprietor of the applicant, as applicable; and

ii. A statistical report of the composition of the applicant's work force;

3. The appropriate BED form as set forth in (a)1i or ii above for each holding company of the applicant;

4. A completed application in accordance with N.J.A.C. 19:41-7.1A, including a Personal History Disclosure Form—1A (PHD-1A) as set forth in N.J.A.C. 19:41-5.2, for each person required to be qualified pursuant to N.J.S.A. 5:12-92a and b and N.J.A.C. 19:44-4.1 who has not previously been found qualified; and

5. An Employee License Renewal Application as set forth in N.J.A.C. 19:41-14.3 for each person required to be qualified pursuant to N.J.S.A. 5:12-92a and b and N.J.A.C. 19:44-4.1 who has previously been found qualified.

New Rule, R.1994 d.343, effective July 5, 1994.  
See: 26 N.J.R. 1617(a), 26 N.J.R. 2803(a).

### SUBCHAPTER 3. GAMING SCHOOL LICENSE STANDARDS

#### 19:44-3.1 Gaming school license standards

(a) No gaming school license shall be issued unless the qualifications of the gaming school enterprise shall have first been established in accordance with sections 86, 89 and 92b of the act and regulations of the commission which qualifications shall include but shall not be limited to:

1. Its financial stability, integrity and responsibility;
2. Its good reputation for honesty and integrity;

3. The sufficiency of its business ability and experience to adequately establish the likelihood of its success and efficiency as a gaming school;

4. If the gaming school enterprise is a corporation, that it:

i. Either was incorporated in this State or is authorized to do business in this State;

ii. Maintains a registered office in the premises licensed or to be licensed and has designated and maintains in this State a registered agent as said terms are defined in N.J.S.A. 14A:4-1;

iii. Complies with all requirements of the laws of this State pertaining to corporations;

iv. Maintains a ledger in its registered office in this State reflecting the current ownership of every class of security issued by the said corporation;

v. If not a publicly traded corporation, that it has appropriate charter or bylaw provisions that, upon commission disapproval of any future transfer of any corporate security of, share of or other interest in the applicant corporation or any holding company, intermediary company or subsidiary thereof, such corporations and companies shall have the absolute obligation to purchase and the transferee shall have the obligation to sell same; and

vi. If a publicly traded corporation, that it has appropriate charter or bylaw provisions that, upon commission disqualification or any holder of any security of the applicant corporation, such holder shall dispose of his security interest therein.

5. If the gaming school enterprise is not a corporation, that it maintains an office in this State and has designated to the commission and maintains in this State an agent for the acceptance of service of process;

6. The adequacy of its affirmative action program for both its employees and students; and

7. The appropriate individuals associated with or employed by the gaming school be properly qualified as required by the Act and these regulations.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Section substantially amended.

#### Case Notes

Assessment of penalties against Casino Dealers School; statutory violations. Division of Gaming Enforcement v. The Boardwalk and The Marina Casino Dealers School, 94 N.J.A.R.2d (CCC) 95.

#### 19:44-3.2 Gaming school certificate of operation standards

(a) Notwithstanding the issuance of a license, no gaming school may enroll students or offer any course or program of instruction unless and until a valid certificate of operation has been issued to the gaming school licensee by the commission.

(b) No certificate of operation shall be issued unless the gaming school licensee has established qualifications, to the satisfaction of the commission, in each of the following areas:

1. The adequacy of its courses or programs of instruction;
2. The adequacy of its proposed facilities, supplies and equipment to provide thorough instruction and training to the students enrolled, and to effectively accommodate its students and faculty;
3. The adequacy of its system of record keeping;
4. The adequacy of its bulletin and enrollment agreement;
5. The school has a properly licensed resident director in its employ and such individual shall have established his qualifications in accordance with the casino key employee standards excluding New Jersey residency as set forth in sections 86, 89 and 92b of the Act and the regulations of the commission;
6. The adequacy of its insurance coverage;
7. For schools whose facilities are leased or rented, the adequacy of its contract or lease agreement;
8. The adequacy of its surety bond; and
9. The school has in its employ properly licensed instructors for the courses it proposes to offer and any other individuals employed by the gaming school be properly licensed as required by these regulations.

NOTE: A Statement of Gaming School Proposal was adopted by the Casino Control Commission as part of R.1977 d.475, effective December 15, 1977. This statement is not reproduced herein, but can be obtained from:

Casino Control Commission  
Arcade Building  
Tennessee Avenue and the Boardwalk  
Atlantic City, New Jersey 08401  
or  
Office of Administrative Law  
Administrative Filings  
CN 049  
Trenton, New Jersey 08625

Amended by R.1993 d.429, effective September 7, 1993.  
See: 25 N.J.R. 2655(a), 25 N.J.R. 4120(a).

#### 19:44-3.3 Changes

(a) A change in any item that was found necessary for the issuance of, or made a condition on, the gaming school license must be approved by the commission prior to any announcement or implementation of the change by the gaming school.

(b) A change in any item that was found necessary for the issuance of, or made a condition on, the gaming school certificate of operation must be approved by the commission prior to any announcement or implementation of the change by the gaming school.

