

N.J.A.C. 6A:9B, STATE BOARD OF EXAMINERS AND CERTIFICATION

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CHAPTER 9B. STATE BOARD OF EXAMINERS AND CERTIFICATION

SUBCHAPTER 1. SCOPE AND PURPOSE

6A:9B-1.1 Scope

This chapter sets forth the rules governing the licensure of educators or candidates required to be certified. It also contains the rules delineating the organization of, powers of, duties of, and proceedings before the State Board of Examiners.

6A:9B-1.2 Purpose

- (a) The purpose of this chapter is to establish a licensure system based on professional standards for pre-service preparation and certification that continuously serves to improve the quality of instruction for New Jersey's children to prepare them for college and careers.
- (b) The licensure system shall function along a continuum of rigorous pre-professional preparation, certification, and professional development to better prepare educators to support improved student achievement of the New Jersey Student Learning Standards.

SUBCHAPTER 2. DEFINITIONS

6A:9B-2.1 Definitions

The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in this chapter.

SUBCHAPTER 3. STATE BOARD OF EXAMINERS

6A:9B-3.1 General

- (a) There shall be a Board of Examiners, consisting of the Commissioner, ex officio, and one assistant commissioner of education, two presidents of State colleges, one executive county superintendent, one superintendent of schools of a Type I district, one superintendent of a Type II district, one high school principal, one elementary school principal, one librarian employed by the State or by one of its political subdivisions, one school business administrator, and four teaching staff members other than a superintendent, principal, school business administrator, or librarian, all of whom shall be appointed by the Commissioner with the approval of the State Board.
- (b) The Assistant Commissioner shall be the chair of the Board of Examiners. The Director of the Office shall be the Secretary of the Board of Examiners.
- (c) The chair of the Board of Examiners shall have the authority to appoint committees made up of less than a majority of the full Board of Examiners to assist in the conduct of the Board's duties.
- (d) The Board of Examiners shall hold its annual organization meeting prior to October 1 of each year.
- (e) The appointed members of the Board of Examiners shall hold office for two years, from September 15 of the year in which they are appointed. Vacancies on the Board of Examiners shall be filled for the unexpired term only.

6A:9B-3.2 Powers and duties

- (a) The Board of Examiners shall issue appropriate certificates to teach or to administer, direct, or supervise, the teaching, instruction, or educational guidance of pupils in public schools operated by district boards of education, and such other certificates as it shall be authorized to issue by law, based upon certified scholastic records, documented experience, or upon examinations, and may revoke or suspend such certificates. The authority to issue certificates also includes the authority to refuse to issue a certificate under appropriate circumstances as set forth in N.J.A.C. 6A:9B-4.1. All actions taken by the Board of Examiners shall be taken pursuant to rules adopted by the State Board.
- (b) The Board of Examiners may suspend or revoke certificates pursuant to N.J.A.C. 6A:9B-4.4.
- (c) In exercising its statutory and regulatory authority, the Board of Examiners and staff assigned to it may:
1. Examine credentials and issue certificates that qualify individuals to seek employment as teaching staff members in the public schools of the State of New Jersey;
 2. Recommend and develop procedures that govern the certification of teaching staff members;
 3. Coordinate, monitor, and evaluate aspects of educator preparation programs and training programs of district boards of education that lead to educational certificates and recommend their periodic approval by the Commissioner;
 4. Coordinate, monitor, and evaluate the administration of tests and other assessments that are required for educational certification;
 5. Maintain reciprocal agreements with other states and territories concerning the certification of educational practitioners;
 6. Maintain and report data on the supply and quality of newly certified teaching staff members; and

7. Assist district boards of education in the employment of teaching staff members.

SUBCHAPTER 4. STATE BOARD OF EXAMINERS' PROCEEDINGS

6A:9B-4.1 Conduct barring candidate from certification

Notwithstanding that a candidate may meet all requirements for certification, the Board of Examiners may refuse to issue a certificate to the candidate if it determines based on the record before it that the candidate is not suitable for employment as a teaching staff member in the public schools for reasons set forth in N.J.A.C. 6A:9B-4.4.

6A:9B-4.2 Candidates to provide information regarding criminal history

- (a) As part of the application for certification, a candidate shall advise the Office whether he or she has a record of conviction(s) for any crime or offense in New Jersey or any other state or foreign jurisdiction. Candidates who have been convicted shall complete a form approved by the Secretary setting forth the details of the conviction(s).
- (b) The Board of Examiners shall review all information the candidate provides and determine whether the candidate's criminal history is such that he or she should not receive a certificate. In making its determination, the Board of Examiners shall consider the Rehabilitated Convicted Offenders Act, N.J.S.A. 2A:168A-1 et seq., and whether the crime(s) or offense(s) would be disqualifying under N.J.S.A. 18A:6-7.1 et seq.

6A:9B-4.3 School district and candidate reporting responsibility

- (a) The chief school administrator shall notify the Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
 2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
 3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to this chapter for the holder to serve in a position;
 4. He or she becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the school district's employ; or
 5. He or she has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.
- (b) A school district shall cooperate with the Board of Examiners in any proceeding arising from an order to show cause issued by the Board of Examiners and based on information about the certificate holder that the school district provided.
- (c) School districts shall notify all employees new to the school district and shall notify annually all employees of the following reporting requirements. Failure to comply with this subsection may be deemed "just cause" pursuant to N.J.A.C. 6A:9B-4.4.
1. All certificate holders shall report to their superintendent their arrest or indictment for any crime or offense within 14 calendar days of the arrest or indictment. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder.
 2. Certificate holders arrested or indicted for any crime or offense shall report to their superintendent the disposition of any charge within seven calendar days of disposition.

6A:9B-4.4 Grounds for revocation and suspension of certification

The Board of Examiners may revoke or suspend the certificate(s) of any certificate holder on the basis of demonstrated inefficiency, incapacity, conduct unbecoming a teacher, or other just cause. Other just cause shall include, but not be limited to, offenses within the terms of the forfeiture statute, N.J.S.A. 2C:51-2, or the disqualification statute, N.J.S.A. 18A:6-7.1. The Board of Examiners may revoke or suspend a certificate upon evidence that the holder did not meet the qualifications for the certificate at the time of issuance or no longer satisfies the criteria set forth in N.J.A.C. 6A:9B-5.1(b). The Board of Examiners shall not revoke or suspend a certificate without providing the holder an opportunity to be heard pursuant to N.J.A.C. 6A:9B-4.5.

6A:9B-4.5 Revocation or suspension of certificates

- (a) The Board of Examiners may issue an order to show cause to a certificate holder if the Board of Examiners determines the conduct of the holder may warrant the revocation or suspension of the certificate(s) held where:
1. The Commissioner transmits a contested case to the Board of Examiners that resulted in a teaching staff member's loss of tenure, dismissal, resignation, or retirement;
 2. Pursuant to N.J.A.C. 6A:9B-4.3, the Board of Examiners receives information from a school district that a teaching staff member no longer is employed in the school district;
 3. The Board of Examiners receives information regarding a certificate holder's criminal conviction or pending criminal charges;

4. The Board of Examiners receives notice that a teaching staff member who is certified in New Jersey and who also holds a teaching certificate in another state has had action taken against his or her certificate by the other state;
5. Pursuant to N.J.S.A. 9:6-8.10, the Department of Children and Families forwards to the Board of Examiners a copy of a report in which the Department of Children and Families has substantiated that a certificate holder has abused or neglected a student or has identified concerns with the conduct of a teaching staff member;
6. Pursuant to N.J.S.A. 18A:6-7.3, the Commissioner notifies the Board of Examiners that an individual who holds New Jersey certification is disqualified from employment in public schools or has pending charges for an offense that is disqualifying;
7. A certificate holder fails to maintain any license, certificate, or authorization that is mandated, pursuant to this chapter, for the holder to serve in a position;
8. Pursuant to N.J.S.A. 18A:6-38.1, the Commissioner recommends to the State Board of Examiners the revocation of the certification of the superintendent, assistant, superintendent, or school business administrator based on information received from a school district in which the certificate holder is employed;
9. Pursuant to section 2 of P.L. 2006, c. 15 (N.J.S.A. 18A:7A-55), the Board becomes aware that any condition exists within a school district that would authorize the appointment of a State monitor. In such cases, the State Board of Examiners shall review the certification of a school district's superintendent and school business administrator; or
10. Pursuant to P.L. 1989, c. 266 (N.J.S.A.18A:4-14 et al.) and P.L. 2007, c. 53 (N.J.S.A.18A:55-3 et al.), the Board becomes aware that any school district is not in compliance with the GAAP system of double entry bookkeeping, as required,

the Commissioner shall recommend to the Board of Examiners that the Board review the certification of the school district's school business administrator.

- (b) Nothing in this section shall preclude the Board of Examiners from issuing an order to show cause on its own initiative when the Board of Examiners determines grounds for revocation or suspension of a certificate may exist.

6A:9B-4.6 Procedures for revoking or suspending a certificate

- (a) After review of the information received pursuant to N.J.A.C. 6A:9B-5.15, the Board of Examiners shall determine by public vote whether to initiate a revocation or suspension proceeding. In cases where the Board of Examiners moves for revocation or suspension, the Secretary shall issue an order to show cause stating the specific charges that form the grounds of the revocation or suspension proceeding.
- (b) The certificate holder shall file an answer with the Board of Examiners no later than 30 days from the date of mailing of the order to show cause. The answer shall not generally deny the charges, but shall respond specifically to each allegation.
- (c) If the certificate holder does not file an answer within 30 days, the Secretary shall send a second notice affording an additional response time of 15 days from the date of mailing of the second notice. The second notice shall also advise the certificate holder that the allegations against the certificate holder as set forth in the order to show cause shall be deemed admitted if the Board of Examiners does not receive any response within that time and that the Board of Examiners shall proceed to a decision on the allegations in the order to show cause on the basis of the evidence before it.
- (d) If the certificate holder files an answer and there are material facts in dispute, the Board of Examiners shall either hear the matter directly or transmit the matter to OAL for a hearing. The hearings at OAL shall be heard in accordance with the Administrative

Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

- (e) If the certificate holder files an answer and no material facts appear to be in dispute, the Secretary shall send the certificate holder a hearing notice informing him or her of the opportunity to submit written briefs, affidavits, and other supporting documentation for the Board of Examiners' consideration. The certificate holder shall submit an original and 18 copies of all response papers within 30 days from the hearing notice's mailing date.
- (f) After receipt of the written submissions pursuant to (e) above, the Secretary shall place the matter on the Board of Examiners' agenda and notify the certificate holder of the date the Board of Examiners will consider the matter. The notice shall advise the certificate holder whether his or her appearance is necessary.
- (g) The Board of Examiners may transmit the matter to OAL if the Board of Examiners determines, after review of the written submissions, that there are material facts in dispute. The Board of Examiners may identify the specific issues OAL shall consider.
- (h) In all cases, the Board of Examiners shall clearly articulate the findings of fact upon which its decision was based. If the Board of Examiners has decided a matter solely on the papers, it shall set forth the reasons it deemed summary decision appropriate.
- (i) The Office may refuse to issue a new certificate to a certificate holder who is otherwise eligible for the additional certificate if he or she is the subject of a pending action to revoke or suspend his or her certificate(s) pursuant to this section.
- (j) Upon the certificate holder's application for an extension of time, the Secretary may extend the time for filing the answer pursuant to (c) above or for filing the hearing brief pursuant to (e) above provided the application for the extension is submitted in writing prior to the expiration of the 30 days for filing the answer or the hearing brief.

6A:9B-4.7 Revoked and suspended certificates

- (a) If the Board of Examiners orders the revocation or suspension of a certificate, the holder shall surrender it to the Secretary within 30 days after the mailing date of the revocation or suspension order.
- (b) After the Board of Examiners has revoked or suspended a certificate, the Secretary shall notify:
 - 1. The states, territories, and other agencies that are part of the National Association of State Directors of Teacher Education and Certification;
 - 2. The executive county superintendents;
 - 3. Appropriate governmental pension and annuity funds, or retirement services;
 - 4. The chief school administrator in the employing school district; and
 - 5. Any other agency or entity as may be required by law.
- (c) The Board of Examiners may reinstate a suspended certificate at the end of the suspension period, provided the certificate holder has met all conditions that the Board of Examiners established.

6A:9B-4.8 Suspension of certificates for failure to give notice of intention to resign

- (a) A teacher employed by a district board of education who ceases, without the district board of education's consent, to perform his or her duties prior to the expiration of the employment shall be deemed guilty of unprofessional conduct.
- (b) Upon receiving notice of the fact, the Commissioner may suspend the certificate for a period not to exceed one year pursuant to N.J.S.A. 18A:26-10.
- (c) Appeal of the Commissioner's decisions pursuant to this section shall be in accordance with N.J.A.C. 6A:4.

6A:9B-4.9 Application for certification after revocation

- (a) A certificate that has been revoked for any of the grounds set forth in this chapter shall not be reinstated. An individual who has had a certificate revoked may file an application for a new certificate with the Board of Examiners.
- (b) The Board of Examiners shall not issue a new certificate to a candidate whose certificate(s) has been revoked unless the following conditions are met:
 - 1. The candidate satisfied all criteria for the certificate's issuance in effect at the time he or she applied for the new certificate;
 - 2. At least four years have passed since the effective date of the revocation of the previous certificate(s);
 - 3. The candidate provided evidence demonstrating rehabilitation for the unbecoming conduct, incompetence, or other cause for the revocation;
 - 4. If the revocation was due to the conviction of a crime that is not disqualifying under N.J.S.A. 18A:6-7.1 et seq., the candidate has submitted evidence that he or she has been fully rehabilitated in accordance with N.J.S.A. 2A:168A-2 and that issuing a certificate to the candidate would not be detrimental to the public welfare;
 - 5. The candidate complied with all conditions imposed by the revocation order; and
 - 6. If the revocation arose from a criminal matter involving the candidate, the candidate provided evidence that he or she has satisfied any condition imposed by the court, probation, plea bargain agreement, or any other entity.
- (c) Notwithstanding the provisions of (b) above, the Board of Examiners shall not issue a new certificate to any candidate who is:
 - 1. Ordered to forfeit certification as part of a settlement in a tenure or criminal proceeding;

2. Barred from teaching again in the State of New Jersey by order of a court of competent jurisdiction;
3. Ordered to forfeit certification as part of a plea bargain;
4. Ordered to forfeit certification as a condition for entrance into a pre-trial intervention program as set forth in Rule 3.28 of the New Jersey Court Rules;
5. Ordered to forfeit certification pursuant to a sentence imposed in a criminal proceeding;
6. Barred from teaching for any reason; or
7. Relinquishing his or her certificate pursuant to N.J.A.C. 6A:9B-4.10.

6A:9B-4.10 Relinquishment of certificate without order to show cause

- (a) The Board of Examiners may accept the relinquishment of all certificates held by an individual without issuance of an order to show cause.
- (b) When accepted by the Board of Examiners, the relinquishment of a certificate as provided in (a) above shall have the force and effect of a revocation, including, but not limited to, the notification requirements in N.J.A.C. 6A:9B-4.7(b).
- (c) The individual seeking to relinquish a certificate(s) shall submit an affidavit to the Board of Examiners stating that the certificate holder:
 1. Is relinquishing all certificates he or she holds;
 2. Is waiving the right to a hearing pursuant to N.J.A.C. 6A:9B-4.6 and agrees not to institute in any forum proceedings concerning the relinquishment; and
 3. Understands the relinquishment has the force and effect of a revocation with its attendant consequences.

- (d) The Board of Examiners shall vote on whether to accept the certificate(s). If the Board of Examiners votes to accept the relinquishment, the revocation shall be effective as of the date of the Board of Examiners' vote.
- (e) The certificate holder shall return all certificates to the Board of Examiners.

6A:9B-4.11 Voluntary surrender of certificates and endorsements

- (a) An individual may voluntarily surrender a certificate or endorsement if he or she has not been employed under that certificate or endorsement in the 10 years preceding the proposed surrender and if he or she submits to the Board of Examiners an affidavit stating the following:
 1. He or she is surrendering the certificate or endorsement voluntarily, and not under the conditions set forth in N.J.A.C. 6A:9B-4.10;
 2. His or her employment history for the 10 years preceding the voluntary surrender, including official documentation from a school official, if applicable; and
 3. He or she has not been employed under the certificate or endorsement at issue in the 10 years preceding the voluntary surrender.
- (b) The Board of Examiners shall review the application for a voluntary surrender. If the Board of Examiners votes to accept the surrender, the certificate or endorsement shall be deemed surrendered as of the date of the Board of Examiners' vote.
- (c) The certificate holder shall return to the Board of Examiners the original certificate or endorsement at issue.
- (d) Individuals who voluntarily surrender a certificate or endorsement may not apply for the same certificate for three years from the effective date of the voluntary surrender.

Candidates shall be subject to the certification requirements in effect at the time the new application is submitted.

6A:9B-4.12 Appeals of Office certification decisions

- (a) A candidate for certification may appeal to the Board of Examiners an adverse decision of the Office regarding his or her certification eligibility.
 - 1. The appeal shall be filed with the Board of Examiners within 60 days of the date of the decision at issue. For good cause shown, the Board of Examiners may relax the 60-day requirement.
- (b) If a candidate receives an evaluation pursuant to N.J.A.C. 6A:9B-5.3(c) that identifies areas of deficiency in the certification requirements, the candidate may provide the Board of Examiners with evidence of alternative education and/or experience that he or she believes is equivalent to the area(s) of deficiency.
- (c) The Board of Examiners shall not:
 - 1. Waive any test, GPA, degree completion, or approved educator preparation program completion requirements;
 - 2. Permit a candidate to substitute education and/or experience for any test, GPA, degree, or approved educator preparation program completion requirements; or
 - 3. Issue a certificate that is expired and/or is not a type of certificate endorsement pursuant to N.J.A.C. 6A:9B-9 through 11.
- (d) Upon receipt of a written request to file an appeal to the Board of Examiners, the Secretary shall provide the candidate with a copy of the appeals procedures, including the following:
 - 1. The appeal shall be in the form approved by the Secretary and shall be accompanied by a sworn statement attesting to the facts in the appeal. The candidate shall be responsible for demonstrating by clear and convincing evidence that he or she is eligible for the requested certificate pursuant to this chapter.

2. The Secretary shall examine for sufficiency the information submitted by the candidate and transmit it to the Board of Examiners for review.
3. The Secretary shall give a candidate at least 10 days notice of the Board of Examiners' meeting at which the appeal will be considered.
4. The candidate may be present at the meeting at which the Board of Examiners considers the appeal. If in attendance, the Board of Examiners may question the candidate regarding his or her submission.
5. The Board of Examiners shall review the information provided by the candidate and render a written decision including the explanation of the decision. The Secretary shall forward to the candidate a copy of the decision.
6. If the Board of Examiners determines a candidate is not eligible for the requested certificate, the candidate may not request an additional review by the Board of Examiners until one year has elapsed from the date of the Board of Examiners' decision and the applicant has obtained alternative education and/or experience. The Board of Examiners may relax the required time period for good cause shown.

6A:9B-4.13 Appeal of a “disapproved,” two “insufficient” recommendations, or ineligibility for standard certification

- (a) If a school district notifies the Office that a candidate is permanently ineligible for a renewal of the provisional certificate pursuant to the standard certification evaluation requirements for the candidate's position, the candidate may initiate an appeal to the Board of Examiners. If an individual has received two “insufficient” recommendations, only the second adverse recommendation shall be the subject of the appeal. The following procedures shall apply:

1. The candidate shall file 18 copies of the appeal with the Secretary within 60 days of receipt of the standard certification determination. The appeal shall take the form of a written submission accompanied by a sworn statement attesting to the facts in the appeal, and shall include evidence documenting the reason(s) why the candidate believes he or she should be awarded a standard certificate or be granted an additional opportunity for provisional employment. The candidate shall provide a copy of the final evaluation.
2. The Secretary shall forward to the school district that issued the standard certification determination a copy of the candidate's submission in support of the appeal. Within 30 days from the date of the Secretary's letter notifying the school district of the appeal, the school district shall forward to the Secretary 18 copies of all evaluations and certification recommendation. In addition, the school district shall submit 18 copies of either a response to the candidate's appeal of the school district's recommendation or a statement that it will rely solely on the evaluations submitted. The school district shall serve a copy of its response on the candidate and submit proof of service to the Secretary with its papers. Neither party shall submit additional papers without the Secretary's approval.
3. The candidate shall be responsible for demonstrating to the Board of Examiners why he or she should be granted the relief requested. The Board of Examiners shall decide the appeal based on the written submissions and shall issue a written decision.
4. If the Board of Examiners determines there is a need for further fact-finding to decide an appeal of a standard certification determination, it may transmit the matter to OAL for a hearing pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1. The parties to the hearing shall be the provisional teacher candidate

and the school district that submitted the adverse certification recommendation.

The Board of Examiners shall consider the recommendation of the ALJ in deciding the appeal.

- (b) The sole remedies that the Board of Examiners may provide an aggrieved candidate pursuant to this section are issuance of a standard certificate or an opportunity to seek further employment as a provisional teaching staff member. A provisional teaching staff member who seeks additional relief from the employing school district shall file a petition requesting such relief with the Commissioner in accordance with N.J.A.C. 6A:3.
- (c) For good cause shown, the Board of Examiners may relax the 60-day requirement in (a) above and (d)1 below.
- (d) A candidate who is ineligible for a certificate and who does not contest the standard certification determination pursuant to (a) above may petition the Board of Examiners for approval of an additional opportunity to seek provisional employment. The candidate shall be responsible for demonstrating to the Board of Examiners by clear and convincing evidence why he or she would likely succeed if granted the requested opportunity. The following procedures shall apply:
 - 1. Within 60 days of receipt of the standard certification determination, the candidate shall file 18 copies of a written submission accompanied by a sworn statement attesting to the submission's facts and shall include evidence documenting why the Board of Examiners should grant the request. The candidate shall provide a copy of his or her final evaluation.
 - 2. The Secretary shall forward to the school district a copy of the candidate's submission. Within 30 days from the date of the Secretary's letter to the school district, the school district shall forward to the Secretary its response to the candidate's request. The school district shall serve a copy of its response on the candidate and include a proof of service with the papers that are forwarded to the

Secretary pursuant to this section. Neither party shall file additional papers without the Secretary's approval.

3. The Board of Examiners shall decide the request based solely on the written submissions and shall issue a written decision.
- (e) No candidate shall have the right to relief under both (a) and (d) above. If a candidate requests both types of relief, the Board of Examiners shall provide the candidate an opportunity to elect the type of relief sought. The Board of Examiners shall not proceed with hearing the candidate's appeal until he or she has requested a specific remedy.

6A:9B-4.14 Motions

- (a) All motions in certification matters that have been transmitted to OAL shall be filed with the ALJ who has been assigned to hear the case and shall be subject to the rules that govern OAL hearings. For matters the Board of Examiners is deciding directly, pursuant to N.J.A.C. 6A:9B-4.6, or for matters in which the ALJ has forwarded the initial decision to the Board of Examiners, pursuant to N.J.A.C. 1:1-18.1(d), the party shall file motions with the Board of Examiners. All motions made prior to the Board of Examiners' decision to hear a matter directly shall be filed with the Board of Examiners.
- (b) All motions filed with the Board of Examiners shall include a notice of motion, a proof of service, a brief conforming to the requirements of N.J.A.C. 6A:9B-4.17, a copy of the decision or order that is the subject of the motion, and an affidavit setting forth any fact not in the record upon which the moving party relies. The moving party shall serve on the Board of Examiners an original and 18 copies of the moving papers and a proof of service. If the Board of Examiners is not deciding the matter directly, the moving party shall serve a copy of the papers on the attorney representing the Board of Examiners. The opposing party shall have 15 days from service of the motion to file a response. If no

opposing brief is filed, the Board of Examiners shall consider the motion to be unopposed. No other briefs may be filed.

- (c) Unless otherwise directed by the Board of Examiners, there shall be no oral argument on motions.
- (d) Upon application of any party for an extension of time, the Secretary may extend the time for filing a motion or for filing the response to a motion, provided the extension application is requested prior to the expiration for filing or responding to a motion.

