

# N.J.A.C. 6A:9B, State Board of Examiners and Certification

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## **Chapter 9B. State Board of Examiners and Certification**

### **Subchapter 1. Scope and Purpose**

#### **6A:9B-1.1 Scope**

This chapter sets forth the rules governing the licensure of educators or candidates required to be certified. It also contains the rules delineating the organization of, powers of, duties of, and proceedings before the State Board of Examiners.

#### **6A:9B-1.2 Purpose**

- (a) The purpose of this chapter is to establish a licensure system that is based on professional standards for pre-service preparation and certification and that continuously serves to improve the quality of instruction for New Jersey's children to prepare them for post-secondary education and/or careers.
- (b) The licensure system shall function along a continuum of rigorous pre-professional preparation, certification, and professional development to better prepare educators to support improved student achievement of the New Jersey Student Learning Standards.

### **Subchapter 2. Definitions**

#### **6A:9B-2.1 Definitions**

The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in this chapter.

### **Subchapter 3. State Board of Examiners**

#### **6A:9B-3.1 General**

- (a) There shall be a Board of Examiners, consisting of the Commissioner, ex officio, and one assistant commissioner of education, two presidents of State colleges, one executive

county superintendent, one superintendent of schools of a Type I district, one superintendent of a Type II district, one high school principal, one elementary school principal, one librarian employed by the State or by one of its political subdivisions, one school business administrator, and four teaching staff members other than a superintendent, principal, school business administrator, or librarian, all of whom shall be appointed by the Commissioner with the approval of the State Board.

- (b) The Assistant Commissioner shall be the chair of the Board of Examiners. The Director of the Office shall be the Secretary of the Board of Examiners.
- (c) The chair of the Board of Examiners shall have the authority to appoint committees made up of less than a majority of the full Board of Examiners to assist in the conduct of the Board of Examiners' duties.
- (d) The Board of Examiners shall hold its annual organization meeting prior to October 1 of each year.
- (e) The appointed members of the Board of Examiners shall hold office for two years, from September 15 of the year in which they are appointed. Vacancies on the Board of Examiners shall be filled for the unexpired term only.

### **6A:9B-3.2 Powers and duties**

- (a) Upon review of certified scholastic records, documented experience, and/or examinations, the Board of Examiners shall:
  - 1. Issue appropriate certificates to teach or to administer, direct, or supervise, the teaching, instruction, or educational guidance of students in public schools and all other certificates as the Board of Examiners is authorized to issue by law;
  - 2. Revoke or suspend certificates issued, pursuant to N.J.A.C. 6A:9B-4.4; and
  - 3. Refuse to issue a certificate under appropriate circumstances as set forth at N.J.A.C. 6A:9B-4.1.

- (b) All Board of Examiners' actions shall be taken pursuant to rules adopted by the State Board at N.J.A.C. 6A:9 and this chapter.
- (c) In exercising its statutory and regulatory authority, the Board of Examiners and staff assigned to it may:
  - 1. Examine credentials and issue certificates that qualify individuals to seek employment as teaching staff members in the public schools of the State of New Jersey;
  - 2. Recommend and develop procedures that govern the certification of teaching staff members;
  - 3. Coordinate, monitor, and evaluate aspects of educator preparation programs and training programs of district boards of education that lead to educational certificates and recommend the programs' periodic approval by the Commissioner;
  - 4. Coordinate, monitor, and evaluate the administration of assessments that are required for educational certification;
  - 5. Maintain reciprocal agreements with other states and territories concerning the certification of teaching staff members;
  - 6. Maintain and report data on the supply and quality of newly certified teaching staff members; and
  - 7. Assist district boards of education in the employment of teaching staff members.

### **6A:9B-3.3 Board of Examiners' procedure**

- (a) Public meetings of the Board of Examiners shall be governed by Robert's Rules of Order Newly Revised (12th Edition), as amended and supplemented. A copy of this publication can be obtained from Perseus Publishing, Markets Department at the Perseus Books Group, 11 Cambridge Center, Cambridge, MA 02142.
- (b) Regular meetings of the Board of Examiners shall be held at such time, place and on such dates as established by the Board of Examiners and notice of such meetings shall be made in accordance with N.J.S.A. 10:4-6 et seq., the Senator Byron M. Baer Open Public Meetings Act.



- (c) Special meetings may be called by the Board of Examiners' chairperson at any time or at the request of any three members. Three days' notice of any special meeting shall be given to each member. The Board of Examiners shall provide "adequate notice" of such special meetings as that term is defined at N.J.S.A. 10:4-8.
- (d) A quorum shall consist of a majority of the number of currently seated voting members of the Board of Examiners.
- (e) If a member of the Board of Examiners is absent from three consecutive public meetings without good cause, the Board of Examiners may, by majority vote, remove that member for the remainder of the member's term.

#### **Subchapter 4. State Board of Examiners' Proceedings**

##### **6A:9B-4.1 Conduct barring candidate from certification**

Notwithstanding that a candidate may meet requirements for certification, the Board of Examiners may refuse to issue a certificate to the candidate if it determines, based on the record before it, that the candidate is not suitable for employment as a teaching staff member in the public schools for reasons set forth at N.J.A.C. 6A:9B-4.4. This refusal shall be known as a blocked application.

##### **6A:9B-4.2 Candidates to provide information regarding criminal history**

- (a) As part of the application for certification, a candidate shall advise the Office whether the candidate has a record of conviction(s) for any crime or offense in New Jersey or any other state or international jurisdiction. Candidates who have been convicted shall complete a form approved by the Secretary setting forth the details of the conviction(s).
- (b) The Board of Examiners, or its designee, shall review all information the candidate provides and determine whether the candidate's criminal history is such that the candidate should not receive a certificate. In making its determination, the Board of Examiners shall consider the

Rehabilitated Convicted Offenders Act, N.J.S.A. 2A:168A-1 et seq., and whether the crime(s) or offense(s) would be disqualifying pursuant to N.J.S.A. 18A:6-7.1 et seq.

**6A:9B-4.3 School district and candidate reporting responsibility**

- (a) The chief school administrator shall notify the Board of Examiners when:
1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign, retire, are suspended, or are placed on administrative leave from their positions;
  2. Nontenured teaching staff members, including substitute teachers and any certificate holders working in school buildings as volunteers or as employees of a third-party vendor, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
  3. A teaching staff member fails to maintain any license, certificate, or authorization that is mandated pursuant to this chapter for the holder to serve in a position;
  4. The chief school administrator becomes aware that a teaching staff member has been convicted of a crime or criminal offense while in the school district's employ; or
  5. The chief school administrator receives a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a teaching staff member.
- (b) A school district shall cooperate with the Board of Examiners, as requested, to assist the Board of Examiners in executing its functions. Cooperation shall include, but not be limited to, providing documents, videos, emails, and investigative notes.
- (c) School districts shall notify all employees new to the school district and shall notify annually all employees of the following reporting requirements. Failure to comply with this subsection may be deemed "just cause," pursuant to N.J.A.C. 6A:9B-4.4.

