



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 16, 2026
To: Local Educational Agency Leads
Route To: School Safety Specialist Candidates
From: Ambrose F. Duckett, III, Assistant Commissioner
Division of Field Support and Services
Deadline: October 15, 2026

School Safety Specialist Academy Trainings to Be Held in October/November

The New Jersey Department of Education will host its next School Safety Specialist (SSS) academy certification training course at the West Windsor-Plainsboro Regional School District on October 20 and 27, and November 4, 10, and 19. The November 19 date is a full-day virtual training.

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

- Be a school administrator or a school employee with expertise in school safety and security;
- Be an employee of a Local Education Agency (LEA) designated by the Chief School Administrator;
- Complete an Incident Command System (ICS) online training course; and
- Complete all five days of training sessions.

There is no cost to attend this training, however, registration is required by accessing the link below.
[October 20, 27 and November 4, 10, 19 – West Windsor-Plainsboro Regional School District](#)

SSS designees should complete the ICS training prior to the first day of attendance. Designees may choose from two courses. No fee is associated with either course.

- [Introduction to the Incident Command System \(ICS\) for School Personnel](#) takes approximately 30 minutes to complete and requires users to first set up an account. Set up your account here: [COPS Training Portal](#). Issues or concerns with this course should be directed to info@COPSTrainingPortal.org.
- [IS-100.C Introduction to the Incident Command System](#), takes approximately two hours to complete. Before taking the 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 either course, print your certificate for your records.

In accordance with [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.

Contact Information

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.