6A:9B-4.15 Motions for reconsideration

- (a) Any party may file with the Board of Examiners and serve on all other parties a motion to reconsider the Board of Examiners' decision. The party shall file the motion no later than 15 days from the decision's mailing date.
- (b) The Board of Examiners may reconsider the decision based on evidence of:
 - 1. Mistake, inadvertence, surprise or excusable neglect;
 - 2. Newly discovered information that would probably alter the decision and could not have been discovered by due diligence in time for the hearing; or
 - 3. Fraud, misrepresentation or misconduct of another party.

6A:9B-4.16 Motions for stay

- (a) A party shall make a motion for a stay of the Board of Examiners' decision pending appeal to the State Board in accordance with the procedures in N.J.A.C. 6A:9B-4.14. The moving party shall file the motion for a stay within 30 days of the mailing date of the Board of Examiners' decision that is at issue.

- (b) The brief in support of the motion shall address the following standards to be met for granting a stay pursuant to *Crowe v. DeGioia*, 90 N.J. 126 (1982):
1. The moving party will suffer irreparable harm if the requested relief is not granted;
 2. The legal right underlying the moving party's claim is settled;
 3. The moving party has a likelihood of prevailing on the merits of the underlying claim; and
 4. When the equities and interests of the parties are balanced, the moving party will suffer greater harm than the other party if the requested relief is not granted.

6A:9B-4.17 Briefs and exceptions

- (a) Briefs filed with the Board of Examiners in response to a notice of hearing served pursuant to N.J.A.C. 6A:9B-4.6 or in support of a motion shall not exceed 15 pages, exclusive of table of contents and appendix.
- (b) Exceptions and reply exceptions filed in response to an initial decision issued by OAL shall not exceed 15 pages.
- (c) The Secretary may grant written requests to file additional pages.

6A:9B-4.18 Appeal of Board of Examiners decisions

A party may appeal adverse revocation and suspension decisions in accordance with N.J.A.C.

6A:4. A party may appeal all other Board of Examiners decisions to the Commissioner pursuant to N.J.A.C. 6A:3.

SUBCHAPTER 5. GENERAL CERTIFICATION POLICIES

6A:9B-5.1 Certificate required

- (a) Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education shall hold a valid and appropriate certificate.
- (b) In addition to the requirements set forth in this subchapter, the certificate holder shall obtain any license, certificate, or authorization required by State or Federal law, a licensing board, or N.J.A.C. 6A:9B-4.1 and 4.2 for the individual to serve in a position. The district board of education that is considering employing the individual shall ensure the candidate holds all necessary licenses, certificates, or authorizations.
- (c) The employing school district shall remove from the position any teaching staff member who fails to maintain the mandated license, certificate, or authorization as set forth in (b) above. Pursuant to N.J.A.C. 6A:9B-4.3(a), the school district also shall report to the Board of Examiners the teaching staff member's name.
- (d) The Board of Examiners may consider revocation or suspension of the certificate of any individual who fails to maintain the license, certificate, or authorization required in (b) above.

6A:9B-5.2 Types of certificates or credentials

- (a) Candidates for licensure may apply for the following certificates or credentials:
 - 1. Certificate of eligibility;
 - 2. Certificate of eligibility with advanced standing;
 - 3. Provisional certificate;
 - 4. Standard certificate;

5. Emergency certificate;
6. Limited certificate for foreign teachers; and/or
7. Substitute credential.

6A:9B-5.3 Issuance of a certificate

- (a) The Board of Examiners shall issue three categories of educational certificates:
Instructional, Administrative, and Educational Services.
- (b) The Board of Examiners shall issue the appropriate certificate upon the candidate's completion of all certification requirements in effect at the time the Office receives the application. Requirements include, but are not limited to, coursework, degree, tests, fees, GPA, and all certificate rules pursuant to N.J.A.C. 6A:9B-8 through 13. An application shall be deemed filed with the Office when it and all required supporting documentation has been received.
 1. The certificate holder shall maintain possession of the original certificate.
- (c) If the candidate is not eligible for the certificate sought, the Office shall issue a written evaluation that identifies the deficiency(ies) for certification.

6A:9B-5.4 Certification responsibilities of the district board of education

- (a) The chief school administrator of the employing district board of education shall require each newly employed teaching staff member, or each teaching staff member reassigned to a new grade level, subject area, or administrative position, to produce an appropriate certificate before the employee assumes any responsibility for the performance of assigned duties. The chief school administrator shall ensure the certificate is valid.

- (b) Each chief school administrator annually shall report the names and teaching assignments of all teaching staff members to the Department in a Commissioner-prescribed format.
- (c) A teaching staff member's contract or engagement shall cease and terminate if his or her employing district board of education is notified in writing by the executive county superintendent, or otherwise ascertains, that the teaching staff member is not, or has ceased to be, the holder of an appropriate certificate required for such employment. A teaching staff member's employment shall cease and terminate even if the term of employment pursuant to contract or engagement has not expired.
- (d) If a properly notified district board of education fails to terminate the employment of an uncertified or improperly certified teaching staff member, the Commissioner may issue an order to show cause why an amount equaling the teaching staff member's per diem salary for each day he or she remains employed should not be withheld from the school district's State financial aid. If the district board of education fails to respond or show adequate cause within 20 days from the order to show cause's mailing date, the Commissioner may reduce the school district's State financial aid by the determined amount of the uncertified or improperly certified teaching staff member's per diem contract salary. The district board of education may show adequate cause either by exhibiting an appropriate certificate or by terminating the employment of the uncertified or improperly certified teaching staff member.

6A:9B-5.5 Assignment of titles

- (a) Each district board of education shall assign to teaching staff members position titles that are recognized by the Department. To this end, the Department shall maintain and make

available to school districts a list of approved job titles with corresponding authorized certificates.

- (b) If a district board of education desires to use an unrecognized position title, or if a previously established unrecognized title exists, the following procedures shall apply:
 - 1. Prior to appointing a candidate, the district board of education shall submit to the executive county superintendent a written request, including a detailed job description, for permission to use the proposed title.
 - 2. The executive county superintendent shall exercise his or her discretion regarding approval of the request and shall determine the appropriate certification and title for the position.
- (c) The executive county superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year.
- (d) Decisions rendered by executive county superintendents regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

6A:9B-5.6 Fees

- (a) The fee schedule in (b) below shall be in addition to any tuition and fees that higher education institutions may charge for courses and credits offered in connection with State-approved training programs.
- (b) The following nonrefundable fee schedule applies:
 - 1. For each CE and CEAS, which includes the issuance of the provisional certificate and standard certificate – \$170.00;
 - 2. For each emergency certificate – \$95.00;

3. For each substitute credential – \$125.00;
 4. For each renewal of an emergency or provisional certificate – \$70.00;
 5. For each name change in the certification system – \$20.00;
 6. For each evaluation of credentials to determine eligibility to take a particular State certification examination or to obtain information concerning qualifications for certification – \$70.00;
 7. For each standard certificate issued without a prior provisional certificate – \$95.00;
 8. For each certificate that requires a test, a one-time test score service fee – \$20.00;
 9. For each letter the Office sends in response to a candidate’s written request to verify test scores no longer available from the testing company – \$25.00;
 10. An application fee for a qualifying academic certificate pursuant to N.J.S.A. 18A:6-41 – \$30.00. If the candidate is not eligible, \$20.00 will be refunded;
 11. Upon completion of a State-approved administrator residency program, a one-time administrative fee – \$200.00; and
 12. Upon completion of a Commissioner-approved CE educator preparation program for holders of an instructional CE, a one-time administrative fee – \$100.00.
- (c) The State Board may establish in this section a fee schedule for services related to the issuance of certificates that includes, but is not limited to, fees charged by district boards of education to provisional teachers to pay for their training.
- (d) The fee schedules in (b) and (c) above shall be in addition to any tuition and fees for courses and credits offered in connection with State-approved educator preparation programs and assessments required for certification.

6A:9B-5.7 Citizenship requirement

- (a) Except as set forth below, an applicant shall be a citizen of the United States to be eligible for a certificate.
1. Any citizen of another country who has declared his or her intention of becoming a United States citizen and who is otherwise qualified may be granted, with the Commissioner's approval, a teaching certificate for employment as a teacher by a district board of education as set forth in N.J.S.A. 18A:26-1. The certificate shall expire in five years. If the holder of the noncitizen certificate has not become a United States citizen within the initial five-year certification period, the certificate may be renewed for an additional five-year period upon demonstration that an application for citizenship is in process but has not yet been granted. When the certificate expires after the second five-year period, the certificate may be renewed for a third and final time upon demonstration that an application for citizenship continues to be in process and has been actively pursued by the applicant but has not yet been granted. The Board of Examiners may revoke any such certificate, pursuant to N.J.S.A. 18A:26-8.1, if the Board is satisfied that the holder thereof has abandoned his or her efforts to become a United States citizen or has become disqualified for citizenship.
 2. In accordance with N.J.S.A. 18A:6-7, any citizen of another country who is employed as an exchange teacher by a district board of education pursuant to N.J.A.C. 6A:9B-5.11 shall be exempt from the citizenship requirement. The teacher shall file a noncitizen oath to support the Constitution of the United States while so employed.
 3. In accordance with N.J.S.A. 18A:6-7, any citizen of another country who is eligible for a limited certificate for foreign teachers for employment by a public school district pursuant to N.J.A.C. 6A:9B-5.15 shall be exempt from the

citizenship requirement. The teacher shall file a noncitizen oath to support the Constitution of the United States while so employed.

4. In accordance with N.J.S.A. 18A:26-1, a teacher of world languages who has been a resident of the United States for less than 10 years and who is not a citizen of the United States may be granted a teaching certificate and employed as a teacher by a district board of education. The teacher shall file a noncitizen oath to support the Constitution of the United States while employed, as required by N.J.S.A. 18A:6-7. The teacher shall not be required to complete the affidavit of intent to become a United States citizen. The noncitizen certificate shall be issued for a period of time equivalent to the 10 years less the number of years that the teacher has been a resident of the United States. This period shall not exceed 10 years and shall not be renewed.
5. In accordance with N.J.S.A. 18A:28-3, no teaching staff member shall acquire tenure unless he or she is, or until he or she becomes, a citizen of the United States.

6A:9B-5.8 Minimum degree and age requirement

Applicants for teaching certificates shall be at least 18 years old, have graduated from an approved high school or have an equivalent education as determined by the Board of Examiners, and have received a baccalaureate degree from a regionally accredited higher education institution. The requirement of a baccalaureate degree shall not apply to applicants for career and technical education endorsements as set forth in N.J.A.C. 6A:9B-11.3, for educational interpreter endorsements as set forth in N.J.A.C. 6A:9B-14.18, or for military science endorsements as set forth in N.J.A.C. 6A:9B-11.8.

6A:9B-5.9 Examination in physiology, hygiene, and substance abuse issues requirement

Candidates for instructional certificates shall pass an examination in physiology, hygiene, and substance abuse issues. This examination may be course-related or may stand alone. The Department, or each educator preparation program approved pursuant to N.J.A.C. 6A:9A, shall design, administer, and evaluate the examination for applicants for certification.

6A:9B-5.10 Certification of veterans

- (a) Veterans who received an evaluation for certification before entering the military may continue under that evaluation, subject to the following provisions:
 - 1. A request for reinstatement of the preservice status is made within a period of time equivalent to the length of the military service; and
 - 2. A copy of an honorable discharge from the service is submitted.
- (b) At the expiration of the time period equivalent to the length of military service, the veteran shall be subject to the rules in N.J.A.C. 6A:9B-8 through 13.

6A:9B-5.11 Exchange teachers

- (a) A district board of education may employ a teacher from another state or country in exchange for one of its own teaching staff members for a period of up to one school year. The district board of education shall adopt a resolution stating the exchange teacher is employed as a substitute teacher for that teaching staff member during that school year.
- (b) If the exchange teacher is a foreign national, the teacher shall file with the district board of education, as required by N.J.S.A. 18A:6-7, a non-citizen oath of allegiance to the

effect that he or she will support the Constitution of the United States during the period of his or her employment within the State.

- (c) The district board of education shall request that the executive county superintendent issue a substitute credential to the exchange teacher pursuant to N.J.A.C. 6A:9B-7.7.

6A:9B-5.12 Emergency certificate for candidates for educational services certificates

- (a) An emergency certificate may be issued at any time during the academic year.
- (b) All emergency certificates shall expire on July 31 of each year regardless of issuance date.
- (c) A chief school administrator or his or her designee may apply to the executive county superintendent for an emergency certificate for a candidate in authorized educational services areas if the chief school administrator or his or her designee can demonstrate the inability to locate a suitable certified candidate due to unforeseen shortages or other extenuating circumstances. The executive county superintendent may approve the application if he or she determines there are no suitable certified candidates to fill the position.
- (d) With the exception of the educational interpreter endorsement pursuant to N.J.A.C. 6A:9B-14.18(e) and (f), the certificate shall be renewable annually up to a maximum of two times at the request of the chief school administrator and approval of the executive county superintendent. Renewal shall be predicated upon demonstration of progress toward successful completion of coursework and tests required for issuance of a CE, CEAS, or standard certificate. A candidate serving under an emergency certificate shall be employed under emergency certification for no more than a total of three years in any one educational services endorsement area regardless of the number of school districts in which the candidate serves.

- (e) An emergency certificate shall be valid for employment only in the school district requesting the emergency certificate.

6A:9B-5.13 Interstate contracts

In accordance with the NASDTEC Interstate Contract, the Commissioner and the Secretary may enter into contracts with other states to allow reciprocity of teachers' credentials between New Jersey and other states.

6A:9B-5.14 Limited certificate for foreign teachers

- (a) Pursuant to N.J.S.A. 18A:26-1 and 8.1, a limited certificate for foreign teachers shall be a non-renewable certificate issued to citizens of other countries and shall be valid for three years. Certificate issuance shall be contingent upon:
 - 1. The candidate's enrollment in an international agency or program approved by the foreign teacher's country of origin; and
 - 2. The candidate's completion of the requirements in (d) below.
- (b) Prior to hiring a foreign teacher, the district board of education shall:
 - 1. Demonstrate to the executive county superintendent its inability to locate a suitable certified teacher;
 - 2. Submit to the executive county superintendent the candidate's application and supporting documentation; and
 - 3. Maintain all documentation of its effort to employ a suitable certified teacher.
- (c) To be eligible for the limited certificate for foreign teachers, the school district shall submit on a candidate's behalf evidence of the following:

1. Completion of a degree that is equivalent to a United States bachelor's degree as determined by a Department-approved foreign credentials evaluation service;
 2. Completion of an academic major in the subject to be taught. Candidates hired to teach world languages shall be exempt from this requirement. The teacher may teach his or her native language upon demonstration of oral language proficiency as certified by the agency;
 3. Achievement of the GPA as set forth in N.J.A.C. 6A:9B-8.2(a)3;
 4. Completion of a college educator preparation program in the teacher's home country as certified by a Department-approved foreign credentials evaluation service or the international agency or government of the candidate's country of origin pursuant to (a) above;
 5. Certification by the agency verifying the foreign teacher's valid authorization to teach in his or her home country;
 6. Certification by the agency verifying the teacher has completed a minimum of three years of successful full-time teaching experience in the subject area to be taught. World language teachers shall present evidence of three years of successful full-time teaching experience in any subject; and
 7. Completion of a Department-approved, nationally recognized test assessing the ability to speak, read, and write the English language fluently.
- (d) The holder of a limited certificate for foreign teachers shall be permitted to teach in bilingual education programs in the language that was the medium of instruction in his or her educator preparation program, and in the content area and/or grade level of his or her preparation in his or her country of origin, provided he or she meets the English language proficiency test requirement in (c)7 above.
- (e) The candidate shall sign a notarized non-citizen oath to support the Constitution of the United States.

- (f) An agency or foreign government seeking to operate a foreign teacher placement program in New Jersey may enter into an agreement with the Department stipulating the agency's or foreign government's role in fulfilling the section's requirements. The agency or foreign government placing foreign teachers under this section shall provide to the Office, upon request, at least, but not limited to, the following:
1. Evidence of U.S. State Department authorization to sponsor J-1 visas;
 2. A description of the program, including orientation materials and procedures, references from other states' agencies, and demonstration of prior experience in foreign teacher recruitment and placement; and
 3. A description of the process by which the agency or foreign government determines the foreign teacher's U.S. bachelor's degree equivalency, college teacher preparation equivalency, authorization to teach, oral language proficiency, and successful teaching experience.
- (g) An agency or foreign government shall provide to school districts and foreign teachers assistance with all aspects of the teacher placement process, including, but not limited to:
1. Recruitment and screening of qualified foreign teachers;
 2. Orientation to prepare foreign teachers for their teaching assignments and daily life in the school community;
 3. Orientation for school districts to prepare them to host foreign teachers;
 4. Enrollment of foreign teachers in a health and accident insurance coverage plan that meets the requirements of the U.S. State Department for obtaining the J-1 visa;
 5. Assignment of foreign teachers to instruct within their respective disciplines and provision of an ongoing monitoring and support system;

6. Replacement of any teacher whose performance is not satisfactory as determined by the employing school district pursuant to the terms of the contract between the agency or foreign government and employing school district; and
 7. Determination of responsibility for payment of the program costs. The school district, the foreign teacher, and the agency shall determine who will incur the costs of sponsoring the foreign teacher pursuant to a contract signed by all parties. To maintain Department approval, the agency shall provide the Department with a current fee schedule outlining anticipated costs for participation in the program.
- (h) An agency shall be subject to periodic review. If the Department determines at any time during the agency's or foreign government's operation in New Jersey that it has failed to meet the criteria in this section, the agency shall cease operations in the State upon Department notification.
- (i) A limited certificate for foreign teachers may be revoked or suspended in accordance with N.J.A.C. 6A:9B-4.4.

6A:9B-5.15 Persons employed to coach or serving as coach for interscholastic swimming and/or diving programs

- (a) Persons employed to coach or serving as coach for interscholastic swimming and/or diving programs shall:
1. Hold a New Jersey certification pursuant to the rules for hiring athletics personnel at N.J.A.C. 6A:9B-5.16(b); and
 2. Meet the requirements for water safety training pursuant to N.J.A.C. 6A:9B-11.10(a)2 through 4.
- (b) The chief school administrator of the employing district board of education shall:

1. Annually notify the executive county superintendent of all persons employed to coach or serving as coach for interscholastic swimming and/or diving programs; and
2. Annually forward to the executive county superintendent copies of each valid American Red Cross or YMCA certificate required in (a)2 above for every person employed to coach or serving as coach for interscholastic swimming and/or diving programs.

6A:9B-5.16 Athletics personnel

- (a) Any teaching staff member employed by a district board of education shall be permitted to organize students for purposes of coaching or for conducting games, events, or contests in physical education or athletics.
- (b) School districts may employ any holder of either a New Jersey teaching certificate or a substitute credential pursuant to N.J.A.C. 6A:9B-7 to work in the interscholastic athletic program provided the position has been advertised. The 20-day limitation noted in N.J.A.C. 6A:9B-7.4(a) shall not apply to such coaching situations.

6A:9B-5.17 Instruction in educational technology, computers, and other digital tools

- (a) Every teacher shall demonstrate knowledge and understanding of computers and other educational technology resources and tools as defined by the Professional Standards for Teachers.
- (b) An endorsement shall not be required to deliver instruction in educational technology, computers, and other digital tools, except where career and technical endorsements are

required for the related career clusters, career education, and consumer, family, and life skills pursuant to N.J.A.C. 6A:9B-9.4.

- (c) Every teacher shall integrate into the classroom appropriate educational technology resources and digital tools related to the content area being taught.
- (d) The chief school administrator or his or her designee may assign an individual to provide instruction in the use of educational technologies, computers, and other digital tools if the individual:
 - 1. Demonstrates proficiency in the uses of educational technologies, computers, and other digital tools, and understands their common applications in an educational setting;
 - 2. Demonstrates knowledge and understanding of the integration in the curriculum of such technologies and digital tools;
 - 3. Demonstrates understanding of the legal and ethical issues surrounding the use of educational technologies and digital tools in preschool through grade 12 schools; and
 - 4. Holds a CE, CEAS, or standard certificate in an instructional field.

SUBCHAPTER 6. COLLEGE COURSES AND CERTIFICATION

6A:9B-6.1 Validation of college degrees and college professional preparation

- (a) A candidate for certification shall hold a bachelor's degree or higher from a regionally accredited college or university or foreign higher education institution recognized by international accreditation agencies.

- (b) To meet the CEAS requirements, candidates shall complete a CEAS educator preparation program, pursuant to N.J.A.C. 6A:9B-8.2, and coursework from the following entities shall be accepted:
1. A New Jersey college approved by the State Board for the preparation of teachers;
 2. Out-of-State colleges approved by the state board, department of education, or department of higher education in the state in which the college is established and approved by the Department on the basis of reciprocal agreements; and
 3. Regionally accredited two-year colleges provided the courses are accepted toward meeting the requirements for certification by a college approved by the Department and such courses appear on the official transcript of a regionally accredited four-year college.
 - i. No more than six semester-hour credits in professional education are completed on the two-year college level, except as provided for in N.J.A.C. 6A:9B-14.18.
- (c) Required coursework for all instructional endorsements shall appear on the transcript of a regionally accredited college or university or a regionally accredited four-year college or university pursuant to N.J.A.C. 6A:9B-9.1(a)1iii. Except as provided for in N.J.A.C. 6A:9B-14.18, academic preparation for all administrative and educational services endorsements shall appear on the transcript of a regionally accredited four-year college or university.

6A:9B-6.2 Recognition of advanced standing in a college

- (a) Advanced work completed in secondary school that is assigned college credit by the higher education institution the candidate attends shall be counted toward meeting the requirements for certification.

- (b) When a regionally accredited college or university grants advanced standing but does not award college credit for courses that were waived, the Department may accept the study that the college waived as college credit for purposes of certification.

6A:9B-6.3 Course information

- (a) Courses completed by correspondence or distance learning may be accepted for certification purposes only if they are completed through a regionally accredited college or university and appear on an official transcript from the college or university.
- (b) Teaching a course in a regionally accredited college or university shall be deemed the equivalent of having presented the course on a college transcript. Evidence of such teaching shall be submitted in the form of an original letter from the college president, dean, or authorized designee.

6A:9B-6.4 Equivalency of coursework completed in other countries

- (a) An applicant for a CE or CEAS who has completed college-level study in a country other than the United States shall present to the Office an equivalency report of that study from a Department-approved credentials evaluation agency.
- (b) The Office shall accept only equivalency reports that include the following:
 1. Courses that are equivalent to courses from a United States accredited four-year college or university;
 2. A course-by-course listing and the semester-hour equivalent of each area of college-level study; and
 3. The GPA at the conclusion of the degree program.

SUBCHAPTER 7. SUBSTITUTE CREDENTIAL

6A:9B-7.1 Issuance of substitute credential for positions requiring instructional certificates

- (a) Pursuant to the limitations in N.J.A.C. 6A:9B-7.4(a), the substitute credential shall apply to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy. The assignment of a person with a substitute credential shall be made pursuant to (d) and (e) below.
- (b) Pursuant to N.J.S.A. 18A:6-38, the Board of Examiners shall issue substitute credentials and may revoke them in accordance with N.J.A.C. 6A:9B-4.4 through 4.6.
- (c) Holders of an instructional CE, CEAS, a standard instructional certificate, or an administrative or educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher.
- (d) If a teaching position becomes vacant through retirement, resignation, or other cause for permanent departure from employment, the position shall be:
 - 1. Temporarily covered by a substitute teacher; and
 - 2. Permanently filled by the holder of a CE, CEAS, or standard certificate as quickly as possible but no later than 45 calendar days after the vacancy's posting.
 - i. For good cause shown and at the school district's request, the executive county superintendent may extend to 60 calendar days the requirement to permanently fill the vacancy.
- (e) When a teacher holding an instructional certificate is expected to be absent for five or more consecutive instructional days, a school district shall make every reasonable effort to temporarily replace the teacher according to the following priority order:
 - 1. A holder of a CE, CEAS, or standard certificate with an endorsement in the subject area or grade level appropriate to the classroom;

2. A holder of a CE, CEAS, or standard certificate with an endorsement outside the subject area or grade level appropriate to the classroom;
 3. A holder of a substitute credential or an administrative or educational services certificate.
- (f) Nothing in this section shall preclude the use of a private contractor by a school district to secure a substitute teacher appropriate under this subchapter.