1. All certificate holders shall report to their chief school administrator their arrest or indictment for any crime or offense within 14 calendar days of the arrest or indictment. The reporting certificate holder shall provide the date of arrest or indictment and any charge(s) filed against the certificate holder.
2. Certificate holders arrested or indicted for any crime or offense shall report to their chief school administrator the disposition of any charge within seven calendar days of disposition.
3. A certificate holder shall report to their chief school administrator the suspension or revocation of any other license, certificate, or authorization issued to the certificate holder by a state or Federal agency or body. Such a report shall be made within seven calendar days of the notification date of the suspension or revocation of the license, certificate, or authorization.

#### **6A:9B-4.4 Grounds for revocation and suspension of certification**

- (a) The Board of Examiners may revoke or suspend the certificate(s) of any certificate holder on the basis of demonstrated inefficiency, incapacity, conduct unbecoming a teacher, or other just cause.
  1. Other just cause shall include, but not be limited to, offenses within the terms of the forfeiture statute, N.J.S.A. 2C:51-2, or the disqualification statute, N.J.S.A. 18A:6-7.1.
- (b) The Board of Examiners may revoke or suspend a certificate upon evidence that the certificate holder did not meet the qualifications for the certificate at the time of issuance or no longer satisfies the criteria set forth at N.J.A.C. 6A:9B-5.1(b).
- (c) The Board of Examiners shall not revoke or suspend a certificate without providing the certificate holder an opportunity to be heard, pursuant to N.J.A.C. 6A:9B-4.5.

#### **6A:9B-4.5 Process for initiating action against educator certificates**

- (a) The Board of Examiners may issue an order to show cause to a certificate holder if the Board of Examiners determines the conduct of the holder warrants the revocation or suspension of the certificate(s) held where:
1. The Commissioner transmits a contested case to the Board of Examiners that resulted in a teaching staff member's loss of tenure, dismissal, resignation, or retirement;
  2. Pursuant to N.J.A.C. 6A:9B-4.3, a school district notifies the Board of Examiners that a teaching staff member is no longer employed in the school district;
  3. The Board of Examiners receives information regarding a certificate holder's criminal conviction or pending criminal charges;
  4. The Board of Examiners receives notice that:
    - i. Another state has taken action against a teaching staff member's certificate in that state; and
    - ii. That teaching staff member also holds a certificate in New Jersey;
  5. Pursuant to N.J.S.A. 9:6-8.10, the Department of Children and Families forwards to the Board of Examiners a copy of a report in which the Department of Children and Families has substantiated that a certificate holder has abused or neglected a child or has identified concerns with the conduct of a certificate holder;
  6. Pursuant to N.J.S.A. 18A:6-7.3, the Commissioner notifies the Board of Examiners that an individual who holds a New Jersey certificate is disqualified from employment in public schools or has pending charges for an offense that is disqualifying;
  7. A certificate holder fails to maintain any license, certificate, or authorization that is mandated, pursuant to this chapter, for the holder to serve in a position;
  8. Pursuant to N.J.S.A. 18A:6-38.1, the Commissioner recommends to the State Board of Examiners the revocation of the certification of the chief school administrator, assistant superintendent, or an individual operating in such capacity

as authorized pursuant to N.J.A.C. 6A:9B-12.3, or the school business administrator based on information received from a school district in which the certificate holder is employed;

9. Pursuant to N.J.S.A. 18A:7A-55, the Board of Examiners becomes aware that any condition exists within a school district that would authorize the appointment of a State monitor. In such cases, the Board of Examiners shall review the certification of a school district's chief school administrator and school business administrator; or
  10. Pursuant to P.L. 1989, c. 266 (N.J.S.A. 18A:4-14 et seq.) and P.L. 2007, c. 53 (N.J.S.A. 18A:55-3 et seq.), the Board of Examiners becomes aware that any school district is not in compliance with the generally accepted accounting principles (GAAP) system of double entry bookkeeping, as required. In such cases, the Commissioner shall recommend to the Board of Examiners that it review the certification of the school district's school business administrator.
- (b) Nothing in this section shall preclude the Board of Examiners from issuing an order to show cause on its own initiative when the Board of Examiners determines grounds for revocation or suspension of a certificate may exist.

#### **6A:9B-4.6 Procedures for revoking or suspending a certificate**

- (a) After review of the information received pursuant to N.J.A.C. 6A:9B-4.5, the Board of Examiners shall determine by public vote whether to initiate action against the certificate holder. In cases where the Board of Examiners votes to initiate action against the certificate holder, the Secretary shall issue an order to show cause stating the specific charges that form the grounds of the revocation or suspension proceeding.
- (b) The certificate holder shall file an answer with the Board of Examiners no later than 30 days from the date of mailing of the order to show cause. The answer shall respond

specifically to each allegation. The Board of Examiners shall not accept general denials and shall deem them an admission.

- (c) If the certificate holder does not file an answer within 30 days, the Secretary shall send a second notice affording an additional response time of 15 days from the date of the mailing of the second notice. The second notice shall also advise the certificate holder that the allegations against the certificate holder, as set forth in the order to show cause, shall be deemed admitted if the Board of Examiners does not receive any response within the specified time. The second notice shall further advise that the Board of Examiners shall proceed to a decision on the allegations in the order to show cause on the basis of the evidence before the Board of Examiners.
- (d) If the certificate holder files an answer and there are material facts in dispute, the Board of Examiners shall either hear the matter directly or transmit the matter to the OAL for a hearing. The hearings at the OAL shall be heard in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.
- (e) If the certificate holder files an answer and no material facts appear to be in dispute, the Secretary shall send the certificate holder a hearing notice informing the holder of the opportunity to submit written briefs, affidavits, and other supporting documentation for the Board of Examiners' consideration. The certificate holder shall submit all response papers within 30 days from the hearing notice's mailing date.
- (f) After receipt of the written submissions pursuant to (e) above, the Secretary shall place the matter on the Board of Examiners' agenda and notify the certificate holder of the date the Board of Examiners will consider the matter. The notice shall advise the certificate holder whether the holder's appearance is necessary.
- (g) The Board of Examiners may transmit the matter to the OAL if, after review of the written submissions, the Board of Examiners determines that there are material facts in dispute. The Board of Examiners may identify the specific issues the OAL shall consider.

- (h) In all cases, the Board of Examiners shall clearly articulate the findings of fact upon which its decision was based. If the Board of Examiners has decided a matter solely on the papers submitted by the certificate holder, the Board of Examiners shall set forth the reasons it deemed summary decision appropriate.
- (i) Upon the certificate holder's application for an extension of time, the Secretary may extend the time for filing the answer pursuant to (c) above or for filing the hearing brief pursuant to (e) above, provided the application for the extension is submitted, in writing, prior to the expiration of the 30 days for filing the answer or the hearing brief.
- (j) The Office may refuse to issue a new certificate to a certificate holder who is otherwise eligible for the additional certificate if the holder is the subject of:
  - 1. A pending action to revoke or suspend the holder's certificate(s) pursuant to this section;
  - 2. A blocked application, pursuant to N.J.A.C. 6A:9B-4.1;
  - 3. A criminal action in any state or jurisdiction; or
  - 4. An administrative action or investigation by a state or Federal agency or other governmental body.
- (k) All filings made pursuant to this section shall be accepted by electronic submission.

