



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 11, 2023
To: Local Educational Agency Leads
Route To: School Safety Specialist Candidates
From: Jeff Gale, Director
Office of School Preparedness and Emergency Planning
Register By: October 16, 2023

School Safety Specialist Training to Be Held in October/November

The New Jersey Department of Education's four-day School Safety Specialist (SSS) certification training will be held on October 19 and 26, and November 9 and 13, 2023, at the Bergen County Police and Fire Academy, 281 Campgaw Road, Mahwah, New Jersey 07430.

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 an employee of a local educational agency (LEA) designated by the Chief School Administrator;
- Complete Federal Emergency Management Agency's (FEMA) Introduction to the Incident Command System, IS-100.C, online course; and,
- Complete all four days of training sessions.

[Register online](#) for this training. There is no cost to attend 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 the [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, please email a copy of the FEMA Certificate of Achievement to ssa@doe.nj.gov.

Pursuant to [N.J.S.A 18A:17-43.3](#), responsibilities of the SSS include the supervision and oversight for all school safety and security personnel; ensuring safety and security policies and procedures comply with state laws and regulations; and, providing necessary training and resources to LEAs in matters relating to school safety and security. The SSS will also serve as the LEA's liaison with local law enforcement, along with national, state and community agencies and organizations.

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 or (609) 376-3574.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group