



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 10, 2024  
To: Local Education Agency Leads  
Route To: School Safety Specialist Candidates  
From: Jorden Schiff, Ed.D., Interim Assistant Commissioner  
Division of Field Support and Services  
Register By: July 29, 2024

## School Safety Specialist Training to Be Held in August

The New Jersey Department of Education's four-day School Safety Specialist (SSS) certification training will be held August 5-8, 2024, at Sparta High School, 70 W. Mountain Road, Sparta.

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.

Registration for this training may be completed on the NJDOE's [Events Registration webpage](#). There is no cost to attend this training.

Prior to attending the training program, SSS designees must 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 LEAs in matters relating to school safety and security. 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 NJDOE's Office of School Preparedness and Emergency Planning at [school.security@doe.nj.gov](mailto:school.security@doe.nj.gov) or (609) 376-3574.

c: Members, State Board of Education  
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