**6A:9B-4.7 Return of certificates and notification after revocation or suspension of certificates**

- (a) If the Board of Examiners orders the revocation or suspension of a certificate, the certificate holder shall surrender it to the Secretary within 30 days after the mailing date of the revocation or suspension order, if the certificate holder was issued a paper certificate.
- (b) After the Board of Examiners has revoked or suspended a certificate, the Secretary shall notify:
  - 1. The states, territories, and other agencies that are part of the National Association of State Directors of Teacher Education and Certification;
  - 2. The executive county superintendents;
  - 3. Appropriate governmental pension and annuity funds, or retirement services;

4. The chief school administrator in the employing school district; and
  5. Any other agency or entity as may be required by law.
- (c) The Board of Examiners may reinstate a suspended certificate at the end of the suspension period, provided the certificate holder has met all conditions that the Board of Examiners established in the suspension decision. If the suspension is pending the outcome of an underlying criminal proceeding, the certificate holder shall notify the Board of Examiners, in writing, of the outcome of the underlying criminal matter. If the certificate holder fails to notify the Board of Examiners in writing of the disposition of any criminal charge, the pending suspension shall continue until such time as the certificate holder presents new information relating to the disposition of the criminal charge and the Board of Examiners takes action upon receipt of the new information.
- (d) All revocation and/or suspension decisions of the State Board of Examiners shall be published and publicly available. Decisions contain detailed information on the nature of the conduct and the penalty for such conduct.

**6A:9B-4.8 Suspension of certificates for failure to give notice of intention to resign**

- (a) A teaching staff member employed by a district board of education who ceases, without the district board of education's consent, to perform the teaching staff member's duties prior to the expiration of the term of employment shall be deemed guilty of unprofessional conduct.
- (b) Upon receiving notice of the fact, the Commissioner may suspend the certificate for a period not to exceed one year, pursuant to N.J.S.A. 18A:26-10.
- (c) Appeal of the Commissioner's decisions pursuant to this section shall be in accordance with N.J.A.C. 6A:4.



#### **6A:9B-4.9 Application for certification after revocation or block**

- (a) A certificate that has been revoked for any of the grounds set forth in this chapter shall not be reinstated. An individual who has had a certificate revoked may file an application for a new certificate with the Board of Examiners.
- (b) The Board of Examiners shall not issue a new certificate to a candidate whose certificate(s) has been revoked unless the following conditions are met:
  - 1. The candidate satisfied all criteria for the certificate's issuance in effect at the time the candidate applied for the new certificate;
  - 2. At least four years have passed since the effective date of the revocation of the previous certificate(s);
  - 3. The candidate provided evidence demonstrating rehabilitation for the unbecoming conduct, incompetence, or other cause for the revocation;
  - 4. If the revocation was due to the conviction of a crime that is not disqualifying pursuant to N.J.S.A. 18A:6-7.1 et seq., the candidate has submitted evidence that the candidate has been fully rehabilitated in accordance with N.J.S.A. 2A:168A-2 and that issuing a certificate to the candidate would not be detrimental to the public welfare;
  - 5. The candidate complied with all conditions imposed by the revocation order; and
  - 6. If the revocation arose from a criminal matter involving the candidate, the candidate provided evidence that the candidate has satisfied any condition imposed by the court, probation, plea bargain agreement, or any other entity.
- (c) Notwithstanding the provisions at (b) above, the Board of Examiners shall not issue a new certificate to any candidate who is:
  - 1. Ordered to forfeit a certificate(s) as part of a settlement in a tenure or criminal proceeding;
  - 2. Barred from teaching again in the State of New Jersey by order of a court of competent jurisdiction;

3. Ordered to forfeit a certificate(s) or public employment as part of a plea bargain;
  4. Ordered to forfeit a certificate(s) as a condition for entrance into a pre-trial intervention program as set forth in Rule 3.28 of the New Jersey Court Rules;
  5. Ordered to forfeit a certificate(s) pursuant to a sentence imposed in a criminal proceeding;
  6. Barred from employment in a school for any reason; or
  7. Relinquishing a certificate(s), pursuant to N.J.A.C. 6A:9B-4.10.
- (d) A candidate shall not be eligible to apply for a certificate after the Board of Examiners has blocked a prior application, pursuant to N.J.A.C. 6A:9B-4.1, unless the candidate seeks, by written application, leave from the Board of Examiners to apply and meets the following criteria:
1. At least one calendar year has passed since the Board of Examiners blocked the candidate's prior application;
  2. The candidate demonstrates rehabilitation for the unbecoming conduct, incompetence, or other cause for the block;
  3. If the block was due to the conviction of a crime that is not disqualifying pursuant to N.J.S.A. 18A:6-7.1 et seq., the candidate has submitted evidence that the candidate has been fully rehabilitated in accordance with N.J.S.A. 2A:168A-2, and that issuing a certificate to the candidate would not be detrimental to the public welfare;
  4. If the block arose from a criminal matter involving the candidate, the candidate provided evidence that the candidate has satisfied any condition imposed by the court, probation, plea bargain agreement, or any other entity; and
  5. If the block arose from action taken against the candidate's out-of-State educator certificate(s), the candidate satisfied any condition associated with the action against the out-of-State certificate(s).

#### **6A:9B-4.10 Relinquishment of certificate without order to show cause**

- (a) The Board of Examiners may accept the relinquishment of all certificates held by an individual without issuance of an order to show cause.
- (b) When accepted by the Board of Examiners, the relinquishment of a certificate in accordance with (a) above shall have the force and effect of a revocation, including, but not limited to, the notification requirements at N.J.A.C. 6A:9B-4.7(b).
- (c) The individual seeking to relinquish a certificate(s) shall submit an affidavit to the Board of Examiners stating that the certificate holder:
  - 1. Is relinquishing all certificates held;
  - 2. Is waiving the right to a hearing pursuant to N.J.A.C. 6A:9B-4.6 and agrees not to institute in any forum proceedings concerning the relinquishment; and
  - 3. Understands the relinquishment has the force and effect of a revocation with its attendant consequences.
- (d) The Board of Examiners shall vote on whether to accept the relinquishment of the certificate(s). If the Board of Examiners votes to accept the relinquishment, the revocation shall be effective as of the date of the Board of Examiners' vote.
- (e) If the certificate holder was issued a paper certificate(s), the holder shall return all paper certificates to the Board of Examiners.