## SUBCHAPTER 4. PERSONS REQUIRED TO BE QUALIFIED

### 19:44-4.1 Persons required to be qualified

(a) No gaming school license shall be issued unless the individual qualifications of:

1. Each of the following persons or agencies shall have first been established in accordance with the casino key employee standards excluding New Jersey residency as set forth in sections 92b, 86 and 89 of the Act and the regulations of the Commission:
  - i. The enterprise;
  - ii. The owners of the gaming school;
  - iii. Its management personnel;
  - iv. Its supervisory personnel;
  - v. Its principal employees, and
  - vi. Such other persons whom the commission may consider appropriate for approval or qualification.

Amended by R.1978 d.364, effective October 16, 1978.  
See: 10 N.J.R. 408(a), 10 N.J.R. 522(d).  
Amended by R.1984 d.364, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Added (a)1vi.

## SUBCHAPTER 5. GAMING SCHOOL EMPLOYEE LICENSE

### 19:44-5.1 Establishment of qualifications

(a) No natural person shall be employed by a licensed gaming school as an instructor, administrative employee or a sales representative unless he shall first have established his qualifications in accordance with the casino employee standards set forth in sections 92b, 86 and 90 of the act and the regulations of the commission and unless a gaming school employee license authorizing the person to hold the particular position of employment shall first have been issued to him, provided, however, that notwithstanding the provisions of this section, the licensure of clerical personnel shall not be required.

(b) No natural person shall be employed as a resident director of a gaming school unless he or she shall first have

established his or her qualifications in accordance with N.J.S.A. 5:12-86, 90 and 92b and the rules of the Commission unless he or she holds a valid resident director gaming school license or a casino key employee license with a resident director endorsement.

(c) Notwithstanding any other requirements of this subchapter, guest lecturers who do not possess a gaming school instructor's license may be employed provided that prior notice is filed with the commission and division and that an individual who possesses a valid instructor's license is responsible for the conduct of the class and is in attendance during the sessions conducted by the guest lecturer.

Amended by R.1978 d.364, effective October 16, 1978.

See: 10 N.J.R. 408(a), 10 N.J.R. 522(d).

Amended by R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Section substantially amended.

Amended by R.1993 d.430, effective September 7, 1993.

See: 25 N.J.R. 2660(a), 25 N.J.R. 4125(a).

Amended by R.1994 d.343, effective July 5, 1994.

See: 26 N.J.R. 1617(a), 26 N.J.R. 2803(a).

#### 19:44-5.2 Establishment of thorough knowledge of regulations

(a) In addition to the requirements set forth in N.J.A.C. 19:44-5.1, no natural person shall be employed in the following positions unless he or she shall have first established that he or she has a thorough knowledge of the regulations of the Commission relevant to the position and that:

1. In the case of a resident director, he has had not less than four years experience as a dealer, stickman, floorman, pit boss, shift boss, or casino manager or such educational, managerial or administrative position so as to have provided him with the necessary experience to competently and effectively undertake the responsibilities of resident director;

2. In the case of an instructor, he or she has had not less than two years of experience in a position identical to or closely related to that about which he or she will instruct;

i. If the instructor will teach a supervisory training course pursuant to N.J.A.C. 19:44-8.6, such experience shall include at least one year of experience as a supervisor in the game about which he or she will instruct;

3. In the case of an administrative employee, he has had such administrative experience or training so as to have provided him with the necessary knowledge and ability to competently and effectively undertake the responsibilities of his position; and

4. In the case of sales representative, he has had such training so as to have become fully knowledgeable of the programs, courses, facilities, admission requirements, graduation requirements, policies and regulations of the gaming school.

Amended by R.1994 d.447, effective September 6, 1994.

See: 26 N.J.R. 2207(a), 26 N.J.R. 3746(b).

### SUBCHAPTER 6. DURATION AND DISPLAY OF LICENSES

#### 19:44-6.1 Duration of licenses

(a) Licensure as a gaming school shall be granted for a period of two years, and shall be renewable for two year periods thereafter.

(b) Licensure as a gaming school resident director, instructor, principal employee or sales representative shall be granted for a period of three years and shall be renewable for four year period thereafter.

Amended by R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

(b) added.

Amended by R.1994 d.216, effective May 2, 1994.

See: 26 N.J.R. 780(a), 26 N.J.R. 1846(a).

#### 19:44-6.2 Display of licenses

The school shall display its gaming school license in a prominent place. The licenses of its director, administrators, instructors and sales representatives must be produced upon the reasonable request of any person.

#### 19:44-6.3 (Reserved)

Repealed by R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

### SUBCHAPTER 7. NAME OF GAMING SCHOOL

#### 19:44-7.1 Submission of proposed name

Each applicant for a gaming school license shall submit its proposed name to the commission for approval and shall not change such name or utilize another name without the prior approval of the commission.

#### 19:44-7.2 Selection of name

A gaming school shall not infringe on the name of any other school whatsoever. It shall not use any title, name, label, insignia or designation which can be construed as misleading or deceiving to prospective students with respect to the nature of the school or its accreditation, courses or programs or methods of instruction.

Amended by R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Deleted text "Each gaming ... name. It" and inserted "A gaming school".

**19:44-7.3 Prohibition of use of words referring to State of New Jersey**

The words "New Jersey", "State of New Jersey" or "State" shall not be used in the name of a gaming school unless such school is part of a duly authorized State college or university.

**19:44-7.4 Prohibition of use of words referring to counties**

The word "county" or the name of any county of this State shall not be used in the name of a gaming school unless such school is part of a duly authorized county community college of this State.