6A:9B-7.2 Substitute credential application and approval process

- (a) A candidate or his or her designee shall apply to the executive county superintendent for a substitute credential.
- (b) The candidate or designee shall submit the candidate's signed application, official transcripts, signed and endorsed oath of allegiance, academic credentials, and appropriate fee, pursuant to N.J.A.C. 6A:9B-5.6(b)3, to the executive county superintendent for review and approval.
- (c) Prior to employment, the employing district shall require any person serving as a substitute teacher to pass a criminal history background check unless the school district's chief school administrator can demonstrate to the Commissioner that special circumstances justify a substitute teacher's emergent employment in accordance with N.J.S.A. 18A:6-7.1c.

6A:9B-7.3 Requirements for substitute credential

- (a) A candidate for a substitute credential shall present a minimum of 60 semester-hour credits completed at a regionally accredited college or university at the time of applying

for the credential, unless he or she qualifies for the career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5.

- (b) A substitute credential shall be valid for five years from the date of issuance. A candidate may renew his or her substitute credential within six months of its expiration if he or she meets the criteria in (a) above.

6A:9B-7.4 Time-period limitations for serving as a substitute teacher

- (a) Holders of a substitute credential or holders of administrative or educational services certificates without an instructional CE, CEAS, or standard certificate shall substitute for no more than 20 instructional days in the same classroom per year.
- (b) Holders of the following qualifications shall be permitted to substitute for no more than 40 instructional days in the same classroom per year:
 - 1. Instructional CE, CEAS, or a standard certificate with an endorsement not within the scope of the subject being taught;
 - i. The school district shall notify the executive county superintendent if a holder of an instructional CE or CEAS substitutes for more than 20 instructional days in the same classroom; or
 - 2. Career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5.
- (c) Holders of an instructional CE, CEAS, or standard certificate with an endorsement within the scope of the subject being taught shall be permitted to substitute for 60 instructional days in the same classroom per year unless the executive county superintendent is notified of an extension by the school district, which shall demonstrate:
 - 1. The school district was unable to hire an appropriately certified teacher for the vacant position;

2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and
3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
 - i. CE or CEAS holders obtain a provisional certificate;
 - ii. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate; and
 - iii. CE holders are accepted into a CE educator preparation program and will begin coursework in the program's next available cohort.

6A:9B-7.5 Career and technical education substitute credential

- (a) The career and technical education substitute credential shall be required for a holder to serve as a substitute teacher for specific career and technical education skills.
 1. All requirements in N.J.A.C. 6A:9B-7.1 through 7.3 shall apply to this credential except the 60 general semester-hour credits requirement in N.J.A.C. 6A:9B-7.3(a). Instead of the 60 general semester-hour credits requirement, a career and technical education substitute credential shall be issued to a candidate who presents two years of full-time work experience within the past five years in the appropriate career cluster. The work experience shall be documented by an experience statement from an employer or presentation of a valid occupational license.
- (b) The holder of a career and technical education substitute credential shall be subject to the time period limitations at N.J.A.C. 6A:9B-7.4(b).

6A:9B-7.6 Substitute credential for positions not requiring instructional certificates

- (a) The executive county superintendent may issue a substitute credential to serve as a substitute school nurse/non-instructional to the holder of a valid New Jersey registered professional nurse license.
 - 1. A substitute school nurse/non-instructional may serve a total of 60 instructional days in the same position in one school district during the school year.
- (b) The executive county superintendent may issue a substitute credential to serve as a substitute educational interpreter to candidates with a high school diploma or GED and who have completed the Educational Interpreter Performance Assessment (EIPA) with a minimum score of three. Substitute educational interpreters may serve for up to one academic year.

6A:9B-7.7 Substitute credential for exchange teachers

A district board of education employing a teacher from another state or another country as an exchange teacher in accordance with N.J.A.C. 6A:9-5.11(c) shall request that the executive county superintendent issue a substitute credential to the exchange teacher pursuant to N.J.A.C. 6A:9B-5.11(c). The exchange teacher may serve for up to one year pursuant to N.J.A.C. 6A:9B-5.11(c).

SUBCHAPTER 8. REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATION

6A:9B-8.1 Instructional certificate

- (a) Except as indicated in N.J.A.C. 6A:9B-8.8, candidates for a standard instructional certificate first shall obtain a CEAS or a CE, and then shall obtain a provisional certificate.
- (b) The Board of Examiners shall issue the certificates described in (a) above based on the requirements set forth in this subchapter and N.J.A.C. 6A:9A.
- (c) Candidates for an instructional certificate may apply directly to the Department, or the educator preparation program in which the candidate is enrolled may submit the requisite information for the candidate.

6A:9B-8.2 Requirements for certificates of eligibility with advanced standing (CEAS)

- (a) Except as indicated in N.J.A.C. 6A:9B-10 and 11, the candidate shall meet the following criteria to be eligible for a CEAS in instructional areas:
 - 1. Hold a bachelor's or an advanced degree from a regionally accredited college or university;
 - 2. Meet all minimum requirements in N.J.A.C. 6A:9B-5, including, but not limited to, citizenship, minimum age, and the examination in physiology, hygiene, and substance abuse.
 - 3. Achieve a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for candidates graduating on or after September 1, 2016, in a baccalaureate degree program, higher degree program, or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits.
 - i. Candidates whose college transcripts demonstrate completion of all requirements for graduation prior to September 1 in any year, but whose baccalaureate or higher degree was conferred between September 1 and

December 31 of the same year, shall be deemed to have graduated prior to September 1 of the same year.

ii. If the candidate does not meet the 3.00 GPA requirement, he or she shall meet the exception criteria in (c) below.

4. Satisfy the endorsement requirements and exceptions pursuant to N.J.A.C. 6A:9B-9 through 11, including, but not limited to, passing the appropriate State test(s) of subject matter knowledge and completing the required subject-area course requirements;

5. Be recommended for State licensure by a New Jersey educator preparation program approved pursuant to N.J.A.C. 6A:9A-3, or an out-of-State program approved by the state in which it is located and pursuant to the out-of-State program rules in (b)2 through 5 below;

i. The New Jersey educator preparation program and out-of-State program shall submit the recommendation on an Office-provided form; and

6. Pass a Commissioner-approved performance-based assessment of teaching if graduated on or after September 1, 2017.

(b) To be eligible for a CEAS in instructional fields, the candidate shall complete one of the following educator preparation programs that shall include supervised clinical practice:

1. A New Jersey college program, graduate or undergraduate, approved by the Department for the preparation of teachers pursuant to N.J.A.C. 6A:9A-3;

2. A college preparation program included in the interstate certification reciprocity system of NASDTEC;

3. An out-of-State educator preparation program approved by NCATE, TEAC, or any other national professional education accreditation body recognized by the Council on Higher Education Accreditation or approved by the Commissioner;

4. An educator preparation program approved for certification by the Department in one of the states party to the NASDTEC Interstate Contract, provided the program was completed on or after January 1, 1964, and the state in which the program is located would issue the candidate a comparable endorsement; or
 5. An out-of-State college educator preparation program approved by the department of education in the state in which the program is located.
- (c) The following exceptions apply to the 3.00 GPA requirement in (a) above:
1. Candidates graduating before September 1, 2016, shall achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A in a baccalaureate degree program, higher degree program, or a Commissioner-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits.
 2. A candidate who graduates on or after September 1, 2016, with a GPA that is below 3.00, but at least 2.75 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements of (a)2 and 4 above.
 - i. Effective until September 1, 2016, a candidate with a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements of (a)2 and 4 above.
 - ii. This alternative requirement to (a)2 and 4 above shall not be construed as a waiver under N.J.A.C. 6A:9B-4.12(c).
- (d) A candidate who has graduated from a regionally accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements in (a)3 above.

1. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs.
 2. The candidate shall satisfy all other requirements for certification, without exception.
- (e) The GPA requirements and their exceptions listed in (c) above shall apply to all relevant sections in this subchapter and for endorsements in N.J.A.C. 6A:9B-9 through 11.

6A:9B-8.3 Requirements for certificates of eligibility (CE)

- (a) Except as indicated in N.J.A.C. 6A:9B-8.8, 10, and 11, the candidate shall meet the following criteria to be eligible for a CE in instructional areas:
1. Hold a bachelor's or an advanced degree from a regionally accredited college or university;
 2. Meet all minimum requirements in N.J.A.C. 6A:9B-5, including, but not limited to, citizenship, minimum age, and examination in physiology, hygiene, and substance abuse requirements;
 3. Achieve a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for candidates graduating on or after September 1, 2016, in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits.
 - i. Candidates whose college transcripts demonstrate completion of all requirements for graduation prior to September 1 in any year, but whose baccalaureate or higher degree was conferred between September 1 and December 31 of the same year, shall be deemed to have graduated prior to September 1 of the same year.

- ii. If the candidate does not meet the 3.00 GPA requirement, he or she shall meet the exception criteria in (b) below;
4. Satisfy the endorsement requirements and exceptions pursuant to N.J.A.C. 6A:9B-9 through 11, including, but not limited to, passing the appropriate State test(s) of subject matter knowledge and completing the required subject-area course requirements;
 5. After September 1, 2015, achieve a minimum score established by the Department on a Commissioner-approved test of basic reading, writing, and mathematics skills, except:
 - i. A candidate may demonstrate proficiency in the use of the English language and in mathematics by achieving a minimum score established by the Commissioner on the SAT, ACT, or GRE pursuant to (a)5i(1) below.
 - (1) The Department shall maintain on its website a list of qualifying minimum scores for each test, which shall be approximately equal to the top-third percentile score for all test takers in the year the respective test was taken, for each year such data is available.
 - (2) A candidate shall qualify for the exception at (a)5i above only if he or she achieves at least the minimum qualifying score posted pursuant to (a)5i(1) above; and
 6. For candidates applying for a CE prior to academic year 2017-2018, demonstrate knowledge of basic pedagogical skills, including, but not limited to, classroom management, lesson planning, introduction to the NJSLS and Professional Standards for Teachers, and assessment of student progress as documented through successful completion of a minimum of 24 hours of study offered through

a Department-authorized provider or through equivalent coursework documented on a transcript from a regionally accredited college or university.

- (b) The following exceptions shall apply to the 3.00 GPA requirement in (a) above:
1. Candidates graduating before September 1, 2016, shall achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A in a baccalaureate degree program, higher degree program, or a Commissioner-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits.
 2. A candidate who graduates on or after September 1, 2016, with a GPA that is below 3.00, but at least 2.75 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements of (a)2 and 4 above.
 - i. Effective until September 1, 2016, a candidate with a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements of (a)2 and 4 above.
 - ii. This alternative requirement to (a)2 and 4 above shall not be construed as a waiver under N.J.A.C. 6A:9B-4.12.
 3. A candidate who graduates on or after September 1, 2016, may have a cumulative GPA lower than 3.00 but equal to or higher than a 2.75 if he or she is sponsored by a provisional training program prior to applying for a CE, so long as the candidate is employed when he or she participates in the CE educator preparation program. Candidates sponsored for the purpose of meeting the exception set forth in this paragraph shall make up no more than 10 percent of a CE educator preparation program's annual accepted candidates.

- (c) A candidate who has graduated from a regionally accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements in (a)3 above.
1. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs.
 2. The candidate shall satisfy all other requirements for certification, without exception.
- (d) The GPA requirements and their exceptions listed in (b) above shall apply to all relevant sections in N.J.A.C. 6A:9B-8 and 11.
- (e) The candidate shall ensure official test scores are transmitted to the Office from the test vendor.
- (f) A candidate who meets all requirements in N.J.A.C. 6A:9B-8.2(a)1 through 5 but did not take a state-approved performance assessment because it was not required for educator preparation program completion and/or for certification in an out-of-State program attended pursuant to N.J.A.C. 6A:9B-8.2(b) shall be issued a CE. The candidate shall meet all requirements for provisional and standard certification pursuant to N.J.A.C. 6A:9B-8.4 and 8.7, respectively, but shall be exempt from:
1. CE certification requirements pursuant to (a) above;
 2. The provisional certification requirement to be enrolled in a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.4(a)4;
 3. The renewal of provisional certification requirement to be enrolled in or to have completed a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.5(b)4; and
 4. The standard certification requirement to complete a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.7(a)4ii.

6A:9B-8.4 Requirements for the provisional certificate

- (a) Except as indicated in N.J.A.C. 6A:9B-8.8, 10, and 11, a school district shall submit to the Office documentation that demonstrates the candidate has met the following requirements to be eligible for a provisional certificate:
1. Hold a CE or CEAS in the endorsement area required for the teaching assignment;
 2. Obtain and accept an offer of employment in a position that requires instructional certification;
 3. Be registered in the district mentoring program upon employment and in accordance with N.J.A.C. 6A:9C-4; and
 4. For a candidate with a CE, be enrolled in a CE educator preparation program. The program shall ensure the candidate receives a minimum amount of pre-professional experience pursuant to N.J.A.C. 6A:9A-5.3.
 - i. If employed as a teacher of students with disabilities, the CE educator preparation program at a regionally accredited college or university in which the candidate is enrolled shall provide courses. If the preparation program is not at a regionally accredited college or university, ensure the candidate is enrolled and attending courses through an alternate program on educating students with disabilities immediately upon starting and throughout the length of the program.
 - ii. If employed as a bilingual/bicultural teacher, the CE educator preparation program in which the candidate is enrolled shall ensure the candidate is enrolled in bilingual/bicultural courses immediately upon starting and throughout the length of the program.

- (b) The effective date of provisional certificate issuance shall be the date on which the CE or CEAS holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.
- (c) A provisional certificate shall last a maximum of two years and shall expire on July 31 of the second year regardless of issuance date.
- (d) A provisional teacher holding provisional certification in and working under one endorsement may seek employment and be employed in more than one school district during the provisional time period prior to earning the standard certificate.
- (e) The annual summative evaluation rating(s) from each prior employing school district shall constitute part of the record on which a principal shall base his or her standard certification determination, pursuant to N.J.A.C. 6A:9B-8.6.
- (f) The provisional certificate must be issued each time a teacher is employed with a CE or CEAS by a different school district from the previous employing school district that submitted the initial provisional certificate documentation. However the two-, four-, and six-year time restraints pursuant to N.J.A.C. 6A:9B-8.5 shall still apply.

6A:9B-8.5 Renewal of the provisional certificate

- (a) The principal may recommend a provisional teacher for renewal of his or her two-year provisional certificate if the candidate has not yet completed the requirements for the standard certificate within the first two years of employment pursuant to N.J.A.C. 6A:9A-8.4.
 - 1. A provisional teacher who meets the criteria in (a) above but is not renewed for employment within the same school district following the two-year provisional certificate may seek and accept, under the same endorsement, a position with another school district, pursuant to N.J.A.C. 6A:9B-8.4(d).

- (b) Except as indicated in N.J.A.C. 6A:9B-8.8, 10, and 11, a candidate shall meet the following requirements to be eligible for renewal of a provisional certificate:
1. Hold a CE or CEAS in the endorsement area required for the teaching assignment;
 2. Be employed in or accept an offer of employment in a position that requires instructional certification;
 3. Complete a district mentoring program;
 4. Be enrolled in or have completed a CE educator preparation program if a candidate has a CE; and
 5. Be recommended for renewal by his or her principal pursuant to N.J.A.C. 6A:9B-8.6.
- (c) The two-year provisional certificate may be renewed once for a maximum provisional period of four years, or may be renewed twice for a maximum provisional period of six years if the candidate fulfills one or more of the following in addition to the renewal requirements in (b) above:
1. Holds a CE with a teacher of students with disabilities endorsement, or a CE with a bilingual/bicultural endorsement, and a CE with an endorsement appropriate to the subject or grade level to be taught or holds a CE with an English as a second language endorsement and the duration of the required coursework and CE educator preparation program extends beyond the four-year period;
 2. Was issued the provisional certificate after February 1 of the first school year the candidate was employed; or
 3. Does not receive from the school district, by July 31 of the fourth year, the annual summative rating as required for standard certification pursuant to N.J.A.C. 6A:9B-8.4.

6A:9B-8.6 Evaluation of a provisional teacher for the standard certificate

- (a) Effective for candidates who begin teaching academic year 2015-2016, standard certificate determinations shall be based on the provisional teacher's annual summative evaluations, which shall be conducted pursuant to N.J.A.C. 6A:10 and by an appropriately certified principal or administrative designee authorized to supervise instructional staff.
 - 1. Standard certificate determinations for candidates who begin teaching prior to academic year 2015-2016 shall be based on performance evaluations aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and based on at least three observations conducted during the school year but not less than once during each semester.
- (b) A provisional teacher who meets all other standard certificate requirements pursuant to N.J.A.C. 6A:9B-8.7 shall earn a standard certificate upon receipt of at least two summative evaluation ratings of effective or highly effective earned within three consecutive years of teaching.
 - 1. If the provisional teacher does not complete the standard certificate requirements within the first two years of teaching, the provisional certificate may be renewed pursuant to N.J.A.C. 6A:9B-8.5 and the provisional teacher shall have an additional two years to earn at least two effective or highly effective summative evaluation ratings within three consecutive years.
- (c) Within 30 days of the provisional teacher's receipt of at least two summative evaluation ratings earned in any New Jersey school district, the provisional teacher's principal shall notify the provisional teacher and the Office that the provisional teacher:

1. Is eligible for a standard certificate because the candidate has earned at least two effective or highly effective summative evaluation ratings and has completed all other standard certification requirements pursuant to N.J.A.C. 6A:9B-8.7;
 2. Is being recommended for a renewal of the provisional certificate, pursuant to N.J.A.C. 6A:9B-8.5, because the candidate has not yet received at least two effective or highly effective summative ratings within three consecutive years;
 3. Is not being recommended for a renewal of the provisional certificate for any reason; or
 4. Is rendered permanently ineligible for renewal of the provisional certificate, is prohibited from earning a standard certificate, and is disqualified from seeking further employment as a teacher in any capacity.
- (d) A provisional teacher who is ineligible for standard certification and for renewal of the provisional certificate may appeal the standard certification determination pursuant to N.J.A.C. 6A:9B-4.13.
- (e) Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.

6A:9B-8.7 Requirements for the standard certificate

- (a) Except as indicated in N.J.A.C. 6A:9B-8.8, 10, and 11, to be eligible for the standard certificate in any instructional area, the candidate shall:
1. Possess a provisional certificate pursuant to N.J.A.C. 6A:9B-8.4;
 2. Be recommended for the standard certificate by the supervising principal based on:

- i. Evaluation requirements pursuant to N.J.A.C. 6A:9A-8.6; and
 - ii. Successful completion of a district mentoring program pursuant to N.J.A.C. 6A:9C-5;
 - 3. Submit to the Department a completed Commissioner-issued teacher candidate survey; and
 - 4. For CE holders, do the following:
 - i. Effective for candidates who begin teaching academic year 2017-2018, pass the performance assessment if the candidate did not pass it prior to earning a CE; and
 - ii. Complete a CE educator preparation program pursuant to N.J.A.C. 6A:9A-5, unless exempt under the reciprocity rule at N.J.A.C. 6A:9B-8.8.
- (b) A candidate who holds a standard New Jersey instructional certificate shall be eligible for additional standard certificates if the candidate meets the CEAS requirements of this subchapter. This provision shall not apply to holders of the Teacher of Military Science endorsement.

6A:9B-8.8 Requirements for interstate reciprocity for a CEAS, CE, or standard certificate

- (a) Through reciprocity, the Office shall issue an instructional CEAS to candidates who:
- 1. Have a valid CEAS issued by another state in a subject area or grade level also offered by the Department, following the completion of a CEAS educator preparation program that includes clinical practice and endorsement in a subject that is also issued in New Jersey;
 - 2. Passed a subject-matter test to receive his or her out-of-State endorsement or passed the appropriate New Jersey subject-matter test; and

3. Effective for candidates who begin teaching academic year 2017-2018, passed a performance assessment that is approved by the state in which the certificate was issued, unless the candidate holds National Board for Professional Teacher Standards (NBPTS) or the Meritorious New Teacher Candidate (MNTC) designation.
- (b) A candidate who meets all requirements in (a)1 and 2 above but did not take a state-approved performance assessment because it was not required for educator preparation program completion and/or for certification in that state shall be issued a CE. The candidate shall meet all requirements for provisional and standard certification pursuant to N.J.A.C. 6A:9B-8.4 and 8.7, respectively, but shall be exempt from:
1. CE certification requirements pursuant to N.J.A.C. 6A:9B-8.3(a);
 2. The provisional certification requirement to be enrolled in a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.4(a)4;
 3. The renewal of provisional certification requirement to be enrolled in or to have completed a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.5(b)4; and
 4. The standard certification requirement to complete a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.7(a)4ii.
- (c) Except as provided in (b) above and (e) below, reciprocity shall not apply to an instructional CE. Candidates who have been issued an out-of-State CE shall meet all requirements in N.J.A.C. 6A:9B-8.3.
- (d) Through reciprocity, the Department shall issue an instructional standard certificate to a candidate who:
1. Has a valid standard certificate issued by another state in an endorsement subject area or grade level that also is issued by the Office and demonstrates at least two effective years of teaching that were completed within three consecutive years

within the last four calendar years. The candidate shall provide an original letter documenting completion of this requirement from his or her supervisor(s), principal(s), or employing school district(s) human resources officer; or

2. Meets the requirements in (f) and (g) below.
- (e) A candidate who has a valid standard certificate issued by another state, including an endorsement in a subject area or grade level also issued by the Office, but does not meet the requirements in (d)1 above shall be issued a CE. The candidate shall meet all requirements for provisional and standard certification pursuant to N.J.A.C. 6A:9B-8.4 and 8.7, respectively, but shall be exempt from:
1. CE certification requirements pursuant to N.J.A.C. 6A:9B-8.3(a);
 2. The provisional certification requirement to be enrolled in a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.4(a)4;
 3. The renewal of provisional certification requirement to be enrolled in or to have completed a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.5(b)4; and
 4. The standard certification requirement to complete a CE educator preparation program pursuant to N.J.A.C. 6A:9B-8.7(a)4ii.
- (f) A candidate who holds NBPTS certification and the corresponding out-of-State license or certificate in a subject area or grade level also offered by the Department shall be eligible for the standard certificate in the NBPTS certificate field without additional requirements.
- (g) A candidate who holds the MNTC designation and the corresponding out-of-State license or certificate in a subject area or grade level also offered by the Department shall be eligible for the standard certification in the MNTC-designated field without additional requirements.

6A:9B-8.9 Requirements for nonpublic school training programs

- (a) A nonpublic school may choose to provide a mentoring program for novice teachers, pursuant to N.J.A.C. 6A:9C-5, if the school meets the following requirements:
1. Prior to enrolling any candidate in a mentoring program, the individual with the authority to execute binding documents on behalf of the nonpublic school shall enter into a written agreement with the Department agreeing to comply with all requirements pursuant to N.J.A.C. 6A:9C-5.1(b) and (d);
 2. A teacher on staff in a non-administrative, non-supervisory capacity who holds a standard New Jersey instructional certificate shall be assigned as the mentor;
 3. The school is accredited by an accrediting agency accepted by the Department;
and
 4. The candidate is employed as a classroom teacher in a position that would require an appropriate instructional certificate in a public school.