#### **6A:9B-4.11 Voluntary surrender of certificates and endorsements**

- (a) A certificate holder may voluntarily surrender a certificate or endorsement if the holder has not been employed pursuant to that certificate or endorsement in the 10 years preceding the proposed surrender and if the holder submits to the Board of Examiners an affidavit stating the following:
  - 1. The certificate holder is surrendering the certificate or endorsement voluntarily, and not pursuant to the conditions set forth at N.J.A.C. 6A:9B-4.10;

2. The certificate holder's employment history for the 10 years preceding the voluntary surrender, including official documentation from a school official, if applicable; and
  3. The certificate holder has not been employed under the certificate or endorsement at issue in the 10 years preceding the voluntary surrender.
- (b) The Board of Examiners shall review the application for a voluntary surrender. If the Board of Examiners votes to accept the surrender, the certificate or endorsement shall be deemed surrendered as of the date of the Board of Examiners' vote.
  - (c) If the certificate holder was issued a paper certificate(s), the holder shall return to the Board of Examiners the original certificate(s) or endorsement(s).
  - (d) Individuals who voluntarily surrender a certificate or endorsement may not apply for the same certificate or endorsement for three years from the effective date of the voluntary surrender. Candidates shall be subject to the certification requirements in effect at the time the new application is submitted.
  - (e) The Board of Examiners shall not accept a voluntary surrender when the certificate holder seeking to surrender the certificate(s) or endorsement(s) has a pending order to show cause issued against the certificate(s) or endorsement(s).

#### **6A:9B-4.12 Appeals of Office certification decisions**

- (a) A candidate for certification may appeal to the Board of Examiners an adverse decision of the Office regarding the candidate's eligibility.
  1. The appeal shall be filed with the Board of Examiners within 60 days of the date of the decision at issue. For good cause shown, the Board of Examiners may relax the 60-day requirement.
- (b) If a candidate receives an evaluation that identifies areas of deficiency in the certification requirements, pursuant to N.J.A.C. 6A:9B-5.3(c), the candidate may provide the Board of

Examiners with evidence of alternative education and/or experience that the candidate considers equivalent to any area(s) of deficiency.

(c) The Board of Examiners shall not:

1. Waive any test, GPA, degree completion, or approved educator preparation program completion requirements;
2. Permit a candidate to substitute education and/or experience for any test, GPA, degree, or approved educator preparation program completion requirements; or
3. Issue a certificate that is expired and/or is not a type of certificate endorsement set forth at N.J.A.C. 6A:9B-9 through 11A.

(d) Upon receipt of a written request to file an appeal to the Board of Examiners, the Secretary shall provide the candidate with a copy of the appeals procedures, including the following:

1. The appeal shall be in the form approved by the Secretary and shall be accompanied by a sworn statement attesting to the facts in the appeal. The candidate shall be responsible for demonstrating by clear and convincing evidence that the candidate is eligible for the requested certificate pursuant to this chapter.
2. The Secretary shall examine for sufficiency the information submitted by the candidate and transmit it to the Board of Examiners for review.
3. The Secretary shall give a candidate at least 10 days' notice of the Board of Examiners' meeting at which the appeal will be considered.
4. The candidate may be present at the meeting at which the Board of Examiners considers the appeal. If in attendance, the Board of Examiners may question the candidate regarding the candidate's submission.
5. The Board of Examiners shall review the information provided by the candidate and render a written decision including an explanation of the decision. The Secretary shall forward to the candidate a copy of the decision.

6. If the Board of Examiners determines a candidate is not eligible for the requested certificate, the candidate may not request an additional review by the Board of Examiners until one year has elapsed from the date of the Board of Examiners' decision and the applicant has obtained alternative education and/or experience. The Board of Examiners may relax the required time period for good cause shown.

**6A:9B-4.13 Appeal of a “disapproved,” two “partially effective” or “ineffective” evaluations, or ineligibility for a standard certificate**

- (a) If a school district notifies the Office that a candidate is permanently ineligible for a renewal of the provisional certificate pursuant to the standard certificate evaluation requirements at N.J.A.C. 6A:9B-8.7, the candidate may initiate an appeal to the Board of Examiners. If an individual has received two “partially effective” or “ineffective” evaluations issued pursuant to N.J.A.C. 6A:10 and required at N.J.A.C. 6A:9B-8.6, only the second adverse evaluation shall be the subject of the appeal. The following procedures shall apply:
  1. The candidate shall file a copy of the appeal with the Secretary, or the Secretary's designee, within 60 days of receipt of the standard certificate determination. The candidate's appeal shall take the form of a written submission, including a sworn statement attesting to the facts in the appeal, and evidence documenting the reason(s) why the candidate should be awarded a standard certificate or be granted an additional opportunity for provisional employment. The candidate shall provide a copy of the final evaluation issued pursuant to N.J.A.C. 6A:10 and required at N.J.A.C. 6A:9B-8.6.
  2. The Secretary, or the Secretary's designee, shall forward to the school district that issued the standard certificate determination a copy of the candidate's appeal. Within 30 days from the date of the Secretary's letter notifying the school district of the appeal, the school district shall forward to the Secretary, or the Secretary's designee, a copy of all evaluations and the standard certificate recommendation. In addition, the

school district shall submit a copy of either a response to the candidate's appeal of the school district's recommendation or a statement that it will rely solely on the evaluations submitted. The school district shall serve a copy of its response on the candidate and include a proof of service with the papers that are forwarded to the Secretary, or the Secretary's designee. Neither party shall submit additional papers without the Secretary's approval.

3. The candidate shall be responsible for demonstrating to the Board of Examiners why the candidate should be granted the relief requested. The Board of Examiners shall decide the appeal based on the written submissions and shall issue a written decision.
  4. If the Board of Examiners determines there is a need for further fact-finding to decide an appeal of a standard certificate determination, the Board of Examiners may transmit the matter to the OAL for a hearing, pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and 52:14F-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1. The parties to the hearing shall be the provisional teacher candidate and the school district that submitted the adverse standard certificate recommendation. The Board of Examiners shall consider the recommendation of the ALJ in deciding the appeal.
- (b) The sole remedies that the Board of Examiners may provide an aggrieved candidate pursuant to this section are issuance of a standard certificate or an opportunity to seek further employment as a provisional teaching staff member. A provisional teaching staff member who seeks additional relief from the employing school district shall file a petition requesting such relief with the Commissioner in accordance with N.J.A.C. 6A:3.
  - (c) For good cause shown, the Board of Examiners may relax the 60-day requirement at (a) above and (d)1 below.
  - (d) A candidate who is ineligible for a certificate and who does not contest the standard certificate determination pursuant to (a) above may petition the Board of Examiners for

approval of an additional opportunity to seek provisional employment. The candidate shall be responsible for demonstrating to the Board of Examiners by clear and convincing evidence why the candidate would likely succeed if granted the requested opportunity.

The following procedures shall apply:

1. Within 60 days of receipt of the standard certificate determination, the candidate shall file a copy of a written submission, a sworn statement attesting to the submission's facts, and evidence documenting why the Board of Examiners should grant the request. The candidate shall provide a copy of the final evaluation issued pursuant to N.J.A.C. 6A:10 and required at N.J.A.C. 6A:9B-8.6.
  2. The Secretary shall forward to the school district a copy of the candidate's submission. Within 30 days from the date of the Secretary's letter to the school district, the school district shall forward to the Secretary its response to the candidate's request. The school district shall serve a copy of its response on the candidate and include a proof of service with the papers that are forwarded to the Secretary pursuant to this section. Neither party shall file additional papers without the Secretary's approval.
  3. The Board of Examiners shall decide the request based solely the written submissions and shall issue a written decision.
- (e) No candidate shall have the right to relief pursuant to both (a) and (d) above. If a candidate requests both types of relief, the Board of Examiners shall provide the candidate an opportunity to elect which specific type of relief is sought. The Board of Examiners shall not proceed with hearing the appeal until the candidate has requested a specific remedy.