**19:44-7.5 Educational institutional names restricted**

No gaming school shall adopt or use any title or name commonly accepted as descriptive of any college or university institution unless such gaming school is a duly authorized branch, unit or extension division of such college or university.

**19:44-7.6 Casino names; restrictions**

No gaming school shall adopt or use any title or name of any casino authorized to operate in this State or elsewhere unless such school is owned or operated by such casino.

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**SUBCHAPTER 8. COURSES AND PROGRAMS OF INSTRUCTION**
**19:44-8.1 Approval**

No person or school, whether or not a governmental agency, shall offer any course or program of instruction or enroll any student in any course or program of instruction unless an approval authorizing such course or program of instruction shall have first been obtained from the commission.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

**19:44-8.2 Outline**

(a) For each course or program submitted to the commission for approval, the gaming school shall submit a course or program outline in sufficient detail for proper evaluation which outline shall include, but need not be limited to:

1. The course or program title;
2. The objective or goal the course or program is intended to meet;
3. For courses, the content in outline form showing the major elements or items of instruction, the number of teacher contact hours of instruction for each element of the course, the number of laboratory or practice hours required and the total number of hours for the course;

4. For programs, a description of the program in outline form showing the courses or elements or items of instruction comprising the program, the number of teacher contact hours of instruction for each course or element of the program, the number of laboratory or practice hours required and the total number of hours required for completion of the program;

5. A description of the plan of instruction to be used which shall include daily lesson plans;

6. A description of the space, equipment, tools and audio-visual material to be used for each course or program;

7. The entrance requirements, if any, such as education, physical fitness or dexterity, and the procedure for determining compliance with such;

8. The proposed tuition and other charges or cost to the student;

9. The maximum number of students that will be permitted to enroll in any one session of the course or program taking into account the facilities available;

10. The capacity of the school for any one session of the course or program showing the number of work stations in the shop or laboratory, the number of classroom spaces and the number and type of gaming tables and equipment to be utilized;

11. The nature of skill and knowledge students are expected to have upon completion of the course or program and occupational and other outcomes expected from the course or program, and the testing program to be used to test students for these competencies and the standards to be used;

12. A description of the method and frequency by which the course will be evaluated in relation to its goals and objectives;

13. The student-teacher, student-table and table-teacher ratios for each course or program; and

14. A copy of all textual material to be used in the course or program of instruction.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Section substantially amended.

**19:44-8.3 Minimum hours**

(a) Any training or instruction designed to prepare a student for employment as a dealer shall satisfy the following minimum requirements:

1. For a student being trained to deal a first game the following minimum hours of training and instruction shall be required:

- i. 160 hours to deal blackjack;
- ii. 200 hours to deal baccarat and minibaccarat;

- iii. 200 hours to deal roulette; and
  - iv. 240 hours to deal craps;
  - v. 270 hours to deal pai gow;
  - vi. 180 hours to deal pai gow poker; and
  - vii. 140 hours to deal poker.
2. For a student being trained to deal a second or subsequent game the following minimum hours of training and instruction shall be required:
- i. For a student certified to deal blackjack:
    - (1) 180 hours to deal craps;
    - (2) 120 hours to deal roulette;
    - (3) 80 hours to deal baccarat and minibaccarat;
    - (4) 210 hours to deal pai gow;
    - (5) 70 hours to deal pai gow poker; and
    - (6) 100 hours to deal poker.
  - ii. For a student certified to deal roulette:
    - (1) 180 hours to deal craps;
    - (2) 95 hours to deal blackjack;
    - (3) 95 hours to deal baccarat and minibaccarat;
    - (4) 210 hours to deal pai gow;
    - (5) 85 hours to deal pai gow poker; and
    - (6) 115 hours to deal poker.
  - iii. For a student certified to deal craps:
    - (1) 120 hours to deal roulette;
    - (2) 95 hours to deal blackjack;
    - (3) 95 hours to deal baccarat and minibaccarat;
    - (4) 210 hours to deal pai gow;
    - (5) 85 hours to deal pai gow poker; and
    - (6) 115 hours to deal poker.
  - iv. For a student certified to deal baccarat:
    - (1) 180 hours to deal craps;
    - (2) 120 hours to deal roulette;
    - (3) 80 hours to deal blackjack;
    - (4) 210 hours to deal pai gow;
    - (5) 70 hours to deal pai gow poker; and
    - (6) 100 hours to deal poker.
  - v. For a student certified to deal poker:
    - (1) 180 hours to deal craps;
    - (2) 120 hours to deal roulette;

- (3) 85 hours to deal blackjack;
- (4) 90 hours to deal baccarat and minibaccarat;
- (5) 210 hours to deal pai gow; and
- (6) 45 hours to deal pai gow poker.

vi. For a student certified to deal blackjack and baccarat, five hours shall be required to deal minibaccarat.

(b) For any training or instruction not listed in (a) above, the required minimum hours of training and instruction shall be determined by the Commission on a case by case basis.

