



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 6, 2018
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: School Safety Specialist Designees
From: Ben Castillo, Director
Office of School Preparedness and Emergency Planning

School Safety Specialist Certification Training

The New Jersey Department of Education is announcing times, locations and registration information about the School Safety Specialist (SSS) Certification Training program, which is part of the New Jersey School Safety Specialist Academy.

As a reminder, responsibilities of the School Safety Specialist (SSS) include supervising and providing oversight for all school safety and security personnel; ensuring safety and security policies and procedures comply with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The SSS will also serve as the district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security. As similarly permitted by *N.J.S.A. 6A:16-6.2(b)1*, districts may designate more than one person to serve as a School Safety Specialist, provided the designee possesses the required administrator certificate per *N.J.A.C. 6A:9-2.1*.

Registration

Mandatory statewide training of all School Safety Specialists (which must be a school administrator, per *N.J.A.C. 6A:9-2.1*, identified by the district superintendent) will be conducted at the following four locations throughout the state the week of June 25-28, 2018, from 9 a.m. to 4 p.m. District SSS designees must register for one of these training sites:

- [East Rutherford, Bergen County](#)
- [Phillipsburg, Warren County](#)
- [Hamilton Township, Atlantic County](#)
- [Robbinsville, Mercer County](#)

Prior to attending the SSS certification training program in June, please complete steps 1 and 2 below.

Action Steps

1. SSS designees must take the FEMA online course [IS-100.SCA Introduction to the Incident Command System for Schools](#). This is prerequisite for the SSS training program. The online course is approximately three hours long.
 - a. Register for FEMA Student Identification (SID) number if you don't already have one. Registration instructions are included on the IS-100.SCA link above.
 - b. Upon completion of IS-100.SCA, email a copy of your FEMA Certificate of Achievement to sssa@doe.nj.gov along with your Teacher Certification Information System (TCIS) tracking number.
 - c. Receipt of this FEMA certificate will be tracked in TCIS along with the SSS certificate that will be earned.
2. Districts should enter the district SSS designee(s) in CDS during the open period (March 13 to April 19).

- a. The new School Safety Specialist position will be located on the District Contact Information screen. The designee(s) *must* be an administrator as defined by *N.J.A.C. 6A:9-2.1*.

Enhancements to the TCIS system are being developed to include the SSS certification and are estimated to be complete in June. Further communication will be forwarded when TCIS updates are complete and applicants may apply for School Safety Specialist Certification. The SSS certification application does not have an application fee associated with it.

Note: The School Safety Specialist training is a state-certificated course. All phases must be completed for a certificate to be issued. Therefore, arrangements will have to be made for any sessions or classes missed. This can be accomplished by attending a make-up session, which will be announced at a later date.

Contact Information

Question regarding the SSS training program or requirements can be directed to the Office of School Preparedness and Emergency Planning at school.security@doe.nj.gov or (609) 588-2323.

- c: Members, State Board of Education
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NJDOE Staff
Statewide Parent Advocacy Network
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