



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: February 6, 2020  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: School Safety Specialist Candidates  
From: Jeff Gale, Director  
Office of School Preparedness and Emergency Planning  
Register By: February 28, 2020

### **School Safety Specialist Training To Be Held Thursdays in March**

The New Jersey Department of Education is announcing the four-day School Safety Specialist (SSS) certification training program will be held on Thursdays in March at the NJ Forensic Technology Center auditorium, 1200 Negron Drive, Hamilton Township (Mercer County).

To attend the training and receive the School Safety Specialist certification, candidates must:

- Be a school administrator or a school employee with expertise in school safety and security;
- Be a district employee designated by the school district superintendent;
- Complete FEMA's Introduction to the Incident Command System, IS-100.C, online course;
- Complete all four days of training sessions.

[Register online](#) for the March training. There is no cost for this training.

Prior to attending the training program, SSS designees should complete the FEMA online course [IS-100.C Introduction to the Incident Command System, ICS 100](#). This online prerequisite for the SSS training program takes approximately two hours to complete. Before taking the online FEMA course, please review their [Technical System Requirements](#) at the bottom of the webpage. Issues or concerns with this online course should be directed to FEMA [Independent Study Inquiries](#). Upon completion of IS-100.C, email a copy of your FEMA Certificate of Achievement to [ssa@doe.nj.gov](mailto:ssa@doe.nj.gov).

Per [N.J.S.A 18A:17-43.3](#), responsibilities of the 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.

Questions 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](mailto:school.security@doe.nj.gov) or (609) 376-3574.

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