(c) A supervisory training course pursuant to N.J.A.C. 19:44-8.6 shall include the following minimum hours of training and instruction:

1. For a student holding the appropriate license and position endorsement required to supervise blackjack, baccarat, minibaccarat, pai gow poker or poker:

- i. 60 hours to supervise blackjack;
- ii. 60 hours to supervise baccarat and minibaccarat;
- iii. 55 hours to supervise pai gow poker;
- iv. 80 hours to supervise poker; and
- v. 95 hours to supervise roulette; or

2. For a student holding the appropriate license and position endorsement required to supervise roulette or craps:

- i. 70 hours to supervise blackjack;
- ii. 70 hours to supervise baccarat and minibaccarat;
- iii. 65 hours to supervise pai gow poker;
- iv. 90 hours to supervise poker; and
- v. 95 hours to supervise roulette.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

(b) added.

Amended by R.1984 d.563, effective December 17, 1984.  
See: 16 N.J.R. 2352(a), 16 N.J.R. 3494(a).

Minimum hours for students dealing second games changed from "80" to "120" for roulette if baccarat is the first game and from "160" to "180" for craps if the first game is blackjack, roulette or baccarat.  
Amended by R.1987 d.424, effective October 19, 1987.  
See: 18 N.J.R. 2322(a), 19 N.J.R. 1914(a).

Added minibaccarat to section.

Amended by R.1992 d.119, effective March 16, 1992.  
See: 23 N.J.R. 3731(a), 24 N.J.R. 971(a).

Adds five additional hours of training throughout rule for Red Dog.  
Adds new (a)2i(4) and (a)2iv(5), recodified (a)3 as (a)2v.  
Amended by R.1992 d.406, effective October 19, 1992.

See: 24 N.J.R. 569(a), 24 N.J.R. 1517(a), 24 N.J.R. 3742(a).

Hours required to deal pai gow poker added.

Amended by R.1992 d.411, effective October 19, 1992.

See: 24 N.J.R. 558(a), 24 N.J.R. 3753(a).

Pai gow provisions added.  
Administrative Correction.

See: 25 N.J.R. 2507(a).  
 Amended by R.1994 d.141, effective March 21, 1994.  
 See: 25 N.J.R. 5906(a), 26 N.J.R. 1380(a).  
 Amended by R.1994 d.447, effective September 6, 1994.  
 See: 26 N.J.R. 2207(a), 26 N.J.R. 3746(b).

#### 19:44-8.4 Certificate

Upon satisfactory completion of any course or program of instruction, the gaming school shall, in writing, certify directly to the Commission that the student has completed the said course or program of instruction.

As amended, R.1984 d.368, effective August 20, 1984.  
 See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
 Section substantially amended.

#### 19:44-8.5 Standards

No course or program of instruction shall be approved by the Commission unless the Commission shall have first been satisfied that the student-teacher ratio, physical facilities, equipment and classroom and laboratory space shall be such as to afford each student an adequate opportunity to master the subject matter and to afford the gaming school an adequate opportunity to determine the student's progress by testing, observation or performance.

#### 19:44-8.6 Supervisory training course

(a) A course designed to prepare a student for employment as a floorperson or pit boss in a particular second or subsequent game or as a poker shift supervisor pursuant to N.J.A.C. 19:41-1.9(c)3, (d)2 or (e)2 shall include the minimum hours of training and instruction required by N.J.A.C. 19:44-8.3(c) including, at a minimum, training and instruction which addresses the following for the particular game:

1. The rules of the game;
2. The handling of customer disputes;
3. Methods of cheating and marking cards;
4. Supervisory concerns; and
5. Simulated casino experience.

(b) For purposes of N.J.A.C. 19:44-8.4, no student shall be deemed to have satisfactorily completed a supervisory training course pursuant to (a) above unless he or she:

1. Holds the appropriate license and position endorsement required to supervise a first game and at least one subsequent game; and
2. Satisfied the supervisory experience requirements set forth in N.J.A.C. 19:41-1.9(c)3ii(1), (d)2iii(1) or (e)2i.

New Rule, R.1994 d.447, effective September 6, 1994.

See: 26 N.J.R. 2207(a), 26 N.J.R. 3746(b).

### SUBCHAPTER 9. FACILITIES, SUPPLIES AND EQUIPMENT

#### 19:44-9.1 Sufficient physical facilities and equipment

(a) The physical facilities and equipment of each gaming school shall be sufficient for attainment of the school's purposes and shall be safe and adequate in quality, size, and number to effectively accommodate students, faculty and staff. The school shall have sufficient space, equipment and supplies on hand to provide a shop, laboratory or classroom space for each of the students in attendance at every session of instruction or training.

(b) No gaming school shall alter its physical facility unless prior notice, which shall include a diagram detailing the proposed change, has been submitted to and approved by the Commission.

As amended, R.1984 d.368, effective August 20, 1984.  
 See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
 (b) added.

#### 19:44-9.2 Compliance with appropriate laws and rules

Physical facilities of all gaming schools shall meet all applicable State, county and local laws, regulations and ordinances with regard to space, safety, health, fire, construction, sanitation, heating, lighting, ventilation, zoning and environmental protection and such other standards as may from time to time be adopted by the commission.

#### 19:44-9.3 Leases

Facilities leased or rented which house the instructional program of the school shall be bound by contract or lease agreement between the owner of the school and the owner of the facilities. Said contract or lease agreement shall stipulate length of lease, conditions of lease and shall be signed by both parties. A copy of the agreement must be filed with the commission prior to the issuance of a certificate of operation.

As amended, R.1984 d.368, effective August 20, 1984.  
 See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Deleted "upon application for licensure" inserted "prior to the issuance of a certificate of operation."

