



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 9, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Principals, Supervisors of Career and Technical Education, School Counselors, Work-Based Learning Coordinators and Cooperative Education Coordinators
From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Academics and Performance

Employment Certificates and Working Papers Training for Issuing Officers

The New Jersey Department of Education (NJDOE), in collaboration with the New Jersey Department of Labor and Workforce Development's (NJLWD) Division of Wage and Hour Compliance and Rutgers School of Public Health New Jersey Safe Schools Program (NJSSP), is offering an online training course regarding employment certificates for issuing officers using the Rutgers Canvas Learning Management System.

The training sessions are for school officials who are designated by their local district board of education to issue A300 Combined Certification and A310 Combined Certification forms for minors under the age of 18 to work in New Jersey in accordance with Child Labor Laws and Regulations, *N.J.S.A. 34:2-21.1 et seq.* These forms are commonly known as employment certificates, working papers, or special permits for agriculture, newspaper carriers or theatrical employment.

To register, please contact the NJSSP at cscbre@sph.rutgers.edu. In the registration email, please provide your first and last name, school district, current title(s), your work email, and a personal email for back-up communication. The NJSSP staff will provide you with access to the course via the Rutgers Canvas Learning Management System.

Contact information

For more information about employment certificates and special permits, visit the [NJLWD, Division Wage and Hour Compliance website](#). Should you have any questions about the trainings, please contact the NJSSP at cscbre@sph.rutgers.edu.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group
New Jersey Safe Schools Program