#### **6A:9B-4.14 Motions**

- (a) All motions in certification matters that have been transmitted to the OAL will be filed with the ALJ who has been assigned to hear the case and are subject to the rules that govern OAL



hearings. For matters the Board of Examiners is deciding directly, pursuant to N.J.A.C. 6A:9B-4.6, or for matters in which the ALJ has forwarded the initial decision to the Board of Examiners, pursuant to N.J.A.C. 1:1-18.1(e), the party shall file motions with the Board of Examiners. All motions made prior to the Board of Examiners' decision to hear a matter directly shall be filed with the Board of Examiners.

- (b) All motions filed with the Board of Examiners shall include a notice of motion, a proof of service, a brief conforming to the requirements at N.J.A.C. 6A:9B-4.17, a copy of the decision or order that is the subject of the motion, and an affidavit setting forth any fact not in the record upon which the moving party relies. The moving party shall serve on the Board of Examiners a copy of the moving papers and a proof of service. If the Board of Examiners is not deciding the matter directly, the moving party shall serve a copy of the papers on the attorney representing the Board of Examiners. The opposing party shall have 15 days from service of the motion to file a response. If no opposing brief is filed, the Board of Examiners shall consider the motion to be unopposed. No other briefs may be filed.
- (c) Unless otherwise directed by the Board of Examiners, there shall be no oral argument on motions.
- (d) Upon application of any party for an extension of time, the Secretary may extend the time for filing a motion or for filing the response to a motion, provided the extension application is requested prior to the expiration for filing or responding to a motion.

#### **6A:9B-4.15 Motions for reconsideration**

- (a) Any party may file with the Board of Examiners, and serve on all other parties, a motion to reconsider the Board of Examiners' decision. The party shall file the motion no later than 15 days from the decision's mailing date.
- (b) The Board of Examiners may reconsider the decision based on evidence of:
  - 1. Mistake, inadvertence, surprise, or excusable neglect;

2. Newly discovered information that would likely alter the decision and could not have been discovered by due diligence in time for the hearing; or
3. Fraud, misrepresentation, or misconduct of another party.

#### **6A:9B-4.16 Motions for stay**

- (a) A determination of revocation and/or suspension shall be effective upon the date contained within the decision. To stay the decision's effective date, the Board of Examiners must grant a motion to stay the decision.
  1. A party shall make a motion for a stay of the Board of Examiners' decision pending appeal to the Commissioner in accordance with the procedures at N.J.A.C. 6A:9B-4.14.
  2. The moving party shall file the motion for a stay within 30 days of the mailing date of the Board of Examiners' decision that is at issue.
  3. The Board of Examiners shall meet to hear the motion to stay within 20 days of the date the motion is filed. A written decision on the motion shall not be required, but the Board of Examiners shall notify the moving party of the decision within five days of reviewing the motion and any opposition.
- (b) The brief in support of the motion shall address the following standards to be met for granting a stay pursuant to *Crowe v. DeGioia*, 90 N.J. 126 (1982):
  1. The moving party will suffer irreparable harm if the requested relief is not granted;
  2. The legal right underlying the moving party's claim is settled;
  3. The moving party has a likelihood of prevailing on the merits of the underlying claim; and
  4. When the equities and interests of the parties are balanced, the moving party will suffer greater harm than the other party if the requested relief is not granted.

#### **6A:9B-4.17 Briefs and exceptions**

- (a) Briefs filed with the Board of Examiners in response to a notice of hearing served pursuant to N.J.A.C. 6A:9B-4.6 or in support of a motion shall not exceed 15 pages, exclusive of table of contents and appendix.
- (b) Exceptions and reply exceptions filed in response to an initial decision issued by the OAL shall not exceed 15 pages.
- (c) The Secretary may grant written requests to file additional pages.

#### **6A:9B-4.18 Appeal of Board of Examiners decisions**

A party may appeal adverse revocation and suspension decisions in accordance with N.J.A.C. 6A:4. A party may appeal all other Board of Examiners' decisions to the Commissioner pursuant to N.J.A.C. 6A:3.

### **Subchapter 5. General Certification Policies**

#### **6A:9B-5.1 Certificate required**

- (a) Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education shall hold a valid and appropriate certificate.
- (b) In addition to the requirements set forth in this subchapter, the certificate holder shall obtain any license, certificate, or authorization required by State or Federal law, a licensing board, or N.J.A.C. 6A:9B-4.1 and 4.2 for the individual to serve in a position. The district board of education that is considering employing the individual shall ensure the candidate holds all necessary licenses, certificates, or authorizations.
- (c) The employing school district shall remove from the position any teaching staff member who fails to maintain the mandated license, certificate, or authorization as set forth at (b) above. Pursuant to N.J.A.C. 6A:9B-4.3(a), the school district also shall report to the Board of Examiners the teaching staff member's name.

### **6A:9B-5.2 Types of certificates or credentials**

- (a) Candidates for licensure may apply for the following certificates or credentials:
1. Certificate of eligibility;
  2. Certificate of eligibility with advanced standing;
  3. Provisional certificate;
  4. Standard certificate;
  5. Emergency certificate;
  6. Limited certificate for noncitizen teachers;
  7. Substitute credential;
  8. Limited certificate of eligibility;
  9. Limited certificate of eligibility with advanced standing; and/or
  10. Nonresident military spouse temporary instructional certificate.

### **6A:9B-5.3 Issuance of a certificate**

- (a) The Board of Examiners shall issue three categories of educational certificates:  
Instructional, Administrative, and Educational Services.
- (b) The Board of Examiners shall issue the appropriate certificate upon the candidate's completion of all certification requirements in effect at the time the Office receives the application.  
Requirements include, but are not limited to, coursework, degree, assessments, fees, GPA, and all certificate rules at N.J.A.C. 6A:9B-8 through 15. An application shall be deemed filed when the Office has received the application and all required supporting documentation.
- (c) If the candidate is not eligible for the certificate sought, the Office shall issue a written evaluation that identifies the deficiency(ies) for certification.

#### **6A:9B-5.4 Certification responsibilities of the district board of education**

- (a) The chief school administrator of the employing district board of education shall require each newly employed teaching staff member, or each teaching staff member reassigned to a new grade level, subject area, or administrative position, to produce an appropriate certificate before the employee assumes any responsibility for the performance of assigned duties. The chief school administrator shall ensure the certificate is valid.
- (b) Each chief school administrator annually shall report the names and teaching assignments of all teaching staff members to the Department in a Commissioner-prescribed format.
- (c) A teaching staff member's contract or engagement shall cease and terminate if the employing district board of education is notified, in writing, by the executive county superintendent, or otherwise ascertains, that the teaching staff member is not, or has ceased to be, the holder of an appropriate certificate required for such employment. A teaching staff member's employment shall cease and terminate even if the term of employment pursuant to a contract or an engagement has not expired.
- (d) If a properly notified district board of education fails to terminate the employment of an uncertified or improperly certified teaching staff member, the Commissioner may issue an order to show cause why an amount equaling the teaching staff member's per diem salary for each day the teaching staff member remains employed should not be withheld from the school district's State financial aid. If the district board of education fails to respond or show adequate cause within 20 days from the date the order to show cause was mailed, the Commissioner may reduce the school district's State financial aid by the determined amount of the uncertified or improperly certified teaching staff member's per diem salary. The district board of education may show adequate cause either by exhibiting an appropriate certificate or by terminating the employment of the uncertified or improperly certified teaching staff member.

