

# NJ PLACE: Pathways Leading Apprentices to a College Education

## Enrollment Process for Colleges

1. NJ Community Colleges that enroll NJ PLACE students who have completed their apprenticeship training program need to:
  - A. Enroll the student in the Associate in Applied Science in Technical Studies degree program (**CIP Code is 1599**) in the college's student enrollment record system.
  - B. Upon receipt of the apprentice's official letter verifying completion of apprenticeship (sample letter provided in Attachment #1) from the US Department of Labor's Office of Apprenticeship, apply the appropriate Technical Studies credits\* to the NJ PLACE student's transcript as per college policy.
  - C. Identify the Transfer Institution as NJ PLACE (**NJ PLACE CEEB Code 900000**) in the student enrollment record system.
  
2. NJ Community Colleges may also enroll NJ PLACE students who are currently enrolled in a partner's apprenticeship program.
  - A. Enroll the student in the Associate in Applied Science in Technical Studies degree program (**CIP Code 1599**) in the college's student enrollment record system.
  - B. Each college can decide whether to award credit for coursework in the apprenticeship as completed, or to wait to award credit upon full completion of the apprenticeship. Those colleges choosing the latter method should refer to "1b" above. For those choosing to award credit as it is earned in the apprenticeship program, we recommend you verify the courses completion with the program's apprentice coordinator or training director. Please contact the NJ PLACE office for this contact information.
  - C. Identify the Transfer Institution as NJ PLACE (**NJ PLACE CEEB Code 900000**) in the student enrollment record system.

\* Each of the participating NJ PLACE registered apprenticeship training programs has been evaluated by the American Council on Education (ACE). Each college signed articulation agreements stating that a minimum of 25 credits would be applied from each apprenticeship program's ACE-evaluated courses. Hence, the college's enrollment process for NJ PLACE students **does not** require students to provide an individual ACE transcript.

## Enrollment Process for NJ PLACE Students

For questions, comments, or concerns, please contact the NJ PLACE Director, Jeanine Nagrod, at 732-932-7925 or [j.nagrod@rutgers.edu](mailto:j.nagrod@rutgers.edu). (Please note, student inquiries should be directed to the NJ PLACE Program Assistant, Stephanie Atkins, at 732-932-7924 or [njplace@rci.rutgers.edu](mailto:njplace@rci.rutgers.edu).)