#### 19:44-9.4 Equipment

(a) Unless the Commission shall otherwise determine, all gaming equipment utilized by a gaming school shall conform to all requirements set forth in the regulations of the Commission governing gaming equipment utilized by casino licensees. Each gaming school shall keep an itemized list of its dealing shoes, gaming tables, slot machines, and roulette and big six wheels.

(b) Unless the Commission shall otherwise determine, each gaming table shall have the name of the gaming school, or some other identifying attribute as approved by the Commission, permanently imprinted thereon in letters at least one inch in height and shall, as shall each slot machine, also have permanently affixed on it a serial number which, together with the location of the table or machine, shall be filed with the Commission.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Section substantially amended.  
Amended by R.1984 d.563, effective December 17, 1984.  
See: 16 N.J.R. 2352(a), 16 N.J.R. 3494(a).

Deleted text "Each gaming . . . utilized by it" and substituted "Each gaming school . . . and big six wheels".

Amended by R.1992 d.333, effective September 8, 1992.  
See: 24 N.J.R. 1471(a), 24 N.J.R. 3098(a).

In (b): deleted specific game names from tables and added "gaming" to define table to clarify that any gaming table used by a gaming school have the name of the gaming school imprinted on it.

#### 19:44-9.5 Gaming chips and plaques

(a) Unless the commission shall otherwise determine, all gaming chips and plaques utilized by a gaming school shall be distinctly dissimilar to any gaming chips and plaques utilized by a casino licensee.

(b) No gaming school shall issue or cause to be utilized in its gaming school any gaming chips or plaques until such gaming chips and plaques are submitted to and approved by the commission.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Section substantially amended.

#### 19:44-9.6 Security

Each gaming school shall provide adequate security of its premises for the protection of its equipment. No such equipment shall be removed from the premises of the school or sold or transferred to any person without the prior approval of the commission; provided, however, that gaming chips and plaques may be removed by students for practice purposes without the necessity of any approval of the commission.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Deleted text.

#### 19:44-9.7 Use of gaming chips and plaques and equipment

Gaming chips and plaques and equipment of a gaming school shall be used for training, instructional and practice purposes only. Utilization of same for actual gaming by any person shall be prohibited and may constitute cause for the suspension or revocation of the gaming school license.

#### 19:44-9.8 Telephone listing

Each gaming school shall have a telephone listed in the local telephone directory.

## SUBCHAPTER 10. FINANCIAL STABILITY, INSURANCE AND ANNUAL BUDGET AND AUDITED FINANCIAL STATEMENT

### 19:44-10.1 Insurance

No gaming school certificate of operation shall be issued unless the commission shall have first been satisfied that the said gaming school has insurance adequate to protect its financial interest, to maintain its solvency in the case of loss by fire or other causes and to afford it reasonable protection in instances of personal and public liability.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Deleted "license" inserted "certificate of operation".

### 19:44-10.2 Annual budget

(a) An annual budget covering all existing and contemplated operations of the gaming school in a form as shall be specified and approved by the commission and the division shall accompany each application for a gaming school license and shall include, but need not be limited to, the following items:

1. Anticipated income for the year, identified by source and amount, which shall include the following:

- i. Cash on hand at beginning of year;
- ii. Income, actual or anticipated, by source and amount for the year; and
- iii. Total anticipated income.

2. Anticipated expenditures which shall include the following categories:

i. Administration: A list of all administrative personnel by name, position and proposed salary, including living quarters, automobile and attendant services to be furnished by the school. Other expenses of administration are to be listed by purpose and amount;

ii. Instruction: A list of all instructional personnel, actually under contract or anticipated, by name and position and proposed salary, including living quarters, automobile and attendant services to be furnished by the school. Included also shall be an estimate of moneys to be expended for textbooks, library services and other expenses of instruction;

iii. Miscellaneous and auxiliary services: A list of proposed expenditures by category for health services, food services, student body activities, summer school, evening extension services, recreation and community services;

iv. Transportation expenditures: The cost of equipment or contract services for vehicle maintenance and operation or transportation and insurance;

v. Operation of school: The cost for care of buildings and grounds, heat, utilities, supplies and other expenses.

vi. Maintenance of plant: The cost for repair of buildings, grounds and equipment, replacement of equipment and other expenses;

vii. Fixed charges: The expenditures for the rental of land and buildings, old age survivors insurance, insurance of buildings and equipment, workman's compensation and liability insurance; and

viii. Capital outlay: The proposed expenditures for new buildings, remodeling buildings, additions to buildings, sites, site development and equipment.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Inserted "and".

### 19:44-10.3 Financial statements

An annual audited financial statement in a form as shall be specified and approved by the commission certified by a certified public accountant licensed to practice in the State of New Jersey shall accompany each application for a gaming school license.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Deleted "and the division".

### 19:44-10.4 Fiscal year

Each gaming school shall operate for financial reporting purposes on the basis of a fiscal year beginning on July 1 and ending on June 30 unless otherwise permitted by the commission.

## SUBCHAPTER 11. SURETY BOND

### 19:44-11.1 Surety bond requirements

No gaming school certificate of operation shall issue to other than a governmental agency unless the gaming school shall have first posted with the commission a surety bond with a responsible surety company acceptable to the commission in an amount to be determined by the commission conditioned for the faithful performance of all agreements and contracts with the students enrolled therein and for payment of any and all fees imposed pursuant to these regulations.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Section substantially amended.

