

A-1372

STANDARDS FOR LICENSING NEW JERSEY FIELD REPRESENTATIVES
AND AGENTS OF CORRESPONDENCE SCHOOLS
Prescribed pursuant to N.J.S.A. 18:20-37

A. Basic Requirements For Licenses:

1. No field representative or agent of any private correspondence school located outside or within the State shall solicit students or transact business in New Jersey after July 1, 1950, unless he shall have secured from the Commissioner of Education a license to be issued by him under such rules and in such form as he shall prescribe, with the approval of the State Board of Education.
2. A license to act in New Jersey as a field representative or agent of an approved correspondence school may be either provisional or standard. A standard license shall be valid for a period of one year. It shall be renewable annually unless revoked for a good cause after a hearing. A provisional license shall be valid for one year unless revoked for a good cause after a hearing. It is not renewable.
3. The fee for the issue or renewal of a license shall be \$5.00. Fees shall be paid by certified check or money order and must be made payable to the New Jersey Commissioner of Education.
4. A license issued to a particular person shall be valid only for a field representative or agent for the specific school mentioned in the license. The license shall not be transferable to another person. If employment ceases, the license shall be returned to the New Jersey Commissioner of Education.
5. The license of the field representative or agent may be endorsed for an additional school or schools upon the request of school officials concerned.

B. Qualifications Basic to Licensing:

1. A provisional non-renewable license valid for one year to serve as a field representative or agent of a correspondence school shall be issued to an applicant who presents evidence satisfactory to the Commissioner of Education that:
 - a. He has attained the age of 21 years.
 - b. He is of good moral character and has a good reputation for honesty, truthfulness, and fair dealings.
 - c. He is enrolled for an approved training program for field representatives conducted by the correspondence school concerned.
 - d. He has been employed, subject to receiving a New Jersey license, to represent a correspondence school which:

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- (1) Is approved by the proper officials in the State where located.
- (2) Has secured approval by the New Jersey Commissioner of Education of the contract it proposes to use with New Jersey students. 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 the 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 makes, 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.
 - (h) The terms of settlement for the student who is dropped by the correspondence school.
 - (i) The particulars concerning instruction during completion periods in schools, shops, or laboratories provided such instruction is offered.
- (3) If a correspondence school advertises a completion period in a school, shop, or laboratory, the contract to be approved 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.

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- (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 any additional tools, equipment, work clothing, books, or other items which must be purchased by the student for use during the completion period.
2. A standard license renewable annually unless revoked for good cause after a hearing shall be issued to an applicant who presents evidence satisfactory to the New Jersey Commissioner of Education that he has met the requirements of a. and b. listed below:
- a. That he has satisfactorily served in New Jersey as a provisionally licensed representative of an approved correspondence school for a period of at least six consecutive months
- and
- b. That he has satisfactorily completed an approved training program for field representatives conducted by the correspondence school which he represents. Training programs to be approved for New Jersey representatives, shall provide instruction concerning:
 - (1) The Trade Practice Rules for Private Home Study Schools as approved by the Federal Trade Commission, November 2, 1936, and official amendments to these rules.
 - (2) Chapter 230, New Jersey Laws of 1949, and the rules and regulations of the New Jersey State Board of Education concerning correspondence schools and agents of correspondence schools.
 - (3) Basic laws concerning contracts and sales.
 - (4) Ethics for salesmen.

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- (5) Principles of guidance as they apply to judging the fitness of students to enroll for the correspondence courses concerned.

C. Revoking the License of a Field Representative or Agent:

The license of a field representative or agent may be revoked if after a hearing the Commissioner of Education finds and determines:

That the field representative or agent 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 amendment to these rules.

That the field representative or agent concerned has enrolled students in courses for which they are clearly unfitted on the basis of previous educational attainments and previous experience.

That the field representative or agent has conducted himself in a manner unbecoming a professional worker in education.

D. Cancellation of the License of a Field Representative or Agent:

The license of a field representative or agent may be cancelled if the Commissioner of Education finds and determines:

That the school which the agent represents has not fulfilled its contract with one or more New Jersey students.

That the school which the agent represents is no longer approved in the State where located.

E. Amendments:

The New Jersey State Board of Education reserves the right to amend these regulations from time to time.

F. Renewing Licenses:

Standard licenses shall be renewed annually upon the payment of a fee of five dollars (\$5.00) provided the applicant qualifies under the regulations current at the time the fee for renewal is paid. Provisional Licenses shall not be renewable.