SUBCHAPTER 9. INSTRUCTIONAL ENDORSEMENTS

6A:9B-9.1 Endorsement requirements

- (a) To fulfill the endorsement requirements necessary for instructional certification pursuant to N.J.A.C. 6A:9B-8, the candidate shall:
1. Complete one or more of the following coursework requirements for the subject area in which the candidate is seeking the endorsement:
 - i. Complete an undergraduate major in the subject area as documented by an official transcript from a regionally accredited four-year college or university;
 - ii. Hold a graduate degree in the subject area; or

- iii. Complete at least 30 credits in a coherent sequence of courses appropriate to the subject area as documented by an official transcript from a regionally accredited college or university, of which 12 semester-hour credits must be at the advanced level of study, including junior-, senior-, or graduate-level study as documented by the official transcript of a four-year, regionally accredited college or university;
 2. Pass the appropriate State test(s) of subject matter knowledge. However, if a candidate's score on the appropriate State test(s) of subject matter knowledge falls below the passing score by five percent or less, but the candidate has a GPA of 3.50 or higher when a GPA of 4.00 equals an A grade, he or she shall meet this paragraph's requirements. This alternative requirement shall not be construed as a waiver under N.J.A.C. 6A:9B-4.12(c).
 - i. A candidate who completes an out-of-State educator preparation program approved pursuant to N.J.A.C. 6A:9B-8.2(b)2 through 5 or who holds an out-of-State equivalent of a CEAS may pass the equivalent test(s) of subject matter knowledge approved by the state in which the program is located or the certificate was issued in lieu of passing the State test(s) of subject matter knowledge; and
 3. When applicable, complete additional requirements or exceptions pursuant to N.J.A.C. 6A:9B-11.
- (b) Except if certified in an experience-based career and technical education endorsement pursuant to N.J.A.C. 6A:9-11.3 or military science pursuant to N.J.A.C. 6A:9-11.8, holders of a CE, CEAS, or standard instructional certificate in one endorsement may obtain the corresponding CE, CEAS, or standard instructional certificate in a different endorsement upon completion of the academic and test requirements listed in (a) above and any additional requirement(s) or exception(s) in N.J.A.C. 6A:9B-10 or 11.

6A:9B-9.2 Authorizations – general

- (a) Each teaching endorsement shall be required for the corresponding teaching assignment.
1. Each endorsement shall be valid for grades preschool through 12, with the following exceptions:
 - i. The elementary school teacher endorsement shall be valid in grades kindergarten through six. Any holder of the former teacher of elementary school grades K-5 endorsement now shall be authorized to teach kindergarten through grade six;
 - ii. The middle school with subject matter specialization endorsement shall be valid in grades five through eight;
 - iii. The preschool through grade three endorsement shall be valid in preschool through grade three; and
 - iv. The teacher of supplementary instruction in reading and mathematics, grades K-8 shall be valid in grades kindergarten through eight.
 2. Teachers with English endorsements who taught English language arts courses prior to February 1976 may continue to teach the same course(s).
 3. Teachers with elementary school endorsements valid in preschool through grade eight issued no later than March 1, 2008, may teach in preschool through grade eight in any employing school district, subject to the qualification for teaching three- and four-year-old children in N.J.A.C. 6A:9B-11.2(b). The teachers shall demonstrate to the school district they have content knowledge appropriate to the subject(s) taught. All elementary school teachers certified to teach in grades kindergarten through five after January 20, 2004, and hired to teach in grades six

through eight shall hold either the elementary school with subject matter specialization or the subject matter endorsement.

4. Teachers holding the teacher of the blind or partially sighted, teacher of the deaf or hard of hearing, and/or the teacher of handicapped endorsements issued prior to September 1, 2008, may teach students with disabilities in preschool through grade 12 if they can demonstrate to the school district content knowledge appropriate to the content and the content level to be taught.
5. Teachers holding endorsements that are no longer issued as of January 20, 2004, may continue to teach in the subject areas in which the teacher was authorized to teach under the former rules.
6. Holders of career and technical instructional endorsements issued prior to January 20, 2004, shall remain valid. The teachers may teach in the occupations for which they hold endorsements. A crosswalk of the former certificates that identifies under which new career clusters the teacher's certificate falls is available on the Department's website.

6A:9B-9.3 Department-issued endorsements and authorizations

(a) The teaching endorsements and authorizations in (a)1 through 9 below are grouped within the relevant NJSLs.

1. Visual and performing arts:
 - i. Art: This endorsement authorizes the holder to teach art in all public schools;
 - ii. Dance: This endorsement authorizes the holder to teach dance in all public schools;

- iii. Music: This endorsement authorizes the holder to teach vocal and instrumental music and related theory in all public schools;
 - iv. Speech arts and dramatics: This endorsement authorizes the holder to teach speech arts and dramatics in all public schools; and
 - v. Theater: This endorsement authorizes the holder to teach theater in all public schools.
2. Comprehensive health and physical education:
- i. Health education: This endorsement authorizes the holder to teach health education in all public schools;
 - ii. Health and physical education: This endorsement authorizes the holder to teach health and physical education in all public schools;
 - iii. Physical education: This endorsement authorizes the holder to teach physical education in all public schools;
 - iv. Swimming and water safety instructor: This endorsement authorizes the holder to teach swimming, diving, and water safety in all public schools; and
 - v. Driver education: This endorsement authorizes the holder to teach driver education in all public schools.
3. English language arts:
- i. English: This endorsement authorizes the holder to teach English in all public schools;
 - ii. English as a Second Language: This endorsement authorizes the holder to teach English as a second language in all public schools; and
 - iii. Reading: This endorsement authorizes the holder to teach reading in all public schools.
4. Mathematics:

- i. Mathematics: This endorsement authorizes the holder to teach mathematics in all public schools.
5. Science:
 - i. Biological science: This endorsement authorizes the holder to teach biological, environmental and general science in all public schools. Biological science includes botany, anatomy and physiology, zoology and biology;
 - ii. Chemistry: This endorsement authorizes the holder to teach chemistry and environmental and general sciences in all public schools;
 - iii. Earth science: This endorsement authorizes the holder to teach earth, environmental, and general sciences in all public schools. Earth science includes astronomy, geology, meteorology, oceanography, physical geography, and space science;
 - iv. Physical science: This endorsement authorizes the holder to teach physical, environmental, and general sciences in all public schools. Physical science includes physics, chemistry, and earth and space sciences other than geography; and
 - v. Physics: This endorsement authorizes the holder to teach physics and environmental and general sciences in all public schools.
6. Social studies:
 - i. Psychology: This endorsement authorizes the holder to teach psychology in all public schools; and
 - ii. Social studies: This endorsement authorizes the holder to teach social studies in all public schools. Social studies includes American history, European history, world history, government, political science, sociology, geography, anthropology, and economics.

7. World languages: This endorsement authorizes the holder to teach in all public schools one of the following designated world languages:
 - i. American Sign Language;
 - ii. Chinese;
 - iii. French;
 - iv. German;
 - v. Greek;
 - vi. Hebrew;
 - vii. Italian;
 - viii. Japanese;
 - ix. Latin;
 - x. Portuguese;
 - xi. Russian;
 - xii. Spanish;
 - xiii. Hindi;
 - xiv. Arabic;
 - xv. Korean; or
 - xvi. Other world languages.

8. Technology education:
 - i. This endorsement authorizes the holder to teach technology education in all public schools with the exception of approved career and technical education programs. Technology education includes content aligned with the NJSLS and the “[Standards for Technology Literacy](#)®” published by the International Technology and Engineering Educators Association (ITEEA), Copyright 2007, incorporated herein by reference, available at <https://www.iteea.org/File.aspx?id=67767&v=b26b7852>.

(1) Examples of the topics that can be taught under this endorsement include:

- (A) Technological literacy;
- (B) The nature of technology;
- (C) Technology and society;
- (D) The engineering and technological design process;
- (E) Abilities for a technological world; and
- (F) Understanding the designed world, including selecting and using medical technologies, agricultural and related biotechnologies, energy and power technologies; information and communication technologies; transportation technologies, manufacturing technologies, and/or construction technologies.

ii. A technology education endorsement is not required to teach educational technology and/or computer and information skills pursuant to N.J.A.C. 6A:9B-5.18.

(b) The teaching endorsements below authorize the holder to teach specific populations, subjects, ages, and/or grade levels:

1. Bilingual/bicultural education: This endorsement authorizes the holder to teach bilingual/bicultural education in all public schools.
2. Elementary school: This endorsement authorizes the holder to:
 - i. Serve as an elementary school teacher in kindergarten through grade six in all public schools;
 - ii. Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in kindergarten through grade six;

- iii. Teach world languages full-time in kindergarten through grade six pursuant to N.J.A.C. 6A:9B-10.5;
 - iv. Teach all remaining subjects no more than one-half of the daily instructional assignment; and
 - v. Teach reading, writing, mathematics, and spelling, for basic-skills purposes only, in grades six through 12.
3. Middle school with subject-matter specialization: This endorsement authorizes the holder to teach the specialty subjects on the face of the certificate full-time in grades five through eight in all public schools. This endorsement does not permit the holder to teach the subject matter specialization in grades nine through 12.
4. Preschool through grade three: This endorsement authorizes the holder to:
- i. Teach preschool through grade three in public schools and to teach public school students in approved settings providing early childhood education;
 - ii. Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in preschool through grade three;
 - iii. Teach world languages full-time in preschool through grade three pursuant to N.J.A.C. 6A:9B-10.5; and
 - iv. Teach all remaining subjects in preschool through grade three no more than one-half of the daily instructional assignment.
5. Teacher of supplemental instruction in reading and mathematics, kindergarten through grade eight: This endorsement authorizes the holder to provide supplemental, pull-out instruction in reading and mathematics for students in kindergarten through grade eight. During their provisional teaching period, teachers holding this endorsement:
- i. May not be assigned to more than two schools; and

- ii. Shall conduct all teaching in a formal classroom environment with a minimum of eight students that approximates the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the NJSLS.
6. Students with disabilities: The endorsements authorize the holder to teach students from one of the designated populations listed in (b)6i through iv below. In addition to the content area(s) or grade level(s) authorized by the teachers' endorsement(s), the holder of a special education endorsement also may provide consultative services and supportive resource programs, including modification and adaptation of curriculum and instruction to students with disabilities in general education programs in preschool through grade 12.
- i. Blind or visually impaired: This endorsement authorizes the holder to teach blind or visually impaired students;
 - ii. Deaf or hard of hearing for oral/aural communication: This endorsement authorizes the holder to teach deaf or hard-of-hearing students using oral/aural communication strategies;
 - iii. Deaf or hard of hearing for sign language communication: This endorsement authorizes the holder to teach deaf or hard-of-hearing students using sign language communication strategies; and
 - iv. Students with disabilities: This endorsement authorizes the holder to teach students classified with disabilities with the exception of students identified in (b)6i through iii above.

6A:9B-9.4 21st century life and careers, and career and technical education endorsements and authorizations

- (a) The teaching endorsements below authorize the holder to teach kindergarten through grade 12, including approved career and technical education programs in grades nine through 12 in all public schools:
1. Business education/business-related technologies: The endorsements authorize the holder to teach business education and business-related technologies in all public schools.
 - i. Comprehensive business: This endorsement authorizes the holder to teach accounting, banking and insurance, business computer applications, business law, business communications, business mathematics, economics and finance, entrepreneurship, international business, keyboarding, business management, business organization, marketing, office administration/office systems technology, and exploration in business-related careers.
 - ii. Business: accounting: This endorsement authorizes the holder to teach accounting, bookkeeping, finance and investment, business mathematics, and exploration of related careers.
 - iii. Business: finance/economics/law: This endorsement authorizes the holder to teach finance and investment, economics, law, banking and insurance, business mathematics, business communications, business management, business organization, and exploration of related careers.
 - iv. Business: keyboarding and data entry: This endorsement authorizes the holder to teach keyboarding, computer data entry, word processing, and exploration of related careers.
 - v. Business: computer applications and business-related information technology: This endorsement authorizes the holder to teach business-

related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations.

- vi. Business: office administration/office systems technology: This endorsement authorizes the holder to teach office organization, word processing, speed writing, business communication, office and administrative support practices and procedures, keyboarding, data entry, and exploration of related business occupations.
- vii. Marketing education: This endorsement authorizes the holder to teach marketing occupations including sales, advertising and retailing, global marketing, entrepreneurship, and exploration of related business occupations.

2. Family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences in all public schools.

- i. Comprehensive family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences. Family and consumer sciences includes: family economics and resource management; family relations and human development, including child care and development, and parenting education; housing and environment, including interior design; nutrition, health, and food management and preparation; textiles and apparel design, construction, and merchandising; and exploration in family and consumer sciences related occupations.
- ii. Family and consumer sciences: Child and family development: This endorsement authorizes the holder to teach family relations and human development -- including parenting education, child care and

development, and operating a preschool in a high school classroom environment, developing skills needed to deal with crisis in families, handling children with special needs, and managing family economics and resources -- and to provide career-related instruction.

iii. Family and consumer sciences: Foods, nutrition, and food science: This endorsement authorizes the holder to teach nutrition, individual and family food preparation, food science, managing time and resources related to food preparation, and exploration of careers in foods and nutrition related occupations.

iv. Family and consumer sciences: Apparel, textiles, and interiors: This endorsement authorizes the holder to teach textiles and apparel design, construction, and merchandising, interior design; managing time and resources related to apparel construction and interior design; and exploration of careers in apparel, textiles, and interior design.

3. Agriculture, food, and natural resources: This endorsement authorizes the holder to teach agribusiness systems; animal systems; environmental service systems; natural resource systems; plant systems; power, structural, and technical systems; and related technologies in all public schools.

(b) Career and technical education endorsements: The endorsements authorize the holder to teach approved career and technical education programs in grades nine through 12 in all public schools in accordance with N.J.A.C. 6A:9B-11.3. The holder of a standard career and technical education endorsement who has completed the study requirements in N.J.A.C. 6A:9B-14.19(b)2i and ii, or 14.20(b)2i or ii, is also authorized to place and supervise career and technical education students in school-sponsored cooperative education experiences in the occupation in which the holder is certified as part of a career and technical education program.

(c) Specific career and technical education endorsements are based on the candidate's Department-approved employment or self-employment experience, bachelor's degree, and/or associate degree. Endorsements are organized under the following career clusters and are listed on the Department's website:

1. Agriculture, Food and Natural Resources: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products and resources.
2. Architecture and Construction: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, planning, managing, building, and maintaining the built environment.
3. Arts, Audio/Video Technology and Communications: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.
4. Business, Management and Administrative: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.
5. Education and Training: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related

to the planning, management, and provision of education and training services, and related learning support services.

6. Finance: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to services for financial and investment planning, banking, insurance, and business financial management.
7. Government and Public Administration: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to governance, national security, foreign service, revenue and taxation, regulation, and management and administration at the local, State, and Federal levels.
8. Health Science: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and provision of therapeutic services, diagnostic services, support services, and biotechnology research and development.
9. Hospitality and Tourism: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.
10. Human Services: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to families and human needs.
11. Information Technology: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, developing, supporting, and managing hardware, software, multimedia, and systems integration services.

12. Law, Public Safety, Corrections and Security: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and provision of legal services, public safety services, protective services, and homeland security, including professional and technical support services.
13. Manufacturing: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and performance of materials processing into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.
14. Marketing: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and performance of marketing activities to reach organizational objectives.
15. Science, Technology, Engineering and Mathematics: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and provision of scientific research and professional and technical services, including laboratory and testing services, and research and development services.
16. Transportation, Distribution and Logistics: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water, and related professional and technical support services such as transportation infrastructure

planning and management, logistics services, and mobile equipment and facility maintenance.

- (d) School districts seeking to establish a new career and technical education program for which a career and technical education endorsement does not exist shall submit to the Department a request to establish a new career and technical education endorsement.

SUBCHAPTER 10. ADDITIONAL REQUIREMENTS OR EXCEPTIONS TO REQUIREMENTS FOR INSTRUCTIONAL ENDORSEMENTS FOR CERTIFICATION

6A:9B-10.1 General provisions

This subchapter includes requirements in addition to the requirements in N.J.A.C. 6A:9B-8 and 9 for the instructional endorsement, including specific coursework required for programs leading to an endorsement in any subject referenced in this subchapter and approved pursuant to N.J.A.C. 6A:9A.

6A:9B-10.2 Elementary school (K-6)

- (a) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, the candidate for the elementary school (K-6) endorsement shall:
1. Complete a liberal arts, science, dual-content, or interdisciplinary academic major; or
 2. Complete a minimum of 60 semester-hour credits in liberal arts and/or science, as documented on a transcript from a regionally accredited college or university.

6A:9B-10.3 Health and physical education

- (a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, the candidate for the health and physical education endorsement shall complete:
1. A 30-credit coherent sequence of courses in health and a minimum of 15 credits in physical education. The study of individual, dual, and team sports shall be included in the physical education credits; or
 2. A 30-credit coherent sequence of courses in physical education and a minimum of 15 credits in health. The study of individual, dual, and team sports shall be included in the physical education credits.

6A:9B-10.4 Physical science

- (a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, the candidate for the physical science endorsement shall complete:
1. A 30-credit coherent sequence of courses in physics and a minimum of 15 credits in chemistry; or
 2. A 30-credit coherent sequence of courses in chemistry and a minimum of 15 credits in physics.

6A:9B-10.5 World languages

- (a) In addition to the endorsement requirements in N.J.A.C. 6A:9-9.1(a)1iii, to be eligible for the world language endorsement, the candidate shall:
1. Possess linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language

- proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language; and
2. Complete a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by a regionally accredited college or university within 12 months of initial assignment. No CEAS or standard world languages certificate shall be issued until this requirement is completed.
- (b) Elementary school teachers, preschool through grade three teachers, and preschool teachers who teach world languages more than half-time and complete the requirements in (a) above shall be authorized to teach world languages in the grade levels authorized by their endorsement. Elementary school teachers, preschool through grade three teachers, and preschool teachers who teach world languages half-time or less shall be authorized to teach world languages in the grade levels authorized by their endorsement upon demonstrating linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language or receptive/expressive proficiency for American Sign Language.
- (c) A candidate who matriculated and enrolled in classes in a world language educator preparation program no later than spring semester 2005 and who met the requirements in N.J.A.C. 6A:9B-10.2 and completed the program by September 1, 2007, shall not be required to complete the linguistic competency requirement outlined in (a)1 above.
1. A candidate who meets the requirements in this section but applies to the Office after March 1, 2008, shall be required to complete the linguistic competency requirement.

6A:9B-10.6 Technology education

- (a) To meet the endorsement requirements established in N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the technology education endorsement shall complete study in the following technology, engineering, and design subjects:
1. The nature of technology or technology and society;
 2. Technological design;
 3. The use of tools and materials, and safety related to using tools and materials; and
 4. Three of the following seven technologies:
 - i. Medical;
 - ii. Agricultural and related biotechnologies;
 - iii. Energy and power;
 - iv. Information and communication;
 - v. Transportation;
 - vi. Manufacturing; and/or
 - vii. Construction.
- (b) Holders of New Jersey industrial arts endorsements or their equivalent who are employed in a school district prior to April 23, 2004, teaching technology education as defined in N.J.A.C. 6A:9B-9.3(a)8 shall be issued the technology education endorsement upon application to the Office.
- (c) Holders of New Jersey industrial arts endorsements or their equivalent who do not meet the requirements in (b) above shall be eligible for the technology education endorsement upon completion of the State test requirement and submission of an application to the Office.

6A:9B-10.7 Art

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the art endorsement, shall:

1. Present studio experience in each of the following required areas of study:
 - i. Drawing;
 - ii. Painting; and
 - iii. Sculpture and/or ceramics; or
2. Complete a major in fine arts.

6A:9B-10.8 Speech arts and dramatics

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the speech arts and dramatics endorsement shall complete:

1. A 30-credit coherent sequence of courses in speech arts and a minimum of 15 credits in theater; or
2. A 30-credit coherent sequence of courses in theater and a minimum of 15 credits in speech arts.

6A:9B-10.9 Social studies

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the social studies endorsement shall complete a minimum of 15 semester-hour credits in history, including a minimum of:

1. One course in American history; and
2. One course in world history.

6A:9B-10.10 Family and consumer sciences

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, as part of the minimum 30 credits in the content area, a candidate for the family and consumer sciences endorsement shall complete study in the following required areas:

1. Child and family development, care/human development, and related careers;
2. Food preparation, nutrition and food science, and related careers;
3. Apparel/construction, textiles, interiors/housing and environments, and related careers; and
4. Personal and family financial/resource management, and related careers.

6A:9B-10.11 Comprehensive business

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, as part of the minimum 30 credits in the content area, a candidate for the comprehensive business endorsement shall complete at a two- or four-year regionally accredited college or university:

1. Twelve semester-hour credits in bookkeeping or accounting;
2. At least one course in business law;
3. At least one course in economics;
4. At least one course in finance; and
5. At least one course in computer applications.

6A:9B-10.12 Computer applications and business-related information technology

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, as part of the minimum 30 credits in the content area, a candidate for the computer applications and

business-related information technology endorsement shall complete at a two- or four-year regionally accredited college or university at least 12 semester-hour credits in any of the following areas:

1. Management information systems;
2. Business-related computer classes;
3. Database concepts for business;
4. Information management;
5. Decision support systems for business;
6. Computer management;
7. Systems analysis;
8. Computer networks in business;
9. Database development for business;
10. Business computer programming; and
11. Computer science.

6A:9B-10.13 Finance, economics, and law

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, as part of the minimum 30 credits in the content area, a candidate for the finance, economics, and law endorsement shall complete at a two- or four-year regionally accredited college or university:

1. At least six semester-hour credits in economics;
2. At least three semester-hour credits in finance; and
3. At least three semester-hour credits in business law.

6A:9B-10.14 Keyboarding and data entry

To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the keyboarding and data entry endorsement shall complete at a two- or four-year regionally accredited college or university a course in keyboarding and/or word processing applications.

6A:9B-10.15 Office administration and office systems technology

(a) To meet the endorsement requirements in N.J.A.C. 6A:9B-9.1(a)1iii, as part of the minimum 30 credits in the content area, a candidate for the office administration and office systems technology endorsement shall complete at a two- or four-year regionally accredited college or university at least 12 semester-hour credits in any of the following areas:

1. Managing office systems or office systems administration;
2. Keyboarding or word processing;
3. Business communications; or
4. Business-related programs/software.

6A:9B-10.16 Individuals enrolled in degree programs prior to January 7, 2008

A candidate who matriculates and enrolls in a State-approved educator preparation program in accordance with the applicable subsection of N.J.A.C. 6A:9B-10.6 through 10.10, on or after January 7, 2009, shall be required to complete all requirements of the applicable subsection above effective as of January 7, 2008. A candidate who is matriculated and enrolled in an out-of-State approved educator preparation program in accordance with the applicable section of N.J.A.C. 6A:9B-10.6 through 10.10, prior to January 7, 2009, and applied to the Office for certification no later than January 7, 2010, shall complete all requirements under former N.J.A.C.

6A:9B-8.2, as effective January 6, 2008. A candidate who did not apply to the Office for certification by January 7, 2010, shall fulfill the applicable requirements under N.J.A.C. 6A:9B-10.6 through 10.10 in this section.

**SUBCHAPTER 11. ADDITIONAL REQUIREMENTS OR EXCEPTIONS TO
REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATION WITH SPECIAL
ENDORSEMENTS**

6A:9B-11.1 General provisions

This subchapter includes additional requirements or exceptions to the requirements for the instructional certification with special endorsements and includes specific coursework required for programs leading to an endorsement in any subject covered in this subchapter and approved pursuant to N.J.A.C. 6A:9A.