### **6A:9B-5.5 Assignment of titles**

- (a) Each district board of education shall assign to teaching staff members position titles that are recognized by the Department. To this end, the Department shall maintain and make available to school districts a list of approved job titles with corresponding authorized certificates.
- (b) If a district board of education desires to use an unrecognized position title, or if a previously established unrecognized title exists, the following procedures shall apply:
  - 1. Prior to appointing a candidate, the district board of education shall submit to the executive county superintendent a written request, including a detailed job description, for permission to use the proposed title.
  - 2. The executive county superintendent shall exercise his or her discretion regarding approval of the request and shall determine the appropriate certification and title for the position.
- (c) The executive county superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year.
- (d) Decisions rendered by executive county superintendents regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

### **6A:9B-5.6 Fees**

- (a) The fee schedule at (b) below shall be in addition to any tuition and fees for courses and credits offered in connection with Department-approved educator preparation programs and/or assessments required for certification.
- (b) The following nonrefundable fee schedule applies:
  - 1. For each CE and CEAS, which includes the issuance of the provisional certificate and standard certificate – \$170.00;
  - 2. For each emergency certificate – \$95.00;

3. For each substitute credential – \$125.00;
  4. For each renewal of an emergency or provisional certificate – \$70.00;
  5. For each name change in the certification system – \$20.00;
  6. For each evaluation of credentials to determine eligibility to take a particular State certification examination or to obtain information concerning qualifications for certification – \$70.00;
  7. For each standard certificate issued without a prior provisional certificate – \$95.00;
  8. For each certificate that requires an assessment, a one-time assessment score service fee – \$20.00;
  9. For each letter the Office sends in response to a candidate’s written request to verify assessment scores no longer available from the testing company – \$25.00;
  10. For an academic qualifying credential, pursuant to N.J.S.A. 18A:6-41 – \$30.00. If the candidate is not eligible, \$20.00 will be refunded;
  11. Upon completion of a Commissioner-approved administrator residency program, a one-time administrative fee – \$200.00;
  12. Upon completion of a Commissioner-approved CE educator preparation program for holders of an instructional CE, a one-time administrative fee – \$100.00; and
  13. For each limited CE and CEAS in instructional areas, which includes the issuance of the provisional certificate and standard certificate – \$170.00.
- (c) The fees at (b) above shall be waived once for military personnel and nonresident active-duty military spouses for an initial application.

#### **6A:9B-5.7 Citizenship requirement**

- (a) Except as set forth below, an applicant shall be a citizen of the United States to be eligible for a certificate.

1. Any citizen of another country who has declared an intention of becoming a United States citizen and who is otherwise qualified may be granted, with the Commissioner's approval, a teaching certificate for employment as a teacher by a district board of education as set forth at N.J.S.A. 18A:26-1. The certificate shall expire five years after issuance.
  - i. After the first five-year period, the certificate may be renewed up to three times, but not to exceed 20 years, upon demonstration that an application for citizenship continues to be in process and actively pursued by the applicant.
  - ii. The Board of Examiners may revoke a noncitizen certificate, pursuant to N.J.S.A. 18A:26-8.1, if the Board of Examiners is satisfied that the certificate holder has abandoned efforts to become a United States citizen or has become disqualified for citizenship.
2. In accordance with N.J.S.A. 18A:26-1, any citizen of another country who is employed as an exchange teacher by a district board of education, pursuant to N.J.A.C. 6A:9B-5.11, shall be exempt from the citizenship requirement. The teacher shall file with the district board of education a noncitizen oath to support the Constitution of the United States while employed, as required at N.J.S.A. 18A:6-7.
3. In accordance with N.J.S.A. 18A:26-1, any citizen of another country who is eligible for a limited certificate for noncitizen teachers for employment by a public school district, pursuant to N.J.A.C. 6A:9B-5.14, shall be exempt from the citizenship requirement. The teacher shall file with the district board of education a noncitizen oath to support the Constitution of the United States while employed, as required at N.J.S.A. 18A:6-7.
4. In accordance with N.J.S.A. 18A:26-1, a teacher of world languages who has been a resident of the United States for less than 10 years and who is not a citizen of the United States may be granted a teaching certificate and employed as a teacher by a



district board of education. The teacher shall file with the district board of education a noncitizen oath to support the Constitution of the United States while employed, as required at N.J.S.A. 18A:6-7. The teacher shall not be required to complete the affidavit of intent to become a United States citizen. The noncitizen certificate shall be issued for a period of time equivalent to the 10 years less the number of years that the teacher has been a resident of the United States. This period shall not exceed 10 years and shall not be renewed.

5. In accordance with N.J.S.A. 18A:28-3, no teaching staff member shall acquire tenure unless the teaching staff member is, or until the teaching staff member becomes, a citizen of the United States.

#### **6A:9B-5.8 Minimum degree and age requirement**

Applicants for teaching certificates shall be at least 18 years old, have graduated from an approved high school or have an equivalent education as determined by the Board of Examiners, and have received a bachelor's degree from an accredited higher education institution. The requirement of a bachelor's degree shall not apply to applicants for career and technical education endorsements as set forth at N.J.A.C. 6A:9B-11.3, for educational interpreter endorsements as set forth at N.J.A.C. 6A:9B-14.18, or for military science endorsements as set forth at N.J.A.C. 6A:9B-11.8.

#### **6A:9B-5.9 Examination in physiology, hygiene, and substance abuse issues requirement**

Candidates for instructional certificates shall pass an examination in physiology, hygiene, and substance abuse issues. This examination may be course-related or may stand alone. The Department, or each educator preparation program approved pursuant to N.J.A.C. 6A:9A, shall design, administer, and evaluate the examination for applicants for certification.

#### **6A:9B-5.10 Certification of military personnel and nonresident active-duty military spouses**

- (a) This section applies to former and current United States military personnel, including, but not limited to, veterans, active-duty, National Guard, and reserves.
- (b) Military personnel who received an evaluation for certification before entering the military may continue under that evaluation, subject to the following provisions:
  - 1. A request for reinstatement of the preservice status is made within a period of time equivalent to the length of the military service; and
  - 2. A copy of a note of discharge or release under conditions other than dishonorable from the service is submitted.
- (c) At the expiration of the time period equivalent to the length of military service, the military personnel shall be subject to the rules at N.J.A.C. 6A:9B-8 through 15.
- (d) To prove military status, candidates shall submit either a copy of a DD214 with note of discharge or release under conditions other than dishonorable or a copy of a valid military identification card.
- (e) Pursuant to N.J.S.A. 18A:26-2.14, a nonresident active-duty military spouse may apply for a temporary instructional certificate that authorizes employment as a teacher in New Jersey in accordance with the eligibility requirements and process at N.J.A.C. 6A:9B-8.10.