### 19:44-11.2 Amount of surety bond

The commission shall consider the maximum potential liability of the gaming school to the students enrolled therein in determining the required amount of the surety bond.

### 19:44-11.3 Notice, form of surety bond

The surety bond shall be drawn in favor of the "Casino Control Commission" on bond forms provided or approved by the commission which contain a provision requiring the surety company to provide both the commission and the gaming school at least 30 days notice in writing before withdrawing as surety on the bond or modifying materially any term or condition of the bond. In the event of any such withdrawal by the surety company, a failure of the said gaming school to post a new surety bond prior to the expiration of the said 30 day period shall be grounds for suspension of its gaming school certificate of operation.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Deleted "license" inserted "certificate of operation".

### 19:44-11.4 Exemptions

The commission may exempt any gaming school from the requirements of this section in any instance in which it is satisfied that a gaming school has provided other financial assurances which adequately guarantee its faithful performance of all agreements and contracts with the students enrolled therein and for payment of any and all fees unpaid pursuant to these regulations.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).  
Inserted "and for payment . . . these regulations".

## SUBCHAPTER 12. TUITION, FEES AND OTHER CHARGES

### 19:44-12.1 Filing requirements

The school shall establish tuition rates, fees and other charges as deemed necessary which shall be filed with the commission.

### 19:44-12.2 Tuition

The tuition charges shall be expressed on the basis of individual courses where applicable. In the case of a program of instruction, the tuition may be expressed either on the basis of the individual courses making up the program or on the basis of the full program of instruction or on the basis of a time period such as a semester, quarter, term or school year.

**19:44-12.3 Application fee**

Where applicable, the school may establish an application fee to defray the expense of processing the application, procuring records or transcripts and testing the applicant. The amount of this fee, which may be nonrefundable, shall be limited to a maximum of \$25.00.

**19:44-12.4 Registration fee**

Upon accepting the applicant for admission, the school may require the payment of a registration fee which shall not exceed 15 per cent of the total tuition for the course or program of instruction or \$100.00, whichever shall be the lesser amount; and which shall be credited to the tuition account.

**19:44-12.5 Other charges**

The school may establish such other charges as are deemed necessary. These charges shall be expressed separately from the tuition and shall be clearly stated in the school bulletin, enrollment agreement and application for enrollment. These charges may include such items as laboratory fees, deposits against breakage, graduation fees and student activities fees.

**19:44-12.6 Books, equipment and supplies**

Where books, equipment and supplies are not included in the tuition charges, the school shall list the items required and indicate the approximate cost to the student. The school shall not require the student to purchase the books, equipment and supplies from the school if such items are available on the general market.

**19:44-12.7 Changes in tuition or fees; filing**

Changes in tuition or fees shall not be made prior to the filing of such changes with the commission.

**19:44-12.8 Increases in tuition or fees; effect**

Increases in tuition or fees shall not apply to students already accepted for enrollment or attendance in a course or program of instruction except that increases in tuition or fees applicable to programs of instruction which are divided into periods such as quarters, terms, semesters or phases may apply to the time period following the period for which the student either has been accepted or is in attendance at the time of the announced increase.

**19:44-12.9 Other agencies**

Nothing in this regulation shall be deemed to permit institutions within the jurisdiction of the State Board of Education or State Board of Higher Education to set fees in excess of these already established by law or board policy.

**SUBCHAPTER 13. REFUND POLICY****19:44-13.1 Refund policy; generally**

(a) In the event of student withdrawal or dismissal prior to the completion of a course or program of instruction, the following refund policy shall apply except that the school may determine its refund policy on a more liberal basis:

1. The school may retain all or part of the registration fee;
2. The school may require that all books, equipment and tools purchased by the student be retained by the student; and
3. The school may retain a pro rata portion of the tuition calculated on a weekly basis.

**19:44-13.2 Discontinuance of course or program**

In the event of discontinuance of a course or program of instruction by the school, the school may be required by the commission to refund to the student in full or in part any fee paid by the student for the course or program of instruction.

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

**SUBCHAPTER 14. SCHOLARSHIPS AND FINANCIAL ASSISTANCE****19:44-14.1 Scholarships and financial assistance**

Gaming schools may offer financial assistance, scholarships, loans or deferred payment plans in the manner prescribed by law.

**SUBCHAPTER 15. BULLETIN****19:44-15.1 Official school bulletin**

Each gaming school shall prepare an official school bulletin which, after approval by the commission, shall be published and a copy given to each student prior to or upon enrollment. The bulletin shall be revised and updated, subject to approval of the commission, as conditions warrant.

**19:44-15.2 Attachments to bulletin**

Certain information that is subject to change, such as the schedule of tuition and fees and the list of instructional staff, may be prepared as attachments to the bulletin. In such cases, the attachment shall be physically affixed to the bulletin and the bulletin shall include a specific reference to the attached information.

**19:44-15.3 New courses or programs**

Subsequent to the publication of the bulletin, if the school requests approval of a new course or program of instruction, a condition of the approval shall be either the publication of a revised bulletin or the publication of a supplement to the bulletin containing the pertinent information regarding each new offering.