6A:9B-11.2 Preschool through grade three

- (a) Candidates for the preschool through grade three endorsement shall complete all certification requirements pursuant to N.J.A.C. 6A:9B-8, including the endorsement requirements pursuant to N.J.A.C. 6A:9B-9, and:
1. Shall be exempt from the subject course requirements in N.J.A.C. 6A:9B-9.1(a)1 and instead complete:
 - i. A liberal arts, science, dual-content, or interdisciplinary academic major; or
 - ii. A minimum of 60 semester-hour credits in liberal arts and/or science;
 2. Effective academic year 2017-2018, provisional teachers holding a CE with a preschool through grade three endorsement shall choose to complete either 350

hours of formal instruction pursuant to N.J.A.C. 6A:9A-5.4(a)1 or 24 semester-hour credits of preschool through grade three pedagogy at a Department-approved New Jersey college or university program. Instruction through either choice shall include:

- i. Child development and learning, including studies designed to foster understanding of the dynamic continuum of development and learning in children from birth through age eight. Required topics are cognitive and linguistic factors that affect learning and development; the creation of a climate that fosters and nurtures diversity and equity for all children, including those who are limited English proficient and those with special needs, and that addresses multiple intelligences and diverse learning styles; the integration of play; and language and literacy across the curriculum;
- ii. Understanding family and community, including studies designed to foster an understanding of the significant roles of families and communities. Required topics are the recognition of children at risk; the establishment of linkages with community resources to support families; the recognition and acceptance of diverse family units, including family participation on the educational team; the impact of children's homes, communities, health and cultural experiences on development and learning; and comprehension of social, historical, political, legal and philosophical constructs that impact upon children, families and communities; and
- iii. Curriculum and assessment, including studies designed to foster an understanding of the importance of implementing developmentally appropriate principles and practices. Required topics include the NJSL and early childhood expectations; responsiveness to cultural and linguistic differences with an equitable and individualized focus; activities designed

to foster intellectual stimulation through play; implementation of developmentally appropriate techniques of guidance and group management to create a safe classroom environment; and assessment that is multidimensional, ongoing, and performance based; and

3. Provisional teachers holding a CE with a preschool through grade three endorsement who enter a CE educator preparation program prior to academic year 2017-2018 shall complete either 200 hours of formal instruction pursuant to N.J.A.C. 6A:9A-5.4(b) or 13 semester-hour credits of preschool through grade three pedagogy at a Department-approved New Jersey college or university program. Instruction through either option shall include the topics listed in (a)2i through iii above.
- (b) A teacher holding a standard elementary school endorsement valid in preschool through grade eight issued no later than March 1, 2008, with the equivalent of two academic years of full-time experience teaching three- and four-year-olds under the certificate may teach children in preschool in a public school or Department of Children and Families facility. The teaching experience shall be in a position that would require the preschool through grade three endorsement. It shall be the responsibility of the school district or Department of Children and Families facility to maintain a copy of documentation that supports the preschool teaching experience for each teacher affected by this subsection.
- (c) A standard certificate with a preschool through grade three endorsement authorizes the holder to teach in preschool and kindergarten in all school districts pursuant to N.J.A.C. 6A:9B-9.3(b)4.

6A:9B-11.3 Career and technical education

(a) Candidates for the instructional certificate in a career and technical education endorsement shall complete:

1. CEAS requirements pursuant to N.J.A.C. 6A:9B-8.2;
2. CE requirements pursuant to N.J.A.C. 6A:9B-8.3, except:
 - i. Candidates do not need to complete the basic skills requirement pursuant to N.J.A.C. 6A:9B-8.3(a)5 prior to obtaining a CE; and
 - ii. Candidates shall complete either the experience-based or degree-based requirements pursuant to (b) below;
3. Provisional requirements pursuant to N.J.A.C. 6A:9B-8.4; and
4. Requirements for the renewal of the provisional certificate, pursuant to N.J.A.C. 6A:9B-8.5, and standard certificate requirements, pursuant to N.J.A.C. 6A:9B-8.7. Candidates who have not yet completed the Department-approved basic skills assessment or achieved a minimum score on an alternate assessment listed in N.J.A.C. 6A:9B-8.3(a)5 shall complete the basic skills assessment prior to becoming eligible for a standard certificate.

(b) To be eligible for the CE, the candidate shall fulfill one of the following:

1. Experience-based endorsements: All candidates for an experienced-based endorsement shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate also shall hold the State-issued occupational license, certificate, or registration. The employing school district shall recommend for approval the candidate's experience pursuant to the criteria and procedures in this subsection. Candidates shall meet one of the following requirements:

- i. Employment experience: The candidate shall present a minimum of four years of Department-approved and documented employment experience, which will be equivalent to 8,000 hours of employment. The employment experience shall be acquired within 10 years of the endorsement application and shall be verified by the applicant's employer(s).
 - (1) Teaching experience in the occupation cannot be used as a substitute for the required four years of occupational experience; however, the Department may consider teaching experience in an apprenticeship training program registered with the United States Department of Labor or equivalent state agency as evidence of eligible employment experience.
 - (2) The Department will identify industry credentials in consultation with experts from education and business. The industry credentials may be considered equivalent to the employment experience requirement in this subparagraph.
- ii. Self-employment: The candidate shall present a notarized letter from a tax preparer and/or an attorney verifying the following:
 - (1) The candidate has filed State and/or Federal taxes for the self-employment using a Federal U.S. Census North American Industry Classification System (NAICS) that is appropriate for the endorsement; and
 - (2) The candidate's self-employment experience meets the minimum of four years of employment experience within 10 years of the certificate application, which will be equivalent to 8,000 hours of employment.

- iii. Military experience: Candidates shall present a Military Discharge certificate (DD-214) indicating military qualifications and occupational training received to determine the extent of credit to be applied toward satisfying the employment experience requirements pursuant to (b)1i above.
2. Degree-based endorsements using a bachelor's degree or higher: The candidate shall possess a four-year degree or higher in a Department-approved subject area for the endorsement and shall complete at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. The candidate shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate shall also hold the State-issued occupational license, certificate, or registration.
- i. Candidates with a bachelor's degree or higher who graduate on or after September 1, 2016, with a GPA that is below 3.00 in a four-year degree program but is at least 2.50 when a GPA of 4.00 equals an A grade, and for whom no State-endorsed test is available, may meet the requirements of (b)2 above by submitting evidence of a minimum of two years (4,000 hours) of full-time employment or equivalent part-time employment, pursuant to (b)1i above.
3. Degree-based endorsements using an associate degree: The candidate shall possess a two-year degree in a Department-approved subject area for the endorsement and shall complete at least 30 credits in a coherent sequence of courses in the subject area from a regionally accredited college or university. The

candidate also shall submit evidence of a minimum of two years of eligible employment, which will be equivalent to 4,000 hours of employment, pursuant to (b)1i above. The candidate shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate also shall hold the State-issued occupational license, certificate, or registration.

i. Candidates using an associate degree who do not meet the GPA requirements identified under (b)1 above, and for whom no State-endorsed test is available, shall apply for a certificate as per the requirements of (b)2 above.

- (c) Any school district that employs a novice teacher who has not yet passed basic-skills tests required in (a)3 above shall provide ongoing support through the novice teacher's supervisor to ensure the novice teacher's students receive appropriate feedback on basic skills for their class work. The school district also shall provide ongoing support to prepare the novice teacher to pass the basic-skills tests.
- (d) Holders of standard instructional certificates with other endorsements, except as indicated in N.J.A.C. 6A:9B-11.3 and 11.8, may obtain a career and technical education endorsement upon completion of the experience requirement or the academic major and test requirement.
- (e) Holders of vocational-technical instructional endorsements issued prior to January 20, 2004, remain valid. These teachers are authorized to teach in the career and technical education programs for which they hold endorsements. A crosswalk of these former certificates that identifies under which of the new career clusters the teacher's certificate falls is available on the Department's website.

6A:9B-11.4 Teacher of students with disabilities

- (a) A candidate for a CE or CEAS with a teacher of students with disabilities endorsement shall complete the certification requirements pursuant to N.J.A.C. 6A:9B-8, including the endorsement requirements pursuant to N.J.A.C. 6A:9B-9, and the candidate shall:
1. Possess or be eligible for a CE, CEAS, or standard New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught;
 2. For the deaf or hard of hearing for sign language communication endorsement, achieve an intermediate or higher score on the Sign Communication Proficiency Interview (SCPI);
 3. Be exempt from the test of subject-matter knowledge pursuant to N.J.A.C. 6A:9B-9.1(a)2;
 4. For CE candidates, be exempt from the subject course requirements in N.J.A.C. 6A:9B-9.1(a)1; and
 5. Be exempt from the performance assessment pursuant to N.J.A.C. 6A:9B-8.2(a)6 and 8.7(a)4.
- (b) A candidate for the CEAS with a teacher of students with disabilities endorsement who has met the requirements in (a)1 above shall complete an educator preparation program pursuant to N.J.A.C. 6A:9A-4. In addition to the requirements for a CEAS, a candidate for the deaf or hard-of-hearing with sign language communication endorsement shall achieve an intermediate or higher score on the SCPI.
- (c) In addition to the provisional certificate requirements set forth in N.J.A.C. 6A:9B-8.4, a candidate shall:

1. Hold a CE or CEAS with a teacher of students with disabilities endorsement area and the instructional endorsement required for the teaching assignment; and
 2. For holders of a CE with a teacher of students with disabilities endorsement, be enrolled at a regionally accredited college or university in an educator preparation program that includes a range of 21 to 27 credit hours in the topics listed in (d), (e), (g), or (h) below.
- (d) Provisional teachers with a CE in teacher of students with disabilities endorsement shall complete the requirements for a standard certification pursuant to N.J.A.C. 6A:9B-8.7, except as provided in (e), (g), and (h) below, and:
1. Shall complete at a regionally accredited college or university an educator preparation program that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
 - i. Philosophical, historical, and legal foundations of special education;
 - ii. Characteristics of students with disabilities;
 - iii. Standardized and functional assessment;
 - iv. Strategies for the development of literacy;
 - v. Curriculum planning, learning environments, modifications, and materials for students with disabilities;
 - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
 - vii. Assistive technology; and
 - viii. Transition planning, program development, and agencies available for students with disabilities;
 2. If the provisional teacher with the CE with a teacher of students with disabilities endorsement holds a CE in the instructional endorsement required for the teaching assignment pursuant to (c)1 above, then the provisional teacher shall complete the

courses required in (d)1 above prior to or concurrently with the formal instructional requirements of the CE educator preparation program required for the standard certificate in N.J.A.C. 6A:9B-8.7; and

3. Be exempt from the performance assessment pursuant to N.J.A.C. 6A:9B-8.7(a)4.

(e) While teaching under a provisional certificate with a blind or visually impaired endorsement, the candidate shall complete the following requirements for a standard certificate:

1. An educator preparation program at a regionally accredited college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
 - i. Philosophical, historical, and legal issues in the education of students who are blind/visually impaired;
 - ii. Anatomy, physiology, and characteristics of students who are blind/visually impaired;
 - iii. Standardized and functional assessment of students who are blind/visually impaired;
 - iv. Strategies and materials for developing literacy and numeracy skills in students who are blind or visually impaired including Braille and Nemeth codes;
 - v. Curriculum planning, learning environments, modifications, and materials for students who are blind/visually impaired;
 - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
 - vii. Assistive technology and augmentative communication systems for students who are blind or visually impaired;

- viii. Orientation and mobility concepts and techniques; and
 - ix. Transition planning, program services, and agencies available for students who are blind/visually impaired;
2. If the provisional teacher with the CE with a blind or visually impaired endorsement holds a CE in the instructional endorsement required for the teaching assignment pursuant to (c)1 above, then the provisional teacher shall complete the courses required in (c)1 above prior to or concurrently with the formal instructional requirements of the CE educator preparation program required for the standard certificate in N.J.A.C. 6A:9B-8.7; and
 3. Be exempt from the performance assessment pursuant to N.J.A.C. 6A:9B-8.7(a)4.
- (f) While teaching under a provisional certificate with a deaf or hard-of-hearing with oral/aural communication endorsement, the candidate shall complete the following requirements for a standard certificate:
1. An educator preparation program at a regionally accredited college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
 - i. Philosophical, historical, and legal issues in the education of students who are deaf/hard of hearing;
 - ii. Characteristics of students who are deaf/hard of hearing;
 - iii. Standardized and functional assessment of students who are deaf/hard of hearing;
 - iv. Strategies for the development of language and literacy of students who are deaf/hard of hearing;
 - v. Curriculum planning, learning environments, modifications, and materials for students who are deaf/hard of hearing;

- vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
 - vii. Speech, applied audiology, assistive listening devices and assistive technology;
 - viii. American Sign Language, deaf culture, and communication philosophies; and
 - ix. Transition planning, program services, and agencies available for students who are deaf/hard of hearing;
2. If the provisional teacher with the CE with a deaf or hard-of-hearing with oral/aural communication endorsement holds a CE in the instructional endorsement required for the teaching assignment pursuant to (c)1 above, then the provisional teacher shall complete the courses required in (f)1 above prior to or concurrently with the formal instructional requirements of the CE educator preparation program required to be completed for the standard certificate in N.J.A.C. 6A:9B-8.7; and
3. Be exempt from the performance assessment pursuant to N.J.A.C. 6A:9B-8.7(a)4.
- (g) While teaching under a provisional certificate with a deaf or hard-of-hearing with sign language communication endorsement, the candidate shall complete the following requirements for a standard certificate:
- 1. An education preparation program at a regionally accredited college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
 - i. Philosophical, historical, and legal issues in the education of students who are deaf/hard of hearing;
 - ii. Characteristics of students who are deaf/hard of hearing;

- iii. Standardized and functional assessment of students who are deaf/hard of hearing;
 - iv. Strategies for the development of language and literacy of students who are deaf/hard of hearing;
 - v. Curriculum planning, learning environments, modifications, and materials for students who are deaf/hard of hearing;
 - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
 - vii. Speech, applied audiology, assistive listening devices, and assistive technology;
 - viii. American Sign Language, deaf culture, and communication philosophies; and
 - ix. Transition planning, program services, and agencies available for students who are deaf/hard of hearing;
2. If the provisional teacher with the CE with a deaf or hard-of-hearing with sign language communication endorsement holds a CE in the instructional endorsement required for the teaching assignment pursuant to (c)1 above, then the provisional teacher shall complete the courses required in (g)1 above prior to or concurrently with the formal instructional requirements of the CE educator preparation program required for the standard certificate in N.J.A.C. 6A:9B-8.7; and
 3. Be exempt from the performance assessment pursuant to N.J.A.C. 6A:9B-8.7(a)4.
- (h) Holders of a CEAS with a teacher of students with disabilities endorsement pursuant to (b) above are not required to complete (d)2, (e)2, (f)2, or (g)2 above.

- (i) Holders of a CEAS in students with disabilities shall not be required to complete (d)2 above. Holders of a CEAS in blind or partially sighted shall not be required to complete (e)2 above. Holders of a CEAS with a deaf or hard-of-hearing with oral/aural communication endorsement shall not be required to complete (f)2 above. Holders of a CEAS in deaf or hard of hearing with sign language communication shall not be required to complete (g)2 above.
- (j) No person shall be employed under provisional certification for more than six years in a position requiring certification as a teacher of students with disabilities.
- (k) The special education pedagogy shall be completed at a regionally accredited four-year college or university.
- (l) Holders of standard certificates with teacher of students with disabilities endorsements shall be issued additional instructional certificates when they meet the requirements for a CE pursuant to N.J.A.C. 6A:9B-8.2(a).
- (m) Except as indicated in N.J.A.C. 6A:9B-11.3 and 11.8, holders of a standard Teacher of the Handicapped certificate may obtain additional instructional endorsements upon completion of the academic and test requirements listed in N.J.A.C. 6A:9B-8.2 and upon presentation of an original letter from a school official documenting a minimum of one year of experience teaching students with disabilities under a Teacher of the Handicapped endorsement.

6A:9B-11.5 Bilingual/bicultural education

- (a) A candidate for the bilingual/bicultural endorsement shall complete the certification requirements pursuant to N.J.A.C. 6A:9B-8, including the endorsement requirements pursuant in N.J.A.C. 6A:9B-9, except the candidate shall:

1. Possess or be eligible for a CE, CEAS, or standard New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught;
2. Meet the test of subject matter knowledge requirement in N.J.A.C. 6A:9B-9.1(a)2 by demonstrating:
 - i. Oral and writing competence in English by:
 - (1) Passing a Department-approved, nationally recognized test of oral and written proficiency in English; or
 - (2) Passing the basic skills assessment, pursuant to N.J.A.C. 6A:9B-8.1(a)2 and 3, to demonstrate writing proficiency and passing a Department-approved, nationally recognized test to demonstrate oral proficiency; and
 - ii. Oral and writing competence in the target language by:
 - (1) Passing a Department-approved, nationally recognized test of oral and written proficiency in the target language; or
 - (2) Establishing him or herself as a speaker of the target language who was primarily educated at the undergraduate or graduate level in that language;
3. For CE candidates with a bilingual/bicultural education endorsement, be exempt from the subject course requirements pursuant to N.J.A.C. 6A:9B-9.1(a)1;
4. For CEAS candidates with a bilingual/bicultural endorsement, complete the requirements in (a)1 above and a program at a regionally accredited college or university for the preparation of teachers of bilingual/bicultural education; and
5. Be exempt from the performance assessment pursuant to N.J.A.C. 6A:9B-8.2(a)6 and 8.7(a)4.

- (b) While teaching under provisional certification, a holder of the CE in bilingual/bicultural education shall complete the following requirements for a standard certificate:
1. A Department-approved New Jersey college or university educator preparation program that includes 12 credit hours of formal instruction in the following topics:
 - i. Linguistics;
 - ii. Language acquisition;
 - iii. Developing literacy skills for the second language learner;
 - iv. Methods of teaching content in bilingual education; and
 - v. Theory and practice of teaching bilingual education.
 2. If the provisional teacher with the CE in the bilingual/bicultural endorsement holds a CE in the instructional endorsement required for the teaching assignment pursuant to (a)1 above, then the provisional teacher shall complete the courses required in (b)1 above prior to or concurrently with the formal instructional requirements of the CE educator preparation program required to be completed for the standard certificate in N.J.A.C. 6A:9B-8.7.

6A:9B-11.6 English as a second language

- (a) A candidate for the English as a second language (ESL) endorsement shall complete all certification requirements pursuant to N.J.A.C. 6A:9B-8, including the endorsement requirements pursuant to N.J.A.C. 6A:9B-9, except the candidate shall:
1. Be exempt from the endorsement course requirements pursuant to N.J.A.C. 6A:9B-8.3(a)4 while teaching on the provisional certificate if enrolled in an CE educator preparation program; and

2. Meet the test of subject matter knowledge requirement in N.J.A.C. 6A:9B-9.1(a)2 by demonstrating oral and writing competence in English by:
 - i. Passing a Department-approved, nationally recognized test of oral and written proficiency in English; or
 - ii. Passing the basic skills assessment pursuant to N.J.A.C. 6A:9B-8.1(a)2 and 3 to demonstrate writing proficiency and passing a Department-approved, nationally recognized test to demonstrate oral proficiency.
- (b) Provisional teachers with a CE in English as a second language shall complete the requirements for a standard certificate pursuant to N.J.A.C. 6A:9B-8.7, except the provisional teachers shall complete at a Department-approved New Jersey college or university an educator preparation program that includes a range of 15 to 21 credit hours of formal instruction in the topics in (b)1 through 7 below. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9B-10.2.
 1. The historical and cultural backgrounds of limited English proficient students;
 2. Linguistics;
 3. Language acquisition;
 4. The structure of American English;
 5. Developing literacy skills for the second language learner;
 6. Methods of teaching ESL including teaching English through content; and
 7. Theory and practice of teaching ESL.

6A:9B-11.7 Driver education

- (a) To be eligible for the CEAS or standard certificate with a driver education endorsement, the candidate shall be exempt from the requirements in N.J.A.C. 6A:9B-9.1(a) and instead shall:
1. Hold a CEAS or standard New Jersey instructional endorsement in health or in health and physical education;
 2. Hold a valid New Jersey or out-of-State driver's license. Candidates shall submit an official driving record/abstract from the state in which they are currently licensed to demonstrate the possession of a valid driver's license;
 3. Document three consecutive years of automobile driving experience immediately prior to application by submitting a notarized statement; and
 4. Complete a course in driver education at a regionally accredited college or university.
- (b) Pursuant to N.J.S.A. 18A:26-2, holders of a driving instructor license issued by the New Jersey Motor Vehicle Commission who do not hold the driver education endorsement issued by the Department may provide only behind-the-wheel driver education in public schools, and shall not provide classroom instruction in driver education.

6A:9B-11.8 Military science

- (a) To be eligible for the standard certificate with a military science endorsement, the candidate shall:
1. Document 20 years of military service; and
 2. Hold valid certification authorizing employment as a military science instructor from the branch of service in which the candidate served.
- (b) To retain this endorsement, the holder must maintain the military employment authorization as set forth in (a)2 above. It is the school district's responsibility to ensure

that the military science teacher maintains valid military certification pursuant to N.J.A.C. 6A:9B-5.1(b).

- (c) Holders of this endorsement shall not use it as the basis for obtaining additional endorsements. Holders may obtain additional endorsements by meeting applicable requirements outlined in this chapter.

6A:9B-11.9 Middle school with subject matter specialization

- (a) To be eligible for the middle school with subject-matter specialization endorsement, the candidate shall:

1. Hold a CE or CEAS with an elementary school or preschool through grade 12 subject-matter endorsement in accordance with N.J.A.C. 6A:9B-9.3 or hold a standard certificate with an elementary school or preschool through grade 12 subject-matter endorsement in accordance with N.J.A.C. 6A:9B-8.7;
2. Complete a course in child and early adolescent development as aligned with standard two of the Professional Standards for Teachers, N.J.A.C. 6A:9-3.3(a)2. Holders of the CE shall complete this study before issuance of the standard certificate;
3. Complete 15 semester-hour credits in any one of the following NJSLs subject fields:
 - i. English language arts;
 - ii. Mathematics;
 - iii. Science;
 - iv. Social studies; or
 - v. A single world language; and
4. Pass the appropriate State test(s) in the content area.

- (b) To be eligible for the CE, CEAS, or standard middle school with subject matter specialization with a world languages endorsement, the candidate shall, in addition to (a) above:
1. Possess linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language; and
 2. Complete a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by a regionally accredited four-year college or university within 12 months of initial assignment. No CEAS or standard elementary school with specialization in a world language certificate shall be issued until this requirement is completed.
- (c) Holders of this endorsement may be eligible for additional middle school with subject-matter specialization endorsements in the NJSLs subject fields identified in (a)3i through v above upon completion of the requirements of (a)3 and 4 and (b) above for each area of specialization requested.

6A:9B-11.10 Swimming and water safety

- (a) To be eligible for the swimming and water safety endorsement, candidates shall hold:
1. A standard New Jersey instructional certificate;
 2. A valid Cardiopulmonary Resuscitation for Professional Rescuer Certificate issued by the American Red Cross or the YMCA;
 3. A valid Lifeguard Certificate issued by the American Red Cross or the YMCA;
- and

4. A valid Water Safety Instructor Certificate issued by the American Red Cross or the YMCA.
- (b) The chief school administrator of the employing district board of education shall:
1. Annually notify the executive county superintendent of all teachers assigned to teach swimming and/or diving; and
 2. Annually forward to the executive county superintendent copies of each valid American Red Cross or YMCA certificate identified in (a)2 through 4 above for every person assigned to teach swimming and/or diving.
- (c) Any person otherwise qualified to serve as a substitute pursuant to N.J.A.C. 6A:9B-7 shall be required to hold all of the safety certificates in (a) above to serve as a substitute for a swimming and water safety teacher.

6A:9B-11.11 Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8

- (a) To be eligible for a CE in Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8, an applicant must complete all of the requirements for a CE as Teacher of Elementary School K-6 at N.J.A.C. 6A:9B-8.3 and 10.2.
- (b) To be eligible for a CEAS as Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8, the candidate shall:
1. Meet the requirements in (a) above;
 2. Complete one of the educator preparation program alternatives culminating in clinical practice appropriate to Elementary Teacher K-6 as designated in N.J.A.C. 6A:9B-8.2; and
 3. Meet the GPA and test-score requirements designated in N.J.A.C. 6A:9B-8.2.
- (c) While being mentored under the provisional certificate, a teacher holding this endorsement:
1. May not be assigned to more than two schools; and

2. Shall conduct all teaching in a formal classroom environment with a minimum of eight students. The classroom environment shall approximate the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the NJSLS and the content-based professional standards for K-6 instruction.
- (d) While teaching under a provisional endorsement, the teacher shall participate in a State-approved district training program appropriate to holders of the K-6 endorsement.
 - (e) Holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 shall not be eligible for other standard instructional certificate endorsements under N.J.A.C. 6A:9B-9.1(b) until they first complete all requirements for one other standard instructional certificate endorsement. Upon receipt of the second standard instructional endorsement, holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 then shall be eligible for additional standard instructional endorsements under N.J.A.C. 6A: 9B-9.1(b).