#### **6A:9B-5.11 Exchange teachers**

- (a) A district board of education may employ a teacher from another state or country in exchange for one of its own teaching staff members for a period of up to one school year. The district board of education shall adopt a resolution stating the exchange teacher is employed as a substitute teacher for that teaching staff member during that school year.
- (b) If the exchange teacher is a foreign national, the teacher shall comply with the requirements at N.J.A.C. 6A:9B-5.7(a)2.

- (c) The district board of education shall request that the executive county superintendent issue a substitute credential to the exchange teacher, pursuant to N.J.A.C. 6A:9B-7.6.

**6A:9B-5.12 Emergency certificate for candidates for educational services certificates**

- (a) An emergency certificate may be issued at any time during the academic year.
- (b) All emergency certificates shall expire on July 31 of each year regardless of issuance date.
- (c) A chief school administrator, or the chief school administrator's designee, may apply to the executive county superintendent for an emergency certificate for a candidate in authorized educational services areas if the chief school administrator, or the chief school administrator's designee, can demonstrate the inability to locate a qualified candidate with the required certificate for the position due to unforeseen shortages or other extenuating circumstances. The executive county superintendent may approve the application upon determining that there are no suitable certified candidates to fill the position.
- (d) With the exception of the educational interpreter endorsement pursuant to N.J.A.C. 6A:9B-14.18(d) and (e), the certificate shall be renewable annually, up to a maximum of two times, at the request of the chief school administrator and approval of the executive county superintendent. Renewal shall be predicated upon demonstration of progress toward successful completion of coursework and assessments required for issuance of a CE, CEAS, or standard certificate. A candidate serving under an emergency certificate shall be employed under an emergency certificate for no more than a total of three years in any one educational services endorsement area regardless of the number of school districts in which the candidate serves.
- (e) An emergency certificate shall be valid for employment only in the school district requesting the emergency certificate.

### **6A:9B-5.13 Interstate contracts**

In accordance with the NASDTEC Interstate Contract, the Commissioner and the Secretary may enter into contracts with other states to allow reciprocity of teachers' credentials between New Jersey and other states.

### **6A:9B-5.14 Limited certificate for noncitizen teachers**

- (a) Pursuant to N.J.S.A. 18A:26-1 and 8.1, a limited certificate for noncitizen teachers shall be a non-renewable certificate issued to citizens of other countries and shall be valid for three years. Certificate issuance shall be contingent upon the following:
  - 1. The candidate's enrollment in an international agency or program approved by the candidate's country of origin; and
  - 2. The candidate's completion of the requirements at (d) below.
- (b) Prior to hiring a noncitizen teacher, the district board of education shall:
  - 1. Demonstrate to the executive county superintendent its inability to locate a qualified teacher with the required certification for the position;
  - 2. Submit to the executive county superintendent the candidate's application and supporting documentation; and
  - 3. Maintain all documentation of its effort to employ an appropriately certified teacher.
- (c) For the candidate to be eligible for the limited certificate for noncitizen teachers, the district board of education shall submit, on a candidate's behalf, evidence of the following:
  - 1. Completion of a degree that is equivalent to a United States bachelor's degree as determined by a Department-approved international credentials evaluation service;
  - 2. Completion of an academic major in the subject to be taught. Candidates hired to teach world languages shall be exempt from this requirement;
  - 3. Achievement of the GPA requirement as set forth at N.J.A.C. 6A:9B-8.2(a)3;

4. Completion of a college educator preparation program in the candidate's home country as certified by a Department-approved international credentials evaluation service or the international agency or government of the candidate's country of origin, pursuant to (a) above;
  5. Certification by the agency verifying the candidate's valid authorization to teach in the candidate's home country;
  6. Certification by the agency verifying the candidate has completed a minimum of three years of successful full-time teaching experience in the subject area to be taught. World language teachers shall present evidence of three years of successful full-time teaching experience in any subject. The teacher may teach their native language upon demonstration of oral language proficiency as certified by the agency; and
  7. Completion of a Department-approved, nationally recognized test assessing the ability to speak, read, and write the English language fluently.
- (d) The holder of a limited certificate for noncitizen teachers shall be permitted to teach in bilingual education programs in the language that was the medium of instruction in the certificate holder's educator preparation program, and in the content area and/or grade level of preparation in the certificate holder's country of origin.
- (e) The candidate shall sign a notarized noncitizen oath to support the Constitution of the United States.
- (f) An agency or non-United States government seeking to operate a noncitizen teacher placement program in New Jersey may enter into an agreement with the Department stipulating the agency's or non-United States government's role in fulfilling the section's requirements. The agency or non-United States government placing noncitizen teachers pursuant to this section shall provide to the Department, upon request, at least, but not limited to, the following documentation:
1. Evidence of U.S. State Department authorization to sponsor J-1 visas;

2. A description of the program, including orientation materials and procedures, references from other states' agencies, and demonstration of prior experience in noncitizen teacher recruitment and placement; and
  3. A description of the process by which the agency or non-United States government determines the noncitizen teacher's U.S. bachelor's degree equivalency, college teacher preparation equivalency, authorization to teach, oral language proficiency, and successful teaching experience.
- (g) An agency or non-United States government shall provide to school districts and noncitizen teachers assistance with all aspects of the teacher placement process, including, but not limited to the following:
1. Recruitment and screening of qualified noncitizen teachers;
  2. Orientation to prepare noncitizen teachers for their teaching assignments and daily life in the school community;
  3. Orientation to prepare school districts to host noncitizen teachers;
  4. Enrollment of noncitizen teachers in a health and accident insurance coverage plan that meets the requirements of the U.S. State Department for obtaining the J-1 visa;
  5. Assignment of noncitizen teachers to instruct within their respective disciplines and provision of an ongoing monitoring and support system;
  6. Replacement of any teacher whose performance is not satisfactory, as determined by the employing school district pursuant to the terms of the contract between the agency or non-United States government and employing school district; and
  7. Determination of responsibility for payment of the program costs. The school district, the noncitizen teacher, and the agency shall determine who will incur the costs of sponsoring the noncitizen teacher pursuant to a contract signed by all parties. To maintain Department approval, the agency shall provide the Department with a current fee schedule outlining anticipated costs for participation in the program.

- (h) An agency approved pursuant to this section shall be subject to periodic review. If the Department determines at any time during the agency's operation in New Jersey that it has failed to meet the criteria in this section, the agency shall cease operations in the State upon Department notification.
- (i) The Board of Examiners may revoke or suspend a limited certificate for noncitizen teachers in accordance with N.J.A.C. 6A:9B-4.4, 4.5, and 4.6.