**19:44-15.4 Contents of bulletin**

(a) The school bulletin shall be the official statement of the school's policies, regulations, charges and fees, and shall include the following items:

1. Identifying data, such as volume, number and date of publication;
2. Name of the school, names of the members of the governing body and names of officials and full-time instructors;
3. A calendar of the school showing legal holidays and other important dates;
4. School policy and regulations on enrollment with respect to date of enrollment and specific entrance requirements for each course or program of instruction;
5. School policy and regulations relative to leave, absences, class cuts, make-up work, tardiness and interruptions for unsatisfactory attendance;
6. School policy and regulations relative to standards of progress required of the student which shall define the grading system of the school, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of the probationary period, if any, allowed by the school and conditions of reentrance for those students dismissed for unsatisfactory progress;
7. School policy and regulations relating to student conduct and conditions of dismissal for unsatisfactory conduct;
8. Detailed schedules of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits and all other charges;
9. Policy and regulations relative to the refund of the unused portion of tuition fees and other charges in the event the student does not enter the course or withdraws or is discontinued therefrom;

10. A course or program summary for each approved course or program of instruction showing subjects or units in the course or program, type of work or skill to be learned and the total number of clock hours of the course or program;

11. A description of the available space, facilities and equipment;

12. Policy and regulations relative to granting credit for previous education and training;

13. Policy and regulations relative to the awarding of a diploma, certificate or other evidence of successful completion of a course or program of instruction; and

14. Reproduction on the cover in 14 point type of the following: "Graduation from this School does not assure the graduate that he or she will be licensed by the New Jersey Casino Control Commission. All individuals must meet the Commission's standards to work in a Casino."

Amended by R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

(a)3 changed.

Amended by R.1984 d.563, effective December 17, 1984.  
See: 16 N.J.R. 2352(a), 16 N.J.R. 3494(a).

Deleted text "and approximate time and clock hours to be spent on each subject or unit" and substituted "and the total ... course or program".

**SUBCHAPTER 16. ENROLLMENT AGREEMENT****19:44-16.1 Enrollment agreement**

(a) Each gaming school shall use an enrollment agreement which shall be the contract between the school and the student and shall:

1. Be prepared in duplicate, dated and signed by the student and a designated representative of the school; the student shall be furnished a copy of the agreement immediately upon execution;
2. Contain the name, address and telephone number of the school;
3. Contain pertinent information on the name and length of the course or program of instruction, the tuition and other costs and the methods of payment;
4. Contain information regarding the scheduled hours of instruction, the date of the start of the program and the approximate completion date;
5. Contain a statement of the registration fee and the refund policy in the event a student does not start the course or discontinues prior to completion;
6. Contain a statement of the school policy regarding termination of enrollment of students or a specific refer-

ence to the location in the school bulletin where such policy is enumerated;

7. Contain on the first page in 14 point boldface print or larger the following statement: "Graduation from this School does not assure the graduate that he or she will be licensed by the New Jersey Casino Control Commission. All individuals must meet the Commission's standards to work in a Casino. Any questions or problems concerning this school which have been satisfactorily answered or resolved by the institution should be directed in writing to the Casino Control Commission";

8. Contain immediately above the student's signature in 14 point boldface print or larger the following statement: "This agreement may be voided by the student within four business days after receipt by him of a copy thereof executed by an authorized school official by notifying the school in writing, within that time period, of his intent not to be bound by the agreement"; and

9. Contain on the same page that the student's signature is required, the total financial obligation that the student shall incur upon enrollment, in numbers or letters or both which are of larger print than the rest of the agreement.

Amended by R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Deleted "executed it" and added "execution".

#### 19:44-16.2 Execution; avoidance

The enrollment agreement may be executed at the school, the home or by mail. The agreement shall not become binding until receipt by the student of a copy thereof executed by an authorized school official. The enrollment agreement, however, shall be void if the student, within four business days after his receipt of the executed copy thereof, notifies the school in writing of his intent not to be bound by such agreement.

### SUBCHAPTER 17. PUBLICITY, ADVERTISING AND PUBLIC REPRESENTATIONS

#### 19:44-17.1 Publicity, advertising and public representations; requirements

(a) All publicity, advertising and public representations sponsored, procured, utilized, published, endorsed, presented or otherwise disseminated by, at the direction or on behalf of a gaming school shall be based upon fact and shall not be false, deceptive or misleading in any manner whatsoever. Furthermore, no such publicity, advertising or representation shall:

1. Use any name, label, insignia or designation which can reasonably be construed as misleading or deceiving prospective students with respect to the nature of the school, its accreditation, programs of instruction, courses or methods of instruction;

2. Misrepresent, directly or indirectly, by use of a name or in any other manner, that it is a part of or connected with an agency of the Federal, State, county or municipal government;

3. Misrepresent that it is an employment agency or authorized training facility for another industry or otherwise deceptively conceal the fact that it is a school;

4. Misrepresent that it is affiliated with a public or private, religious or charitable institution or political organization;

5. Misrepresent that applications for enrollment will be considered for only a limited period of time or that they must be submitted by a certain date;

6. Misrepresent, directly or indirectly, the size, reputation, location, facilities or equipment of the school through use of photographs, illustrations or any other depictions in catalogues, advertisements or other promotional materials;

7. Misrepresent the nature or efficacy of its courses, training devices, methods or equipment or the number, qualifications, training or experience of its faculty or personnel; whether by means of endorsements or otherwise;