6A:9B-11.12 Requirements for the charter school certificate of eligibility (CSCE)

- (a) All endorsements authorized in the section may be used only for employment in charter schools and do not satisfy the requirements for employment in traditional public schools.
- (b) Except as indicated in N.J.A.C. 6A:9B-11.2 through 11.6, 11.10, and 11.11, the candidate shall do the following to be eligible for a CSCE with instructional endorsements:
 1. Hold a bachelor's or an advanced degree from a regionally accredited college or university;
 2. Meet the GPA requirements or its exceptions and pass the basic skills assessment pursuant to N.J.A.C. 6A:9B-8.1(a)2 and 3; and
 3. Pass the appropriate State test(s) of subject-matter knowledge.

- (c) Except as indicated in N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, a candidate shall do the following to be eligible for a charter school provisional certificate:
1. Hold a CSCE in the endorsement area required for the teaching assignment; and
 2. Obtain and accept an offer of employment in a position that requires instructional certification.
- (d) Except as indicated in N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, the candidate shall do the following to be eligible for the charter school standard certificate in any instructional area:
1. Possess a provisional charter school certificate pursuant to N.J.A.C. 6A:9-2; and
 2. Successfully complete at least two school years at the charter school while employed provisionally in a position requiring the appropriate instructional certificate. The charter school shall provide written recommendation for the issuance of a standard charter school certificate.

SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

6A:9B-12.1 Purpose of requirements

- (a) The requirements for administrative certification shall apply when:
1. Approving educator preparation programs for administrative and supervisory personnel;
 2. Evaluating the eligibility of candidates for administrative or supervisory certification; and
 3. Approving residency programs required of principal and school administrator candidates for certification.

6A:9B-12.2 College degrees

All candidates for administrative certification, except as indicated in N.J.A.C. 6A:9B-12.7, shall hold a master's or higher degree from a regionally accredited college or university.

6A:9B-12.3 Authorization

- (a) The school administrator endorsement is required for any position that involves services as a district-level administrative officer. Such positions shall include superintendent, assistant superintendent, and director. Holders of this endorsement are authorized to:
1. Provide educational leadership by directing the formulation of districtwide goals, plans, policies, and budgets, by recommending their approval by the district board of education, and by directing their districtwide implementation;
 2. Recommend for approval by the district board of education all staff appointments and other personnel actions, such as terminations, suspensions, and compensation, including the appointment of school business administrators;
 3. Direct school district operations and programs;
 4. Supervise and evaluate building administrators and central office staff, including school business administrators;
 5. Oversee the administration and supervision of school-level operations, staff, and programs; and
 6. Serve as principal or supervisor as provided in (b) and (c) below.
- (b) The principal endorsement is required for any position that involves service as an administrative officer of a school or other comparable unit within a school or school district. Such positions shall include assistant superintendent for curriculum and

instruction, principal, assistant principal, vice principal, director, and supervisor. Holders of this endorsement are authorized to:

1. Provide educational leadership by directing the formulation of goals, plans, policies, budgets, and personnel actions of the school or other comparable unit, by recommending them to the chief district administrator, and by directing their implementation in the school or other comparable unit;
2. Direct and supervise all school operations and programs;
3. Evaluate school staff, including teaching staff members; and
4. Direct the activities of school-level supervisors.

(c) The supervisor endorsement is required for both supervisors of instruction and athletic directors who do not hold a standard principal's endorsement. The supervisor shall have the authority and responsibility for the continuing direction, evaluation, and guidance of teaching staff members.

1. Effective January 1, 2018, this endorsement no longer shall authorize appointment as an assistant superintendent in charge of curriculum and/or instruction.
 - i. Holders of this endorsement issued prior to January 1, 2018, shall continue to be authorized to hold a position as an assistant superintendent in charge of curriculum and/or instruction.

(d) The school business administrator endorsement is required for the chief financial officer of a school district. Such positions shall include assistant superintendent for business, school business administrator, and assistant school business administrator. Holders of this endorsement are authorized to:

1. Perform duties at the school district level in the areas of financial budget planning and administration, financial accounting and reporting, insurance/risk administration, and purchasing; and

2. Engage in facilities planning, construction and maintenance, personnel administration, administration of transportation and food services, and central data-processing management.

6A:9B-12.4 School administrator

- (a) To be eligible for the school administrator CE, the candidate shall:
 1. Complete one of the following:
 - i. Hold a master's or higher degree in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management from a regionally accredited college or university;
 - ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a CEAS in educational administration and supervision;
 - iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester-hour credits as they appear on the institution's transcript. The study must be completed at one institution in fields outlined in (a)1i above;
 - iv. Hold a master's degree from a regionally accredited college or university and complete a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider pursuant to N.J.A.C. 6A:9B-12.5(k)2 and (l)2; or
 - v. Hold a master's degree in educational leadership from a nationally accredited program at an out-of-State college or university;

2. Complete a minimum of 30 graduate credits, either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4;
 3. Complete a 150-hour internship in educational leadership aligned to the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4 and in accordance with the roles and responsibilities as a school administrator, independent of other course requirements. This internship either must appear on a transcript from a four-year regionally accredited college or university or must be certified by a Commissioner-approved program for preparing school administrators;
 4. Pass a State-approved examination of knowledge acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and most directly related to the functions of superintendents as defined in N.J.A.C. 6A:9B-12.3(a); and
 5. Complete five years of successful educational experience in a school district, nonpublic school, or a regionally accredited college or university.
- (b) A candidate who matriculates and enrolls in a Commissioner-approved educational leadership preparation program on or after September 1, 2008, shall be required to complete all requirements of (a) above.
- (c) To be eligible for a provisional school administrator's endorsement, the candidate shall:
1. Hold a school administrator CE; and
 2. Obtain and accept an offer of employment in a position requiring the school administrator certificate in a school district that has agreed formally to sponsor the residency.

- (d) The effective date of provisional certificate issuance shall be the date on which the CE holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.
- (e) To be eligible for the standard administrative certificate with a school administrator endorsement, the candidate shall:
1. Possess a provisional certificate pursuant to (a) and (b) above; and
 2. Complete a one-year Commissioner-approved residency program while employed under provisional certification in a school or school district. The residency may be extended for medical or family leave if agreed upon by the Department and the employing school or school district. However, the Commissioner is authorized to reduce or remove the residency requirement based on the candidate's prior experience. The Commissioner-approved program provider selected by the candidate shall implement the residency program, which shall:
 - i. Take place in a functioning school or school district;
 - ii. Provide professional experiences, training, mentoring, instruction, and opportunities to network with other candidates and experienced school administrators, and develop the candidate's thorough understanding of the NJSLS; the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4;
 - iii. Ensure the employing school or school district, the candidate, the residency mentor, and the provider enter into a standard Department-issued agreement prior to the candidate starting the residency program;
 - iv. Provide a State-approved mentor who meets the requirements in (f) below and who shall:
 - (1) Provide support based on an individualized mentoring plan, which takes the place of the individualized professional development plan

during the residency period and is developed collaboratively by the mentor, the candidate, and the candidate's supervisor;

- (2) Supervise and verify the candidate's completion of all required experiences and training;
- (3) Meet with the candidate at least once a month during the residency.
The mentor shall be available on a regular basis to provide assistance or advice upon the candidate's request;
- (4) Provide confidential guidance and support;
- (5) Guide the candidate through a self-assessment based on the Professional Standards for School Leaders; and
- (6) Assist the candidate in developing the required individual professional development plan for the school year following the residency period; and

- v. Ensure the individualized mentoring plan is based on the candidate's preparation, past work experience, and the unique leadership demands of the employing school or school district. Support for the candidate in the following areas shall be considered in developing the individualized plan: school or school district planning and policy formulation; district board of education operations and relations, if applicable; supervision of schoolwide or districtwide programs of curriculum, instruction, and student services; collegial management, participatory decision-making, and professional governance; the roles, supervision, and evaluation of central office staff and school principals; school or school district financial, legal, and business operations; management of district operations; school facilities; labor relations and collective bargaining; government and community relations; and school law.

- (f) The State-approved mentor from the program provider shall have a minimum of three years' experience as an effective school administrator and shall have been engaged in New Jersey public schools for at least three of the last five years. Prior to mentoring a candidate, the mentor shall complete a State-approved mentor training program.
- (g) Each candidate for the standard administrative certificate with a school administrator endorsement shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All performance evaluations shall be aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report. Upon completion of each evaluation, the mentor shall send the report to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (j) below.
- (h) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the candidate's progress and soliciting advice concerning the candidate's certification. The mentor may seek the informal input of the employing district board of education concerning the candidate's standard certification.
- (i) The Department may require the candidate to pay fees to the program provider to cover the cost of the training and mentoring services that will qualify him or her for certification and employment.
- (j) A candidate for a standard certificate with a school administrator endorsement shall be approved or disapproved pursuant to the following procedures:
 - 1. Before the end of the residency period, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (g)

above.

2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a standard certificate;
 - ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for one additional year; or
 - iii. Disapproved: Recommends a standard certificate not be issued and the candidate who is disapproved shall be prevented from continuing or re-entering a residency.
 3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations, which shall not be subject to review or approval by district boards of education.
 4. Candidates who receive an “approved” recommendation shall be issued a standard certificate.
 5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
 6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.13.
- (k) A candidate who receives a “disapproved” recommendation or two or more “insufficient” recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.
- (l) An experienced New Jersey principal who holds a master’s degree or higher in a field not in (a)1 above may satisfy the degree requirement by meeting the requirements in (a)4 above and by presenting the following:
1. A valid, standard New Jersey principal endorsement; and

2. Official documentation of five years of successful full-time experience as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school or in an approved nonpublic school.
- (m) Other provisions of this chapter notwithstanding, the Board of Examiners shall issue a CE, a provisional certificate, and a standard certificate for school administrator to a candidate for appointment as chief school administrator in a school district in which the State appoints the chief school administrator.
1. The Commissioner shall direct the Board of Examiners to issue a CE to the candidate if he or she:
 - i. Possesses a bachelor's or higher degree from a regionally accredited four-year college or university;
 - ii. Has sufficient management and executive leadership experience in a public or private organization, as determined by the Commissioner, to allow the candidate to successfully administer the State-operated school district. The candidate shall document his or her experience in alignment with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4. The Commissioner will align his or her review of the candidate's documented experience with the Professional Standards for School Leaders and will base judgment of the candidate's relevant experience on the review; and
 - iii. Passes a criminal history review prior to issuance of the CE.
 2. The Board of Examiners shall issue a provisional certificate to the candidate meeting the criteria in (m)1 above upon the candidate's appointment by the State Board as State-operated school district superintendent pursuant to N.J.S.A. 18A:7A-35.

3. The Board of Examiners shall issue a standard certificate to the candidate if he or she:
 - i. Has successfully completed a residency per (e) through (i) above;
 - ii. Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department. The performance reviews shall be based in part upon a portfolio prepared by the candidate that documents his or her experience in the superintendent position as aligned with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4; and
 - iii. Has passed a Department-approved assessment for school administrators.
- (n) Other provisions of this chapter notwithstanding, there is hereby established a five-year pilot program under which the Board of Examiners shall issue a CE, a provisional certificate, and a standard certificate for school administrator to a successful candidate for appointment as chief school administrator.
 1. Such certifications may be issued and appointments may be made in a school district listed as a school district in need of improvement on the Department's Annual Yearly Progress report as of July 13, 2011.
 2. School districts satisfying the criteria in (n)1 above may request permission from the Commissioner to recruit candidates for chief school administrator according to the criteria in (n)3 below.
 3. The Commissioner shall direct the Board of Examiners to issue a CE to the candidate if he or she:
 - i. Possesses a bachelor's or higher degree from a regionally accredited four-year college or university;
 - ii. Has sufficient management and executive leadership experience in a public or private organization, as determined by the Commissioner, to

allow the candidate to successfully administer the State-operated school district. The candidate shall document his or her experience in alignment with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4. The Commissioner will align his or her review of the candidate's documented experience with the Professional Standards for School Leaders and will base judgment of the candidate's relevant experience on the review; and

- iii. Passes a criminal history review prior to issuance of the CE.
4. The Board of Examiners shall issue a provisional certificate to the candidate meeting the criteria in (n)3 above upon his or her hiring as a chief school administrator pursuant to N.J.S.A. 18A:17-15.
5. The Board of Examiners shall issue a standard certificate to the candidate if he or she:
 - i. Has successfully completed a residency per (e) through (i) above;
 - ii. Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department. The performance reviews shall be based in part upon a portfolio prepared by the candidate that documents his or her experience in the superintendent position as aligned with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4; and
 - iii. Has passed a Department-approved assessment for school administrators aligned with the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4.
6. The Department will develop and conduct an evaluation for the pilot program and present an evaluation report to the State Board. In doing so, the Department may make use of outside evaluation specialists. In its conclusions, the Department will

recommend whether to continue and, if so, whether to amend the pilot program as a permanent alternate route to certification.

6A:9B-12.5 Principal

- (a) To be eligible for the principal CE, the candidate shall:
1. Complete one of the following:
 - i. Hold a master's or higher degree in educational leadership, in curriculum and instruction, or in one of the recognized fields of leadership or management from a regionally accredited college or university;
 - ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a CEAS in educational administration and supervision;
 - iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester-hour credits as they appear on the candidate's transcript. The study must be completed at one institution in fields outlined in (a)1i above; or
 - iv. Hold a master's degree from an appropriate nationally accredited program in educational leadership from an out-of-State college or university;
 2. Complete a minimum of 30 graduate credits, either within the master's program or in addition to it, aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4;
 3. Complete a 300-hour internship in educational leadership aligned to the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4 and in accordance with the roles and responsibilities as a principal, independent of other

course requirements. This internship either must appear on a transcript from a four-year regionally accredited college or university or be certified by a Commissioner-approved program for preparing school principals;

4. Pass a State-approved examination of knowledge acquired through study of the topics listed in (a)2 above and most directly related to the functions of principals as defined in N.J.A.C. 6A:9B-12.3(b); and
 5. Complete five years of successful educational experience under a valid provisional or standard New Jersey or equivalent out-of-State certificate.
- (b) A candidate who matriculates and enrolls in a Commissioner-approved educational leadership preparation program on or after September 1, 2008, shall be required to complete all requirements of (a) above.
- (c) To be eligible for a provisional principal certificate, the candidate shall:
1. Hold a principal CE; and
 2. Obtain and accept an offer of employment in a position requiring the principal endorsement in a school or school district that has agreed formally to sponsor the residency.
- (d) The effective date of provisional certificate issuance shall be the date on which the CE holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.
- (e) The Commissioner-approved principal residency program provider shall notify the Office that a principal is eligible for the standard administrative certificate with a principal endorsement when the candidate:
1. Possesses a provisional certificate pursuant to (a) and (b) above;
 2. Completes a two-year Commissioner-approved residency program while employed under provisional principal certification in a school or school district. The residency may be extended for medical or family leave and upon agreement

by the Department and the employing school or school district. However, the Commissioner is authorized to reduce or remove the residency requirement based on the candidate's prior experience. The Commissioner-approved program provider selected by the employing school or school district shall implement the residency program, which shall:

- i. Take place in a school or school district;
- ii. Provide professional experiences, training, mentoring, instruction, opportunities to network with other candidates and experienced principals, and specific training on the school's or school district's educator evaluation systems and develop the candidate's thorough understanding of the NJSLS; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4;
- iii. Ensure the employing school or school district, the candidate, the residency mentor and the provider enter into a standard Department-issued agreement prior to the candidate starting the residency program;
- iv. Provide a State-approved mentor who meets the requirements in (f) below and who shall:
 - (1) Supervise and verify the candidate's completion of all required experiences and training;
 - (2) Meet with the principal candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon the candidate's request;
 - (3) Provide confidential guidance and support;

- (4) Guide the candidate through a self-assessment based on the employing school district's Commissioner-approved principal evaluation practice instrument;
 - (5) Consult with the principal candidate's direct supervisor in development of the principal candidate's individualized mentoring plan; and
 - (6) Not serve as the candidate's direct supervisor or conduct the candidate's evaluation;
- v. Provide support based on an individualized mentoring plan developed collaboratively by the mentor, the candidate, and the candidate's supervisor. The mentoring plan shall take the place of the individualized professional development plan, as set forth in N.J.A.C. 6A:9C-3, during the residency period and shall be individualized based on the candidate's preparation, past work experience, and the unique leadership demands of the employing school or school district. Support for the candidate in the following areas shall be considered in developing the individualized plan: curriculum leadership; supervision of instruction; pupil personnel services; personnel management; community relations; student relations; facilities management; school finance; school law; technical administrative skills; and professional development; and
 - 3. Is reviewed by his or her mentor pursuant to (g) below and is recommended for the standard certificate pursuant to (i) below.
- (f) The mentor from the program provider shall:
 - 1. Have a minimum of three years' experience as an effective principal. For principals practicing in New Jersey starting in academic year 2013-2014 and each

year thereafter, “effective” means the principal receives a summative rating of effective or highly effective pursuant to N.J.A.C. 6A:10-5;

2. Have been engaged in New Jersey public schools for at least three of the last five years; and
 3. Complete a State-approved mentor training program prior to mentoring a candidate.
- (g) The Commissioner-approved program provider shall base the candidate’s recommendation for the standard administrative certificate with a principal endorsement on at least three reviews conducted by the mentor throughout each year during the two-year residency. The first five reviews shall be conducted mainly for diagnostic purposes. The final review shall be the basis for issuance of the candidate’s standard certificate, aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4, and informed by the candidate’s performance on all prior reviews. The Commissioner-approved program provider shall ensure the principal candidate’s direct supervisor is consulted regarding the candidate’s performance prior to submitting the principal candidate’s final review. The Commissioner-approved program provider shall submit the final review to the Department through a State-developed form.
- (h) The Department may require a candidate to pay fees to cover the cost of the training and mentoring services that will qualify him or her for certification and employment.
- (i) The Commissioner-approved program provider shall recommend for approval or disapproval principal candidates for certification pursuant to the following procedures:
1. The Commissioner-approved program provider shall submit to the Office a comprehensive final report on the candidate’s performance pursuant to (g) above.
 2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a standard certificate;

- ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for two additional years; or
 - iii. Disapproved: Recommends a standard certificate not be issued and the candidate who is disapproved shall be prevented from continuing or re-entering a residency.
 - 3. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
 - 4. The Commissioner-approved program provider shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
 - 5. If the candidate disagrees with the Commissioner-approved program provider’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.13.
- (j) A candidate who receives a “disapproved” recommendation or two or more “insufficient” recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.
- (k) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE by presenting official documentation of the following:
- 1. Five years of successful full-time experience as a supervisor of an instructional area or department related to the NJSLs under a valid New Jersey or out-of-State supervisor certificate;
 - 2. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program shall include, but not be limited to:

- i. Preparation for educational leadership through experiences related to the performance-based Professional Standards for School Leaders and the NJSLS;
 - ii. Two hundred twenty-five clock hours of formal instruction in quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4 and delineated in (a)2i through vi above; and
 - iii. A school district internship consisting of a minimum of 300 hours providing professional experiences in school administration; and
3. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and directly related to the functions of principals as defined in N.J.A.C. 6A:9B-12.3(b).
- (l) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field not required in (a)1 above, but has zero to five years' supervisory experience, will be eligible for a principal CE by presenting official documentation of the following:
1. Five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate;
 2. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program is pursuant to (k)2 above with the following exceptions: the program shall be a minimum of 275 clock hours plus a 300-hour internship; and
 3. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and directly related to the functions of principals as defined in N.J.A.C. 6A:9B-12.3(b).

- (m) Each candidate who can provide documentation of at least five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE by presenting official documentation of the following:
1. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program is pursuant to (k)2 above with the following exceptions: the program shall be a minimum of 350 clock hours plus a 300-hour internship; and
 2. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and directly related to the functions of principals as defined in N.J.A.C. 6A:9B-12.3(b).

6A:9B-12.6 Supervisor

- (a) To be eligible for the standard administrative certificate with a supervisor endorsement, a candidate shall:
1. Hold a master's or higher degree from a regionally accredited college or university;
 2. Successfully complete one of the following:
 - i. A Commissioner-approved college curriculum that specifically prepares the candidate for the endorsement;
 - ii. Twelve graduate-level semester-hour credits, including the following:
 - (1) Three credits in general principles of instructional staff supervision in preschool through grade 12;

- (2) Three credits in general principles of curriculum design and development for preschool through grade 12;
 - (3) Three elective credits in curriculum design and development; and
 - (4) Three elective credits in instructional staff supervision and/or curriculum design and development; or
 - iii. A Commissioner-approved training program that is implemented by a Commissioner-approved provider and specifically prepares the candidate for the endorsement; and
- 3. Hold a standard New Jersey instructional or educational services certificate, or its out-of-State equivalent, and complete three years of successful, full-time teaching and/or educational services experience. Teaching and/or educational services experience completed in a New Jersey school district must have been under an appropriate New Jersey certificate.

6A:9B-12.7 School business administrator

- (a) To be eligible for the school business administrator CE, the candidate shall:
 - 1. Hold a master's degree or higher degree from a regionally accredited college or university or be in possession of a certified public accountant license; and
 - 2. Complete at least 18 credits of graduate or undergraduate study in the following areas:
 - i. Economics;
 - ii. Law;
 - iii. Accounting;
 - iv. Organizational theory;
 - v. Management or administration; and

vi. Finance.

(b) To be eligible for a provisional administrative certificate with a school business administrator endorsement, the candidate shall:

1. Hold a school business administrator CE; and
2. Obtain and accept an offer of employment in a position that requires the school business administrator endorsement in a school district or an approved private school for students with disabilities that has agreed formally to sponsor the residency.

(c) To be eligible for the standard administrative certificate with a school business administrator endorsement, the candidate shall:

1. Possess a provisional certificate pursuant to (a) and (b) above; and
2. Complete a one-year Commissioner-approved school or school district residency program while employed under provisional certification. The residency shall:
 - i. Take place in a functioning school or school district environment, and require the candidate to develop a thorough understanding of the NJSLS; the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by providing support for the educational goals of the school or school district;
 - ii. Be conducted in accordance with a standard Department-issued agreement and entered into by the Department, the employing school or school district, the candidate, and the residency mentor. No residency program may be undertaken without a valid agreement;
 - iii. Be administered by a State-appointed mentor, who shall be an experienced school business administrator who has completed a State-approved orientation and who shall supervise and verify the candidate's completion

of all required experiences and training. At the start of the residency, the mentor and the school administrator or chief school administrator shall submit to the Department on a State-developed form a written recommendation concerning any area(s) of professional experience that should be waived and additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended professional experiences during residency, which shall be specified in the standard written agreement; and

- iv. Provide professional experiences, training, and 145 clock hours of formal instruction in the areas of standards listed in (c)2i above; school plant planning, construction, and maintenance; school financial and legal practices, including budget planning and administration and double entry accounting (GAAP); pupil transportation; labor relations and personnel; insurance/risk administration; and food service administration.

- (d) Each candidate for the standard administrative certificate with an endorsement for school business administrator shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All evaluations shall be based on the candidate's performance in areas of authorization defined in N.J.A.C. 6A:9B-12.3(d) and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and both shall sign each report. The mentor shall send each completed evaluation to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.

- (e) Each mentor shall form an advisory panel of practicing educators and shall convene it on at least three occasions for purposes of reviewing the candidate's progress and soliciting advice concerning the candidate's certification. The mentor may seek the informal input of the employing district board of education concerning the candidate's standard certification.
- (f) The mentor shall meet with the candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon the candidate's request. The Department may require a candidate to pay fees to the program provider to cover the cost of the training and mentoring services that will qualify him or her for certification and employment.
- (g) Standard certification of school business administrator certificate candidates shall be approved or disapproved pursuant to the following procedures:
 - 1. Before the end of the residency year, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to N.J.A.C. 6A:9B-12.5(c).
 - 2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a standard certificate;
 - ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for one additional year; or
 - iii. Disapproved: Recommends a standard certificate not be issued and the candidate who is disapproved shall be prevented from continuing or re-entering a residency.
 - 3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations, which shall not be subject to review or approval by district boards of education.

4. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
 5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
 6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.13.
- (h) A candidate who receives a “disapproved” recommendation or two or more “insufficient” recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.
- (i) The requirements listed in (a) through (h) above shall not apply to persons who hold standard administrative certificates with the following endorsements issued before September 1, 1991: school business administrator, assistant superintendent for business, or assistant executive superintendent with specialization in business administration. Holders of those endorsements shall be entitled prospectively to apply for all positions in the general category of business administration.
- (j) Board secretaries who lack certification but were assigned prior to September 1, 1991, to perform business administration functions as described in N.J.A.C. 6A:9B-12.3(d) shall be permitted to retain indefinitely their positions in the districts in which they were employed prior to September 1, 1991.
- (k) The requirements listed in (a)1 above shall not apply to persons who hold a standard administrative certificate or CE with a school business administrator endorsement.

6A:9B-12.8 Requirements for interstate reciprocity

- (a) Notwithstanding any other provision of this subchapter, any applicant for administrative certification who presents a valid administrative certificate issued by any other state shall

be issued, upon payment of the appropriate fee, a New Jersey administrative CE for the equivalent New Jersey endorsement(s) for school administrator, principal, or school business administrator, or shall be issued the equivalent New Jersey standard supervisor endorsement. If there is no equivalent current New Jersey endorsement, then the provisions of N.J.A.C. 6A:9B-12.1 through 12.7 shall apply to the candidate. There is one limitation to this rule:

1. If New Jersey has an equivalent endorsement with required subject-matter test for the applicant's endorsement, the applicant shall have passed a state subject-matter test to receive his or her out-of-State endorsement or else must pass the appropriate New Jersey subject-matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-State certificate. Experience in good standing shall be documented by a letter of experience from the applicant's supervisor or authorized school district representative.

SUBCHAPTER 13. ACTING ADMINISTRATORS

6A:9B-13.1 General provisions

- (a) If, because of illness or death or some other good and sufficient reason, the district board of education must fill the position of superintendent, assistant superintendent, school business administrator, principal, or vice principal with a person who is designated as the acting administrator in a respective situation and who does not hold the standard New Jersey certificate required for the position, the district board of education shall apply in writing to the Commissioner, through the executive county superintendent, for permission to employ such person in an acting capacity and stating the reasons why such

action is necessary. If the stated reasons justify the need to appoint someone as an administrator in an acting capacity who is not properly certified to hold the position, the Commissioner may approve the request on a case-by-case basis.

- (b) Commissioner approval shall be for three months' duration, and may be renewed for a period of three months at a time on a case-by-case basis upon application. If the acting status of the individual is to extend beyond a year, the Commissioner shall provide to the State Board a recommendation that the district board of education's application be granted.
- (c) If the Commissioner or State Board grants approval, the Board of Examiners shall be notified and shall issue a letter of temporary certification.

SUBCHAPTER 14. REQUIREMENTS FOR EDUCATIONAL SERVICES CERTIFICATION

6A:9B-14.1 Qualifications/general provisions

- (a) To be eligible for educational services certification, the candidate shall hold the appropriate degree and complete the Department-required test(s) and one of the following:
 1. A Department-approved educational services program at a New Jersey college or university;
 2. An appropriate nationally accredited educational services program at an out-of-State college or university;
 3. Three years of successful full-time experience, or the equivalent in the appropriate field in another state under that state's standard certificate authorizing such service. The candidate shall hold a currently valid standard certificate from that state in the appropriate field. The experience shall occur in the seven years

immediately prior to the application for the New Jersey educational services certificate; or

4. All requirements for individual educational services endorsements pursuant to N.J.A.C. 6A:9B-14.3 through 14.21 as determined through a formal credentials evaluation by the Office.
- (b) Holders of educational services certificates are authorized to serve in preschool through grade 12.
- (c) Holders of educational services certificates that are no longer issued after January 20, 2004 may continue to serve in the service areas in which the teaching staff member was authorized to serve under the former rules.

6A:9B-14.2 Student assistance coordinator

- (a) The student assistance coordinator (SAC) endorsement authorizes the holder to perform the functions of a SAC in preschool through grade 12. The SAC position shall be separate and distinct from any other employment position in the school. The functions of the SAC may include:
1. Assisting with the in-service training of school staff concerning substance abuse and related issues and with the school district program to combat substance abuse;
 2. Serving as an information resource for substance abuse prevention, curriculum development, and instruction;
 3. Assisting the school district in revising and implementing substance abuse and related policies and procedures;
 4. Developing and administering substance abuse and related intervention services in the school district;

5. Providing counseling and referral services to students regarding substance abuse and related problems; and
 6. Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services.
- (b) To be eligible for the SAC CE, the candidate shall present one of the following:
1. A bachelor's or higher degree from a regionally accredited college or university; a valid New Jersey or out-of-State standard certificate as school psychologist, school social worker, school counselor, director of school counseling services, or school nurse; and evidence of graduate study in (c)2i through iv below. The candidates shall be exempt from (c)2ix below;
 2. A bachelor's or higher degree from a regionally accredited college or university and a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board and evidence of graduate study in areas (c)2iii and vi through viii below. The candidates shall be exempt from (c)2ix below; or
 3. A bachelor's or higher degree from a regionally accredited college or university and a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey and evidence of graduate study in areas (c)2iv, v, vii, and viii below. The candidates shall be exempt from (c)2ix below.
- (c) To be eligible for the SAC CEAS, the candidate shall:
1. Hold a standard instructional certificate; a school psychologist, school social worker, school counselor, director of school counseling services, or school nurse endorsement; a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the New Jersey Alcohol and Drug Counselor Committee of the Marriage and Family Board; a valid Certified Prevention Specialist credential

- issued by the Addiction Professionals Certification Board of New Jersey; or a master's or higher degree from a regionally accredited college or university; and
2. Complete a Department-approved graduate program with a range of 21 to 27 semester-hour credits to include study in the following required areas:
 - i. Fundamentals of drug and alcohol abuse and dependency and related problems;
 - ii. Child and adolescent development, including research-based risk, protective, and resiliency factors for students at risk for school failure;
 - iii. Curriculum planning, implementation, and staff development in chemical health education;
 - iv. Coordination and delivery of intervention and referral services in a school setting, including multidisciplinary intervention teams;
 - v. Assessment and counseling of drug and alcohol affected students and their families;
 - vi. Coordination of research-based prevention program services in school and community settings;
 - vii. School culture and the dynamics of policy and program development;
 - viii. School law as it relates to substance abuse and related problems; and
 - ix. A college-supervised SAC practicum.
- (d) To be eligible for a provisional educational services certificate with a SAC endorsement, the candidate shall:
1. Possess a SAC CE or CEAS; and
 2. Obtain an offer of employment in a position that requires the SAC certificate.
- (e) To be eligible for a standard educational services certificate with a SAC endorsement, the candidate shall:

1. Possess a provisional educational services certificate with a SAC endorsement pursuant to (d) above;
 2. Complete a Department-approved graduate program pursuant to (c) above; and
 3. Complete a six-month State-approved school residency while employed full-time under a provisional educational services certificate with a SAC endorsement. If employed half-time, the residency period shall be 12 months. The residency program shall be conducted under the direction of a State-approved residency supervisor who shall hold standard New Jersey supervisor, principal, or school administrator certification. The residency program shall:
 - i. Operate in accordance with a residency agreement issued by the Department and entered into by the Department, the employing school, the candidate, and the State-approved residency supervisor; and
 - ii. Consist of a supervised residency that includes professional experiences in chemical health curriculum planning; implementation and staff development; development and coordination of substance abuse intervention and referral services; development and coordination of prevention program services; and the development of school drug and alcohol policies and procedures.
- (f) The State-approved residency supervisor shall have primary responsibility to assure the candidate receives appropriate training, support, practicum experiences, and professional opportunities in the critical job responsibilities specified in the agreement and consistent with (a) above. The residency supervisor shall also evaluate and verify the completion of all required experiences according to the terms and conditions of the residency agreement.
- (g) Upon completion of the residency period, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to

complete the job duties pursuant to N.J.S.A. 18A:40A-18.c and to implement the theoretical concepts pursuant to (c)2 above. The supervisor shall discuss the evaluation report with the candidate, and the supervisor and candidate shall sign the report as evidence of such discussion. The completed evaluation shall be submitted to the Office. The evaluation on each candidate shall include one of the following recommendations:

1. Approved: Recommends issuance of a standard educational services certificate with a SAC endorsement;
 2. Insufficient: Recommends a standard educational services certificate with a SAC endorsement not be issued, but the candidate be allowed to continue the residency or seek admission to an additional residency. Except for candidates who receive approval pursuant to N.J.A.C. 6A:9B-4.13(d), a candidate who receives a second insufficient recommendation shall be precluded from continuing or re-entering a residency; or
 3. Disapproved: Recommends a standard educational services certificate with a SAC endorsement not be issued. A candidate who is disapproved shall be precluded from continuing or re-entering a residency.
- (h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.12.
- (i) An emergency certificate is not available for SAC.

6A:9B-14.3 School nurse

- (a) The school nurse endorsement authorizes the holder to perform nursing services and to teach in areas related to health in public schools in preschool through grade 12.

- (b) To be eligible for the standard educational services certificate with a school nurse endorsement, a candidate shall hold or complete the following professional licenses, degrees, certifications, and training:
1. A current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing;
 2. A bachelor's degree from a regionally accredited college or university;
 3. A current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and
 4. Complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards, including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology.
- (c) The candidate shall also complete either a Department-approved college curriculum for the preparation of school nurses or a program of studies, with a minimum of 21 semester-hour credits, that includes study in the following topics:
1. A minimum of six semester-hour credits in school nursing, including school health services, physical assessments, organization and administration of the school health program, and clinical experience in a school nurse office;
 2. Health assessment;
 3. Special education and/or learning disabilities;
 4. Methods of teaching health in preschool through grade 12 including curriculum development;

5. Public health, including public health nursing, community health problems, and communicable disease control;
 6. Guidance and counseling; and
 7. School law, including legal aspects of school nursing.
- (d) During the initial three years of employment under this endorsement, the holder of a school nurse endorsement shall engage in a minimum of 20 hours of professional development in each of the following: human growth and development; substance abuse and dependency; and human and intercultural relations. The professional development requirements shall be incorporated into each endorsement holder's professional development plan pursuant to N.J.A.C. 6A:9C-3.
- (e) An emergency certificate is not available for this endorsement.

6A:9B-14.4 School nurse/non-instructional

- (a) The school nurse/non-instructional endorsement authorizes the holder to perform nursing services in public schools in preschool through grade 12. This endorsement does not authorize the holder to teach in areas related to health.
- (b) To be eligible for the standard educational services certificate with a school nurse/non-instructional endorsement, a candidate shall hold or complete the following professional licenses, degrees, certifications, and training:
1. A current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing;
 2. A bachelor's degree from a regionally accredited college or university;
 3. A current Providers Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other

entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and

4. Complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards, including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology.
- (c) The candidate also shall complete either a Department-approved college curriculum for the preparation of school nurses or a program of studies, minimum of 15 semester-hour credits, that includes study in the following topics:
1. A minimum of six semester-hour credits in school nursing, including school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office;
 2. Health assessment;
 3. Public health, including such areas as public health nursing, community health problems and communicable disease control;
 4. Special education and/or learning disabilities;
 5. Guidance and counseling; and
 6. School law including legal aspects of school nursing.
- (d) During the initial three years of employment under this endorsement, the holder of a school nurse/non-instructional endorsement shall engage in a minimum of 20 hours of professional development in each of the following: human growth and development; substance abuse and dependency; and human and intercultural relations. The professional development requirements shall be incorporated into each endorsement holder's professional development plan pursuant to N.J.A.C. 6A:9C-3.
- (e) An emergency certificate may be issued to a candidate who holds a bachelor's degree from a regionally accredited college or university and a current New Jersey registered

professional nurse license and current CPR/AED certificates. The candidate shall present evidence of study in public health nursing and child and/or adolescent growth and development. The study must appear on the transcript of a regionally accredited four-year college or university.

6A:9B-14.5 School social worker

- (a) The school social worker endorsement authorizes the holder to serve as a school social worker in any school district in the State in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school social worker endorsement, the candidate shall hold a master's degree from a regionally accredited college or university and complete a total of 30 graduate-level semester-hour credits with a study in each area listed below:
 - 1. Psychology, including general psychology, educational psychology, psychology of adolescence, and child growth and development;
 - 2. Special education and/or learning disabilities;
 - 3. Social problems, including study in dealing with delinquency, poverty, interracial, and intercultural problems;
 - 4. A minimum of six semester-hour credits in introductory and advanced social casework, including principles and practices in social casework, interviewing, and methods and skills in diagnosis;
 - 5. Mental hygiene and social psychiatry, including dynamics of human behavior and psychopathology;
 - 6. Medical information, including the role of the social worker in health problems or fundamentals of substance abuse and dependency;
 - 7. Community organizations, agencies and resources; and

8. Social policy and public welfare services, including the care and protection of at-risk children and families.
- (c) Holders of a master's degree in social work from a regionally accredited college or university will be issued a standard educational services certificate with a school social worker endorsement.
 - (d) An emergency certificate may be issued to a candidate who meets the following requirements:
 1. A bachelor's degree in social work or a related area from a regionally accredited college or university; and
 2. Study in (b)4 above and in at least two of the other study topics listed in (b)1 through 3 and 5 through 8 above.

6A:9B-14.6 Speech-language specialist

- (a) The speech-language specialist endorsement authorizes the holder to provide service as a speech-language specialist in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a speech-language specialist endorsement, the candidate shall:
 1. Hold a master's or higher degree in speech-language pathology from a regionally accredited college or university; and
 2. Pass a State-approved test of comprehensive knowledge in the field of speech-language pathology.
- (c) Individuals who hold a valid New Jersey speech correctionist endorsement and a master's degree in speech-language pathology shall be issued the speech-language specialist endorsement upon submission of a completed application and the required fee.

- (d) Individuals holding a valid New Jersey speech correctionist endorsement may serve in a position requiring speech-language specialist certification until August 31, 2015, by which date they shall have obtained the speech language specialist endorsement or completed a Department-approved retraining program.
- (e) A certificate of eligibility annually expiring July 31 may be issued to candidates who meet the requirements in (e)1 or 2 below. Notwithstanding the provisions of N.J.A.C. 6A:9B-8.4, this certificate of eligibility authorizes the holder to seek employment in any school district or Department-approved private school for students with disabilities. To be eligible for the speech-language specialist certificate of eligibility and subsequent provisional certificate, a candidate shall either:
1. Hold a bachelor's degree in speech-language pathology/communication disorders from a regionally accredited college or university; and
 - i. Be currently matriculated in a master's degree program in speech-language pathology/communication disorders from a regionally accredited college or university; and
 - ii. Document completion of a minimum of 18 semester-hour graduate credits in speech language pathology/communication disorders, including a graduate clinical practicum; or
 2. Hold a bachelor's degree in a major other than speech-language pathology/communication disorders from a regionally accredited college or university; and
 - i. Be currently matriculated in a master's degree program in speech-language pathology/communication disorders from a regionally accredited college or university; and

- ii. Document completion of a minimum of 24 semester-hour graduate credits in speech language pathology/communication disorders, including a graduate clinical practicum.
- (f) To be eligible for an initial two-year provisional speech-language specialist certificate, the candidate shall:
 - 1. Possess a speech-language specialist CE; and
 - 2. Obtain an offer of employment in a speech-language specialist position.
- (g) To be eligible for a one-time renewal of the provisional speech-language specialist certificate, a candidate shall:
 - 1. Provide an official college transcript from the speech language pathology/communication disorders program in which he or she is matriculated, showing a minimum of 12 semester-hour graduate credits completed each year following the initial issuance of the provisional certificate and demonstrating annual progress toward completion of the master's degree required for the standard certificate; and
 - 2. Provide documentation of employment in a speech-language specialist position in a school district or Department-approved private school for students with disabilities.
- (h) A standard certificate may be issued to candidates holding the provisional speech-language specialist certificate who meet the requirements in (b) above.
- (i) An emergency certificate is not available for the speech-language specialist endorsement after July 31, 2013. However, emergency certificates in effect on July 1, 2013 will remain valid until July 31, 2013.

6A:9B-14.7 Director of school counseling services

- (a) The director of school counseling services endorsement authorizes the holder to serve as a director, administrator, or supervisor of school counseling services, including the supervision of educational activities in areas related to and within the counseling program in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a director of school counseling services endorsement, a candidate shall hold a master's or higher degree from a regionally accredited college or university, hold a standard New Jersey school counselor or student personnel services certificate or an equivalent out-of-State certificate, and complete three years of successful experience as a school counselor in preschool through grade 12. In addition, the candidate shall complete one of the following:
1. A Department-approved program in Director of School Counseling; or
 2. A three-credit graduate-level course in each of the following areas:
 - i. Administration, including courses such as school law, organization, and administration of elementary and secondary schools;
 - ii. Staff supervision, including courses such as supervision and evaluation of instructional staff, and supervision of school counseling services; and
 - iii. Curriculum development, including courses such as principles of general curriculum development, elementary and secondary curriculum development, and extracurricular activities.
- (c) An emergency certificate may be issued to a candidate who meets the following requirements:
1. A master's degree from a regionally accredited college or university, a standard New Jersey school counselor or student personnel services certificate, and two years of experience as a school counselor in preschool through grade 12; and
 2. A graduate course in staff supervision.

6A:9B-14.8 School counselor

- (a) The school counselor endorsement authorizes the holder to perform school counseling services such as study and assessment of individual pupils with respect to their status, abilities, interest, and needs; counseling with administrators, teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families. The certificate holder is authorized to perform the services in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school counselor endorsement, a candidate shall hold a master's or higher degree from a regionally accredited college or university, and complete one of the following:
 - 1. A Department-approved graduate program in school counseling; or
 - 2. A minimum of 48 graduate semester-hour credits in the following areas:
 - i. Counseling: minimum of 18 semester-hour credits that shall include study in theory and procedures of individual and group counseling, counseling and interviewing techniques, and career counseling;
 - ii. Testing and evaluation: minimum of three semester hours;
 - iii. Psychology: minimum of six semester hours in study related to child and adolescent psychology, psychology of exceptional children, and psychology of learning;
 - iv. Sociological foundations: minimum of six semester hours that shall include study in community agencies, organizations and resources, and multicultural counseling;
 - v. Statistics and research methods: minimum of three semester-hour credits;

- vi. Supervised counseling practicum in a preschool through grade 12 school setting: minimum of six credits; and
 - vii. The remaining six semester hours of study may be chosen from among the topics listed in (b)2i through vi above or education.
- (c) A candidate who has completed a master's or higher degree from a regionally accredited college or university whose school counseling program meets the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) will be issued a standard school counselor certificate.
- (d) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:
- 1. A bachelor's degree from a regionally accredited college or university; and
 - 2. Fifteen graduate semester-hour credits of study from the areas in (b)2i through iv above. At least six of the credits shall be from the area in (b)2i above.

6A:9B-14.9 School psychologist

- (a) The school psychologist endorsement authorizes the holder to serve as a psychologist in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school psychologist endorsement, a candidate shall hold a master's or higher degree from a regionally accredited college or university and complete the following:
- 1. A Department-approved graduate program or a minimum of 60 semester-hour graduate credits in the following areas:
 - i. Educational foundations/school psychology practice and development: minimum of 12 semester-hour credits in areas such as the role and function of the school psychologist, multicultural education, educational

- organization and leadership, curriculum development, and learning theories;
- ii. Education of students with disabilities: minimum of six semester-hour credits in areas such as education and/or psychology of students with disabilities and educational assessment of students with disabilities;
 - iii. Assessment, intervention, and research: minimum of 18 semester-hour credits, including study in the required areas of cognitive assessment, personality assessment, and school consultation. Additional study may be completed in areas such as applied behavior analysis, school interventions, curriculum-based measurement, multicultural counseling or individual counseling procedures, tests and measurements, statistics and research design, and analysis;
 - iv. Human behavioral development: minimum of 12 semester-hour credits in areas such as human development, social psychology, personality psychology, neurological and/or physiological basis of behavior, and psychopathology; and
 - v. Electives: additional study in areas (b)1i through iv above. Externships and practicum experiences may be accepted for elective study.
2. A practicum of 300 clock hours that consists of a sequence of closely supervised on-campus and field-based activities designed to develop and evaluate a candidate's mastery of distinct professional skills consistent with program and/or course goals;
 3. An externship of 1,200 clock hours. A minimum of 600 clock hours shall be completed in a school setting with school-age children. The remaining 600 clock hours may be completed in a school or clinical setting, or may be completed under an emergency certificate while concurrently participating in an approved

college or university school psychology program. Externship experiences completed in a school setting shall be supervised by a person holding a standard New Jersey or out-of-State school psychologist certificate; and

4. Persons who completed a master's or higher degree in clinical psychology from a regionally accredited college or university and present official documentation of 600 clock hours of experience as a psychologist working with children in a clinical setting shall meet the school psychology externship and practicum requirements by completing a 900-clock-hour school psychology externship in a New Jersey school, with school-age children, under a New Jersey emergency certificate.

(c) The externship for school psychologists shall comply with the following:

1. The externship shall be taken under the direction of a regionally accredited college or university as part of a program for the preparation of school psychologists. In cases where the Office is issuing an emergency certificate, it may approve an equivalent externship that is not under the jurisdiction of a college or university program.
2. The college or university shall arrange externships as a program of supervised experiences. The extern shall not earn externship credit for clinical or laboratory work done as part of the requirements in courses such as "cognitive or personality assessment" or "school consultation."
3. At least 50 percent of the externship shall be in the psychological services division of a public school system or in a college or university demonstration center that serves a cross section of school-age children. A person holding a standard New Jersey school psychologist certificate shall provide local supervision for the period of externship training.

4. The extern shall have available various group and individual achievement tests, and personality and cognitive assessment tools. The extern also shall receive the results of audiometric and visual screening.
 5. The extern shall have adequate office space for conferences, counseling, and diagnostic studies.
 6. For purposes of study and guidance, the extern shall have access to comprehensive records on pupil growth and development.
 7. The college, university, or school district, as appropriate, shall provide the extern with supervised experience in the following areas: in-service programs for faculty members; conferences with special personnel; utilization of available community resources; conducting a diagnostic study; report writing; relationships with the community; and counseling pupils, parents, and faculty.
 8. The extern shall complete no more than 50 percent of the externship in an approved hospital, institution, clinic, or agency established for the study and/or treatment of special problems of children and adults. A licensed psychologist or school psychologist shall supervise the extern during the training experience. The director of the institution or agency shall certify the experience includes the following: conducting a diagnostic study; reporting, writing, and communication of diagnostic findings; and participation in staff planning and evaluating conferences.
- (d) A school district seeking authorization for the employment of an extern under emergency certification shall submit a request to the executive county superintendent for preliminary approval. If the executive county superintendent grants preliminary approval, the emergency certificate will be forwarded to the applicant. The request shall contain the following information:

1. The name of the fully certified school psychologist in the school system under whose supervision the externship will be carried out. This person must hold a standard New Jersey school psychologist certificate and have three years of experience as a certified school psychologist;
 2. The nature and extent of the training experiences that will be provided under supervision during the externship;
 3. The dates of the externship period;
 4. The total number of clock hours to be worked during the externship; and
 5. Official college transcripts showing successful completion of a minimum of 40 semester-hour graduate credits applicable toward standard school psychologist certification in areas listed in (b)1 above, including study in the required areas of cognitive assessment, personality assessment, and school consultation.
- (e) The Office will issue a standard New Jersey school psychologist certificate to holders of a currently valid Nationally Certified School Psychologist (NCSP) license.
- (f) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:
1. A bachelor's degree from a regionally accredited college or university; and
 2. Official college transcripts showing successful completion of a minimum of 30 semester-hour graduate credits applicable toward standard school psychologist certification in areas listed in (b)1i through v above. The credits shall include study and practicum experience in assessment.

