



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 17, 2024
To: Local Educational Agency Leads
Route To: School Safety Specialist Candidates
From: Christopher Irving, Ed.D., Assistant Commissioner
Division of Field Support and Services
Register By: February 14, 2024

School Safety Specialist Training to Be Held in February/March

The New Jersey Department of Education's four-day School Safety Specialist (SSS) certification training will be held February 21 and 28, 2024, and March 6 and 13, 2024, at the Monmouth County Fire Academy, 1027 NJ-33, Freehold, New Jersey 07728.

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 [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 the FEMA Certificate of Achievement to ssa@doe.nj.gov.

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 LEAs in matters relating to school safety and security pursuant to [N.J.S.A 18A:17-43.3](#). The SSS will also serve as the LEA'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 or (609) 376-3574.

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