8. Misrepresent that it owns, operates or supervises a dormitory, eating or other living accommodations;

9. Represent that it is an accredited school unless all the programs of instruction have been accredited by an authorized accrediting agency recognized by the New Jersey Department of Education, the New Jersey Department of Higher Education or the United States Office of Education;

10. Misrepresent that students completing a course or program of instruction may transfer credit to another school without factually documenting such transferability to the commission prior to the time such representation is made to the students;

11. Misrepresent that only those who make an acceptable grade or complete successfully a certain test or examination will be admitted;

12. Represent at any time that it will provide or arrange for part or full-time employment of the students in the gaming industry unless the school has a formal agreement or commitment with a casino whereby the casino has agreed to employ students from the school, in which case the school shall disclose to the students the full terms of such agreement in making any representation as to employment; or

13. Misrepresent, directly or indirectly, that it is a nonprofit organization.

#### Case Notes

Assessment of penalties against Casino Dealers School; statute restricting advertising. Division of Gaming Enforcement v. The Boardwalk and The Marina Casino Dealers School, 94 N.J.A.R.2d (CCC) 88.

#### 19:44-17.2 Advertising; school name

A school shall advertise only as a school and under the approved name and address of the school.

#### 19:44-17.3 Advertising; training and education only

All advertising and promotional literature used by a school must clearly indicate that training or education is being offered and not employment.

#### 19:44-17.4 Classified columns

Schools using classified columns of newspapers or other publications to procure students must use only such columns as are headed by "Education", "Schools", or "Instruction". Classification such as "Business Opportunities", "Employment", "Help Wanted", may be used only to procure employees or agents for the school.

Amended by R.1993 d.430, effective September 7, 1993.  
See: 25 N.J.R. 2660(a), 25 N.J.R. 4125(a).

#### 19:44-17.5 Tuition advertising

Any advertising of the price of tuition must state the exact name of the course or program of instruction immediately followed by the number of instructional hours of each course or program. When the cost of tuition is advertised, the cost of tools, supplies and all other charges shall be included in the advertising.

#### 19:44-17.6 Illustrations

Illustrations in bulletins, circulars or advertisements shall relate solely to the school being advertised. In the case of a school that operates two or more separate facilities, all illustrations shall clearly indicate which facility is being shown.

#### 19:44-17.7 Membership in organization or association

A school that is a member of any organization or association of schools shall limit any statement in this regard to "A member of . . . . . Association".

#### 19:44-17.8 Accreditation

A school that is accredited by an accrediting agency recognized by the New Jersey Department of Higher Education or by the United States Office of Education shall limit any statement in this regard to "Accredited by . . . . ."

#### 19:44-17.9 Approved by the Commission

A school shall refer to the fact that it has been approved by the Commission only in the following terminology: "Li-

censed by the Casino Control Commission of the State of New Jersey".

#### 19:44-17.10 Exterior advertising

When used on the exterior of a school building or on a signboard, lettering in any advertising must be in compliance with the ordinances and master plan of the city, township and county in which it shall be located. The sign to be displayed must comply with the policies of the Act and the regulations promulgated thereunder.

As amended, R.1982 d.21, effective February 1, 1982.  
See: 13 N.J.R. 841(a), 14 N.J.R. 162(c).  
Catchline was "Lettering: height restriction".  
Text amended to comply with local ordinances.

#### 19:44-17.11 Record keeping

(a) Each gaming school licensee shall maintain a record of all its advertisements which shall include, at a minimum, the following:

1. A description of the advertisement; and
2. The date and method of broadcast or publication.

As amended, R.1984 d.368, effective August 20, 1984.  
See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Section substantially amended.  
Amended by R.1987 d.188, effective April 20, 1987.  
See: 18 N.J.R. 2439(a), 19 N.J.R. 648(b).  
Old heading was "Prior approval"; deleted old (a) and (a)2; renumbered rest of section accordingly.

## SUBCHAPTER 18. RECORDS

#### 19:44-18.1 Adequate records

(a) The schools shall maintain, for at least five years, in a place secure from theft or destruction, adequate records which shall be made available to the commission or division upon request. These records shall include:

1. Correspondence with the Commission or Division and other government agencies;
2. All correspondence between students or prospective students and the school;
3. Copies of all promotional material, bulletins and advertising;
4. Records for each student showing attendance, absence, progress, grades, completion date of course or program of instruction and such placement information as is known at the time of completion of course or program;
5. A personnel file on each employee of the school, including sales representatives;
6. Enrollment agreements and applications for enrollment;
7. A financial record for each student showing the amount of money paid by the student, the amount of money due from him for his tuition and other charges and any refunds due or paid to him; and

8. Records for each year showing the total number of students applying for entry to the school, total number of students accepted in each course or in each program and total number of students graduated from each course or program.

(b) A permanent record, in a form approved by the Commission, shall be maintained for each student indefinitely. This record shall show the course or program or instruction attended, the total amount of tuition paid or owed, the total hours of training actually received, the date of completion or withdrawal and, for students enrolled in a course designed for second or subsequent game training, verification that the student meets the minimum hours of training and instruction required for enrollment in such a course. In the event of the closing of a school, the student's permanent record shall be forwarded to the Commission.

As amended, R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2030(a).

(b) added.

**19:44-18.2 (Reserved)**

R.1984 d.368, effective August 20, 1984.

See: 15 N.J.R. 1460(a), 16 N.J.R. 2303(a).

Repealed, "Retention of records".