6A:9B-14.10 Learning disabilities teacher-consultant

- (a) The learning disabilities teacher-consultant endorsement authorizes the holder to serve as a learning disabilities teacher-consultant in preschool through grade 12.

- (b) To be eligible for the standard educational services certificate with a learning disabilities teacher-consultant endorsement, a candidate shall:
1. Hold a master's or higher degree from a regionally accredited college or university;
 2. Hold a standard New Jersey or out-of-State instructional certificate; and
 3. Have three years of successful teaching experience.
- (c) A candidate who satisfies (b) above also shall complete one of the following:
1. A Department-approved graduate program for the preparation of learning disabilities teacher-consultants;
 2. A consultant-level master's degree in educational disabilities from a nationally accredited program; or
 3. A minimum of 24 semester-hour graduate credits chosen from the areas listed below. The candidate shall complete the requirements in (c)3i through ix below and may take elective credits in any area in (c)3i through x below.
 - i. Education of students with disabilities, including study in history of the development of educational services for children in each area of exceptionality; study of present services, research, and professional ethics dealing with the characteristics of children who differ from the norm intellectually, physically, socially, and emotionally; evaluation of present practices in the education of students with disabilities; study of the relationship of educational practices and their environmental settings; and cultural and linguistic diversity;
 - ii. Learning theory, including study in motivation and its effect on learning; leading theories of learning; rewards and incentives; and interests and climate for learning;

- iii. Remediation of basic skills, including study in research-based corrective methods and materials as related to specific diagnostic findings, NJSLS requirements, and the school and classroom environment;
- iv. Physiological bases for learning, including study of the neurological development and physical readiness of the normal child for learning; abnormal health conditions that contribute to educational disability; and metabolic and infectious disorders that affect learning;
- v. Orientation in psychological testing, including study of an overview of tests applicable to educational psychology; interpretation of psychological reports as applied to tests administered; the appropriate use of tests and the potential misuse of test results; and test construction theory;
- vi. Diagnosis of learning problems, including study of the nature and cause of learning problems; formulating an evaluation plan for educational assessments; administering and interpreting technically sound and culturally responsive standardized instruments and functional assessment procedures to determine educational levels, underlying deficits, and learning style; methods of arriving at a diagnosis based on evidence available from each child study team (CST) member; and ways of reporting diagnostic findings;
- vii. Accommodations and modifications as a method of providing service to children with learning problems, including utilization of validated methods for adapting instruction for diverse learning needs; technology for students with disabilities; understanding of accommodations and modifications in curriculum, materials, methods, classroom structures, and assessment; utilization of the individualized education plan (IEP) and the NJSLS accommodation and modification; methods to enhance social

relationships and positive behavior methods; focus on the inclusive classroom environment; legal issues related to the CST's responsibilities, including the requirements of a free appropriate public education, least restrictive environment, the determination of eligibility, and IEP development;

- viii. Collaboration theory and practice, including theory and process of conducting collaborations; establishing collaborative partnerships between general and special educators, with parents and families, and with paraprofessionals; methods of co-teaching, including in-class support and classroom consultation; preparation for participating in a multidisciplinary CST setting with opportunities for modeling and participation in team staffings and parent conferences; opportunities to observe, rehearse, and present results from evaluations in practice sessions;
- ix. A college-supervised, consultant-level practicum in diagnosis and remediation of educational disabilities in school and clinical situations. The definition and nature of this practicum, and the courses in which it will be provided, should be clear in the program description. The practicum shall provide for a minimum of 90 clock hours of college-supervised experience. The practicum shall not be a student-teaching experience; and
- x. Elective study chosen from areas such as group dynamics; methods and materials for teaching students with disabilities; curriculum development in the teaching of students with disabilities; teaching of reading; assistive/adaptive technology; interviewing and counseling; educational psychology; and community resources.

(d) An emergency certificate may be issued to a candidate who has obtained the following:

1. A standard instructional certificate;
2. Three years of teaching experience; and
3. A minimum of 12 graduate credits in educational disabilities including psychological testing.

6A:9B-14.11 School occupational therapist

- (a) The school occupational therapist endorsement is required for service as an occupational therapist in preschool through grade 12.
- (b) To be eligible for the school occupational therapist endorsement, a candidate shall have:
 1. A bachelor's degree from a regionally accredited college or university;
 2. Completed a program in occupational therapy from an approved school; and
 3. A currently valid license issued by the New Jersey Occupational Therapy Advisory Council.
- (c) An emergency certificate is not available for this endorsement.

6A:9B-14.12 School physical therapist

- (a) The school physical therapist endorsement authorizes the holder to serve as a physical therapist in preschool through grade 12.
- (b) To be eligible for the school physical therapist endorsement, a candidate shall have:
 1. A bachelor's degree from a regionally accredited college or university;
 2. Completed a program in physical therapy from an approved school; and
 3. A currently valid license issued by the New Jersey Board of Physical Therapy.
- (c) An emergency certificate is not available for this endorsement.

6A:9B-14.13 Reading specialist

- (a) The reading specialist endorsement authorizes the holder to serve as a reading specialist in preschool through grade 12. A reading specialist conducts in-service training of teachers and administrators; coordinates instruction for students or groups of students having difficulty learning to read; diagnoses the nature and cause of a student's difficulty in learning to read; plans developmental programs in reading for all students; recommends methods and materials to be used in the school district reading program; and contributes to the evaluation of the reading achievement of students.
- (b) A candidate for this endorsement shall have completed a master's degree from a regionally accredited college or university, two years of successful teaching experience, and one of the following:
 - 1. A Department-approved graduate-degree program in reading; or
 - 2. A program of graduate studies of 30 semester-hour credits consisting of the following:
 - i. Reading foundations;
 - ii. Diagnosis of reading problems;
 - iii. Correction of reading problems;
 - iv. Supervised practicum in reading; and
 - v. Study in at least three of the following areas: children's or adolescent literature; measurement; organization of reading programs; psychology; staff supervision; linguistics; special education; research; and foundations of education.
- (c) An emergency certificate may be issued to a candidate who has obtained the following:
 - 1. A master's degree from a regionally accredited college or university;
 - 2. Two years of successful teaching experience; and

3. Completion of 12 graduate credits in the areas listed in (b)2 above

6A:9B-14.14 School library media specialist

- (a) The school library media specialist (SLMS) endorsement authorizes the holder to serve as a school library media specialist in preschool through grade 12. The functions include: delivery of instruction in information literacy skills; the development and coordination of school library media programs and resources; and the delivery of instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media. Media are defined as all print, non-print, and electronic resources, including the technologies needed for their use.
- (b) To be eligible for the SLMS CE, a candidate shall hold a master's degree from a regionally accredited college or university and complete one of the following:
 1. A Department-approved graduate program that specifically prepares the candidate for the certificate; or
 2. A master's degree in library media studies from a regionally accredited college; or
 3. A program of graduate studies consisting of at least 36 semester-hour credits in a coherent sequence of studies including the following:
 - i. Organization and coordination of school library media programs, resources, and instruction to provide a sequential course of study for students;
 - ii. Application of learning theory to reading, listening, and viewing library media resources;
 - iii. Access, evaluation, selection, and utilization of library media resources;
 - iv. Design and development of multimedia materials;

- v. Design, development, and integration of information literacy skills and the library media program throughout the school curriculum;
- vi. Integration of educational resources and technology throughout the school curriculum;
- vii. Children's literature and young adult literature;
- viii. Development and implementation of policies and procedures for effective and efficient acquisition, cataloging, processing, circulation, and maintaining equipment and resources to ensure equitable access;
- ix. Development, implementation, and evaluation of library media programs to meet educational goals, including management of library personnel, resources, and facilities;
- x. Utilization of current and emergent technologies in all phases of school library media programs; and
- xi. A clinical experience that includes instruction and management. This experience shall be completed in a school library media center.

(c) To be eligible for the SLMS CEAS, a candidate shall complete the requirements in (b)1 or 3 above and one of the following:

1. Hold a standard New Jersey or out-of-State instructional certificate. A military science endorsement will not satisfy this requirement;
2. Complete a State-approved college educator preparation program with or without clinical practice; or
3. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management.

- (d) To be eligible for a provisional educational services certificate with a SLMS endorsement, the candidate shall:
1. Possess a SLMS CE or CEAS; and
 2. Obtain an offer of employment in a position that requires the SLMS endorsement.
- (e) To be eligible for the standard educational services certificate with a SLMS endorsement, a candidate shall:
1. Possess a provisional educational services certificate with a SLMS endorsement pursuant to (d) above;
 2. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. Holders of the SLMS CEAS are exempt from this requirement;
 3. Complete graduate-level coursework in the school library media topics listed in (b)3 above that were not included in the candidate's library media master's program. Holders of the SLMS CEAS are exempt from this requirement;
 4. Complete a year-long school-based residency program in a school library media center. A certified school administrator, principal, or supervisor shall provide supervision during the candidate's provisional year. The residency program shall:
 - i. Consist of a supervised residency that includes professional experiences in the delivery of instruction in information literacy skills; the development and coordination of school library media programs and resources; and the delivery of instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media. Where possible, the candidate shall be mentored by an experienced school library media specialist throughout the residency; and

- ii. Be agreed upon through a Department-issued residency agreement outlining the responsibilities as set forth in this section and entered into by the Department, the employing school, the candidate, and the State-approved residency supervisor.
- (f) The State-approved residency supervisor shall have primary responsibility to assure the candidate receives appropriate training, support, mentoring, practicum experiences, and professional opportunities in the critical job responsibilities specified in the agreement and consistent with (a) above. The residency supervisor also shall evaluate and verify the completion of all required experiences according to the residency agreement's terms and conditions.
- (g) Upon completion of the residency period, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties in (a) above and to implement the theoretical concepts in (b)2 above. The supervisor shall discuss the evaluation report with the candidate and both shall sign the report. The completed evaluation shall be submitted to the Office. The evaluation on each candidate shall include one of the following recommendations:
1. Approved: Recommends issuance of a standard educational services certificate with a SLMS endorsement;
 2. Insufficient: Recommends a standard educational services certificate with a SLMS endorsement not be issued, but the candidate be allowed to continue the residency or seek admission to an additional residency. Except for candidates who receive approval pursuant to N.J.A.C. 6A:9B-4.13(d), a candidate who receives a second insufficient recommendation shall be precluded from continuing or re-entering a residency; or

3. Disapproved: Recommends a standard educational services certificate with a SLMS endorsement not be issued. A candidate who receives a disapproved recommendation shall be precluded from continuing or re-entering a residency.
- (h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.12.
 - (i) The holder of a standard educational services certificate with an associate school library media specialist endorsement shall be eligible for the SLMS upon completion of the requirements in (b)3 above.
 - (j) An emergency certificate may be issued to a candidate who has a bachelor's degree from a regionally accredited college or university and has completed a minimum of 12 graduate-level semester-hour credits in school library media.
 - (k) An individual who holds one of the following shall be eligible for the standard SLMS endorsement:
 1. A permanent New Jersey school librarian or standard educational media specialist endorsement; or
 2. A standard New Jersey Associate School Library Media Specialist (ASLMS) endorsement and has completed a graduate-degree program at a regionally accredited college or university with specialization in school library media studies.
 - (l) Individuals holding the school librarian or educational media specialist endorsement may serve in any position requiring the SLMS endorsement.

6A:9B-14.15 Associate school library media specialist

- (a) The associate school library media specialist (ASLMS) endorsement authorizes the holder to serve as a school library media specialist in preschool through grade 12 under

the supervision of a certified school administrator, principal, or supervisor. The functions include: delivery of instruction in information literacy skills; the development and coordination of school library media programs and resources; and instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media. These media are defined as all print, non-print, and electronic resources, including the technologies needed for their use.

- (b) To be eligible for the ASLMS CE, a candidate shall have completed a bachelor's degree from a regionally accredited college or university and one of the following:
1. A Department-approved graduate program that specifically prepares the candidate for the certificate; or
 2. A program of graduate studies consisting of at least 18 semester-hour credits in a coherent sequence of studies, including the following:
 - i. Access, evaluation, selection, and utilization of library media resources;
 - ii. Organization and coordination of school library media programs, resources, and instruction to provide K-12 students with a sequential course of studies;
 - iii. Children's literature and young-adult literature;
 - iv. Design, development, and integration of information literacy skills throughout the school curriculum;
 - v. Design and development of multimedia materials;
 - vi. Utilization of current and emergent technologies in all phases of school library media programs; and
 - vii. A clinical experience that includes instruction and management. This experience must be completed in a school library media center.
- (c) To be eligible for the ASLMS CEAS, a candidate shall complete the requirements in (b) above and one of the following:

1. Hold a standard New Jersey or out-of-State instructional certificate. A military science endorsement shall not satisfy this requirement;
 2. Complete a State-approved college educator preparation program with or without clinical practice; or
 3. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management.
- (d) To be eligible for a provisional educational services certificate with an ASLMS endorsement, the candidate shall:
1. Possess an ASLMS CE or CEAS; and
 2. Obtain an offer of employment in a position that requires the ASLMS endorsement.
- (e) To be eligible for the standard educational services certificate with an ASLMS endorsement, a candidate shall:
1. Possess a provisional educational services certificate with an ASLMS endorsement pursuant to (d) above;
 2. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. Holders of the ASLMS CEAS are exempt from the study requirements; and
 3. Complete a year-long school-based residency program in a school library media center. A certified school administrator, principal, or supervisor shall provide supervision during the candidate's provisional year. The residency program shall:

- i. Consist of a supervised residency that includes professional experiences in the delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. In addition, the residency includes the delivery of instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media. Where possible, the candidate shall be mentored by an experienced school library media specialist throughout the residency; and
 - ii. Be agreed upon through a Department-issued residency agreement outlining the responsibilities as set forth in this section and entered into by the Department, the employing school, the candidate, and the State-approved residency supervisor.
- (f) The State-approved residency supervisor shall have primary responsibility to assure the candidate receives appropriate training, support, mentoring, practicum experiences, and professional opportunities in the critical job responsibilities specified in this section. The residency supervisor also shall evaluate and verify the completion of all required experiences according to the residency agreement's terms and conditions.
- (g) Upon the residency period's completion, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties in (a) above and to implement the theoretical concepts in (b)2 above. The supervisor shall discuss the evaluation report with the candidate and both shall sign the report. The completed evaluation shall be submitted to the Office. The evaluation on each candidate shall include one of the following recommendations:
 1. Approved: Recommends issuance of a standard educational services certificate with an ASLMS endorsement;

2. Insufficient: Recommends a standard educational services certificate with an ASLMS endorsement not be issued, but the candidate be allowed to continue the residency or seek admission to an additional residency. Except for candidates who receive approval pursuant to N.J.A.C. 6A:9B-4.13(d), a candidate who receives a second insufficient recommendation shall be precluded from continuing or re-entering a residency; or
 3. Disapproved: Recommends a standard educational services certificate with an ASLMS endorsement not be issued. The candidate who is disapproved shall be precluded from continuing or re-entering a residency.
- (h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.12.
- (i) An emergency certificate may be issued to a candidate who completes a bachelor's degree from a regionally accredited college or university and a minimum of six graduate semester-hour credits in school library media.
- (j) Policies governing the ASLMS endorsement are as follows:
1. The holder of a standard or permanent New Jersey teacher-librarian or the associate educational media specialist endorsement shall be eligible for the ASLMS endorsement.
 2. The holder of the teacher-librarian or associate educational media specialist endorsement shall be eligible for an extension of the authorization to include the functions of the ASLMS authorization.

6A:9B-14.16 School orientation and mobility specialist

- (a) The school orientation and mobility specialist endorsement authorizes the holder to serve as an orientation and mobility instructor to blind and visually impaired students in public schools in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school orientation and mobility specialist endorsement, the candidate shall:
 - 1. Hold a bachelor's degree from a regionally accredited college or university; and
 - 2. Hold a valid Orientation and Mobility Specialist certification issued by the Academy for the Certification of Vision Rehabilitation & Education Professionals (ACVREP) or a Category A: University Preparation certification issued by the National Blindness Professional Certification Board (NBPCB).

6A:9B-14.17 School athletic trainer

- (a) The athletic trainer endorsement authorizes the holder to serve as a school athletic trainer in preschool through grade 12 pursuant to N.J.S.A. 18A:28-4.b.
- (b) To be eligible for the school athletic trainer endorsement, a candidate shall:
 - 1. Hold a bachelor's degree from a regionally accredited college or university; and
 - 2. Satisfactorily complete the requirements established by the State Board of Medical Examiners for registration as an athletic trainer pursuant to N.J.A.C. 13:35-10.
- (c) An emergency certificate is not available for this endorsement.

6A:9B-14.18 Educational interpreter

- (a) Effective September 1, 2005, the educational interpreter endorsement shall be required for individuals who provide educational interpreting services, sign language interpreting,

oral interpreting, or cued speech transliteration to students who are deaf, hard of hearing, or deaf-blind in preschool through grade 12.

- (b) To be eligible for the standard educational services certificate with a sign language interpreting endorsement, a candidate shall:
1. Hold an associate or higher degree from a regionally accredited college or university and complete the following:
 - i. The Educational Interpreter Performance Assessment (EIPA) with a minimum score of three; and
 - ii. Fifteen semester hour-credits of professional education coursework that includes study in child development, language development, curriculum development, methods of instruction, interpreting for deaf-blind students, and legal and ethical issues for educational interpreters. Such study may be part of, or in addition to, the degree program and may be completed at an accredited two-year college; or
 2. Have a high school diploma or a General Education Diploma (GED); demonstrated interpreting skills as evidenced through the possession of a sign language certificate from the Registry of Interpreters for the Deaf, the National Association of the Deaf, or other Department-approved national accrediting agencies for sign language interpreting; and complete the following:
 - i. The EIPA with a minimum score of three; and
 - ii. Fifteen semester-hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for deaf-blind students, legal and ethical issues for educational interpreters, and methods of instruction. The study may be completed at an accredited two-year college.

- (c) To be eligible for the standard educational services certificate with an oral interpreting endorsement, a candidate shall:
1. Have a high school diploma, a GED, or an associate or higher degree;
 2. Demonstrate interpreting skills as evidenced through the possession of an oral interpreting certificate from a Department-approved accrediting agency; and
 3. Complete 15 semester-hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for deaf-blind students, legal and ethical issues for educational interpreters, and methods of instruction. The study may be completed at an accredited two-year college.
- (d) To be eligible for the standard educational services certificate with a cued speech transliteration endorsement, a candidate shall:
1. Have a high school diploma, a GED, or an associate or higher degree;
 2. Demonstrate interpreting skills as evidenced through the possession of a cued speech transliteration certificate from a Department-approved accrediting agency; and
 3. Complete 15 semester-hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for deaf-blind students, legal and ethical issues for educational interpreters, and methods of instruction. The study may be completed at an accredited two-year college.
- (e) An emergency educational interpreter certificate in sign language interpreting may be issued to a candidate with a high school diploma or GED and who has completed the EIPA with a minimum score of three. The emergency certificate may be renewed a total of three times.

- (f) An emergency educational interpreter certificate in oral interpreting may be issued to a candidate with a high school diploma or GED and an oral interpreting certificate from a Department-approved accrediting agency. The emergency certificate may be renewed a total of three times.
- (g) An emergency educational interpreter certificate in cued speech transliteration may be issued to a candidate with a high school diploma or GED and a cued speech transliteration certificate from a Department-approved accrediting agency. The emergency certificate may be renewed a total of three times.

6A:9B-14.19 Cooperative education coordinator – hazardous occupations

- (a) The cooperative education coordinator (CEC) – hazardous occupations endorsement authorizes the holder to serve as a coordinator supervising career and technical education students who are participating in cooperative education experiences in hazardous occupations in accordance with N.J.S.A. 34:2-21, Child labor laws, and N.J.A.C. 6A:8 and 6A:19. This endorsement also authorizes the holder to place and supervise career and technical education students in school-sponsored cooperative education experiences as part of a career and technical education program, and to supervise students participating in any other SLE in any career cluster.
- (b) To be eligible for the CEC – hazardous occupations endorsement, the candidate shall present:
 - 1. A standard instructional certificate with a career and technical education endorsement in any field;
 - 2. Evidence of two years of successful teaching under a certificate in career and technical education, and completion of the following:

- i. Training in child labor, wage and hour, and wage payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58, and 29 CFR 570 and 1900;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19;
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and
 - iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with N.J.S.A. 34:2-21.
- (c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004, may serve in a position requiring the CEC - hazardous occupations endorsement in any career cluster.
- (d) An emergency certificate in CEC – hazardous occupations may be issued to a candidate who meets the requirements in (d)1 through 3 below. The candidate shall complete the requirements for the standard certificate in no more than 24 months from the issuance date of the emergency certificate.
- 1. A standard career and technical education instructional certificate;
 - 2. Two years of successful career and technical education teaching experience; and
 - 3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with N.J.S.A. 34:2-21.

6A:9B-14.20 Cooperative education coordinator

- (a) The cooperative education coordinator endorsement authorizes the holder to serve as a coordinator supervising career and technical education students who are participating in cooperative education experiences in non-hazardous occupations in accordance with N.J.S.A. 34:2-21 and N.J.A.C. 6A:8 and 6A:19. This endorsement also permits the holder to supervise students participating in any other non-hazardous SLE in any career cluster.
- (b) To be eligible for the endorsement, the candidate shall present:
 - 1. A standard instructional certificate with a career and technical endorsement in any field; and
 - 2. Evidence of completion of two years of teaching under a certificate in career and technical education, and completion of the following:
 - i. Training in child labor, wage and hour, and wage payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58, and 29 CFR 570 and 1900;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.
- (c) The holder of a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational-technical education in the occupational areas of agriculture education, distributive education, health

occupations, home economics education, or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

- (d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than 24 months from the issuance date of the emergency certificate.
 - 1. A standard career and technical education instructional certificate; and
 - 2. Two years of successful career and technical education teaching experience.

6A:9B-14.21 Requirements for interstate reciprocity

- (a) Notwithstanding any other provision of this subchapter, any applicant for educational services certification who presents a valid educational services certificate issued by any other state shall be issued, upon payment of the appropriate fee, a New Jersey educational services standard certificate for the equivalent and currently issued New Jersey endorsement. If there is no equivalent current New Jersey endorsement, the provisions of N.J.A.C. 6A:9B-14.1 through 14.20 shall apply to interstate reciprocity. There are three limitations to this rule:
 - 1. If New Jersey has an equivalent endorsement with a required subject-matter test for the applicant's endorsement, the applicant shall have passed a state subject-matter test to receive his or her out-of-State endorsement or else shall pass the appropriate New Jersey subject-matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-State certificate as documented by a letter of experience from the applicant's supervisor or authorized school district representative;

2. An applicant for interstate reciprocity for a New Jersey educational services endorsement that requires a residency shall receive a CE or CEAS as governed by this subchapter; and
3. Applicants for educational services reciprocity shall meet all other requirements in this subchapter for State-issued professional licenses or certificates.

SUBCHAPTER 15. QUALIFYING ACADEMIC CREDENTIALS

6A:9B-15.1 Definition; procedure

- (a) “Qualifying Academic Certificate” (QAC) means a certificate issued by the Commissioner of Education to applicants for mortuary science and chiropractic licenses. The QAC is issued to those individuals regulated by licensing authorities under the supervision of the New Jersey Division of Consumer Affairs, and certifies that the applicants have completed their preliminary academic education.
- (b) Applicants for the QAC shall submit official transcripts to the Commissioner as evidence they have completed the preliminary academic education required for the certificate’s issuance.
- (c) In accordance with N.J.A.C. 6A:9B-5.6(b), applicants for the QAC shall submit with their application a certified check or money order payable to the Treasurer of the State of New Jersey.

6A:9B-15.2 Requirements

Each applicant for a mortuary science or chiropractic license shall satisfy preliminary academic education criteria as required by the respective licensing authorities under the supervision of the New Jersey Division of Consumer Affairs.