**6A:9B-5.15 Persons employed to coach or serving as coach for interscholastic swimming and/or diving programs**

- (a) Persons employed to coach or serving as coach for interscholastic swimming and/or diving programs shall:
  - 1. Hold a New Jersey certificate pursuant to the rules for hiring athletics personnel at N.J.A.C. 6A:9B-5.16(b); and
  - 2. Meet the requirements for water safety training at N.J.A.C. 6A:9B-11.10(a)2, 3, and 4.
- (b) The chief school administrator of the employing district board of education shall:
  - 1. Annually notify the executive county superintendent of all persons employed to coach or serving as coach for interscholastic swimming and/or diving programs; and
  - 2. Annually forward to the executive county superintendent copies of each valid certificate required at (a)2 above for every person employed to coach or serving as coach for interscholastic swimming and/or diving programs.

**6A:9B-5.16 Athletics personnel**

- (a) Any teaching staff member employed by a district board of education shall be permitted to organize students for purposes of coaching or for conducting games, events, or contests in physical education or athletics.

- (b) School districts may employ any holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9B-7, to work in the interscholastic athletic program, provided the position has been advertised. The 20-day limitation noted at N.J.A.C. 6A:9B-7.3(a) shall not apply to such coaching situations.

**6A:9B-5.17 Educational technology resources and tools**

- (a) Every teacher shall demonstrate knowledge and understanding of educational technology resources and tools as described by the Professional Standards for Teachers at N.J.A.C. 6A:9-3.
- (b) An endorsement shall not be required to deliver instruction in the use of educational technology resources and tools, except where career and technical endorsements are required for the related career clusters, career education, and consumer, family, and life skills, pursuant to N.J.A.C. 6A:9B-9.4.
- (c) Every teacher shall integrate into the classroom appropriate educational technology resources and tools related to the content area being taught.
- (d) The chief school administrator, or the chief school administrator's designee, may assign an individual to provide instruction in the use of educational technologies if the individual:
  1. Demonstrates proficiency in the uses of educational technologies and understands their common applications in an educational setting;
  2. Demonstrates knowledge and understanding of the integration in the curriculum of educational technologies;
  3. Demonstrates understanding of the legal and ethical issues surrounding the use of educational technologies in preschool through grade 12 schools; and
  4. Holds a CE, CEAS, or standard certificate in an instructional field.



## **Subchapter 6. College Courses and Certification**

### **6A:9B-6.1 Validation of college degrees and college professional preparation**

- (a) A candidate for certification shall hold a bachelor's degree or higher from an accredited college or university or a foreign higher education institution recognized by international accreditation agencies at the time of degree conferral.
- (b) To meet the CEAS requirements, a candidate shall complete a CEAS educator preparation program, pursuant to N.J.A.C. 6A:9B-8.2, and coursework from the following entities shall be accepted:
  - 1. A New Jersey college or university approved by the Commissioner for the preparation of teachers;
  - 2. Out-of-State colleges approved by the state board, department of education, or department of higher education in the state in which the college is established and approved by the Department on the basis of reciprocal agreements; and
  - 3. Accredited two-year colleges, provided the courses are accepted toward meeting the requirements for certification by a college or university approved by the Department.
- (c) Required coursework for all instructional endorsements shall appear on the transcript of an accredited college or university, pursuant to N.J.A.C. 6A:9B-9.1(a)1iii. Except as provided for at N.J.A.C. 6A:9B-14.18, academic preparation for all administrative and educational services endorsements shall appear on the transcript of an accredited college or university.

### **6A:9B-6.2 Recognition of advanced standing in a college**

- (a) Advanced work completed in secondary school that is assigned college credit by the higher education institution the candidate attends shall be counted toward meeting the requirements for certification.

- (b) When an accredited college or university grants advanced standing but does not award college credit for courses that were waived, the Department may accept the study that the college waived as college credit for purposes of certification.

**6A:9B-6.3 Course information**

- (a) Courses completed by correspondence or distance learning may be accepted for certification purposes only if they are completed through an accredited college or university and appear on an official transcript from the college or university.
- (b) Teaching a course in an accredited college or university shall be deemed the equivalent of having presented the course on a college transcript. Evidence of such teaching shall be submitted in the form of an original letter from the college president, dean, or authorized designee.

**6A:9B-6.4 Equivalency of coursework completed in other countries**

- (a) An applicant for a CE or CEAS who has completed college-level study in a country other than the United States shall present to the Office an equivalency report of that study from a Department-approved credentials evaluation agency.
- (b) The Office shall accept only equivalency reports that include the following:
  1. Courses that are equivalent to courses from a United States accredited four-year college or university;
  2. A course-by-course listing and the semester-hour equivalent of each area of college-level study; and
  3. The applicant's GPA at the conclusion of the degree program.

## **Subchapter 7. Substitute Credential**

### **6A:9B-7.1 Issuance of substitute credential for positions requiring instructional certificates**

- (a) Pursuant to the limitations at N.J.A.C. 6A:9B-7.3(a), the substitute credential shall apply to a person who temporarily replaces a certified and regularly employed classroom teacher who is absent, or to a person who temporarily fills a vacancy. The assignment of a person with a substitute credential shall be made in accordance with (d) below and N.J.A.C. 6A:9B-7.7.
- (b) Pursuant to N.J.S.A. 18A:6-38, the Board of Examiners shall issue substitute credentials and may revoke or suspend them in accordance with N.J.A.C. 6A:9B-4.4, 4.5, and 4.6.
- (c) Holders of an instructional CE, an instructional CEAS, a standard instructional certificate, an administrative certificate, or an educational services certificate shall not be required to obtain a substitute credential before serving as a substitute teacher.
- (d) Holders of a CE with a career and technical education endorsement or a standard certificate with a career and technical education endorsement shall obtain a substitute credential before serving as a substitute teacher.

### **6A:9B-7.2 Substitute credential requirements**

- (a) A candidate, or the candidate's designee, shall apply to the executive county superintendent for a substitute credential.
- (b) A candidate for a substitute credential shall present documentation of a minimum of 30 semester-hour credits completed at an accredited college or university, unless the candidate qualifies for the career and technical education substitute credential, pursuant to N.J.A.C. 6A:9B-7.4.
- (c) The candidate, or the candidate's designee, shall submit the candidate's signed application, official transcripts, signed and endorsed oath of allegiance, academic

credentials, and appropriate fee, pursuant to N.J.A.C. 6A:9B-5.6(b)3, to the executive county superintendent for review and approval.

- (d) A substitute credential shall be valid for five years from the date of issuance. Up to six months before expiration, a candidate may reapply for the substitute credential in accordance with this section.
- (e) Prior to employment, the employing school district shall require any person serving as a substitute teacher to pass a criminal history background check unless the school district's chief school administrator can demonstrate to the Commissioner that special circumstances justify a substitute teacher's emergent employment in accordance with N.J.S.A. 18A:6-7.1c.

### **6A:9B-7.3 Time-period limitations for serving as a substitute teacher**

- (a) Holders of a substitute credential or holders of administrative or educational services certificates without an instructional CE, CEAS, or standard certificate shall substitute for no more than 20 instructional days in the same classroom per school year.
- (b) Holders of the following qualifications shall be permitted to substitute in any school district for no more than 40 instructional days in the same classroom per school year:
  - 1. Instructional CE, CEAS, or a standard certificate with an endorsement not within the scope of the subject being taught;
    - i. The school district shall notify the executive county superintendent if a holder of an instructional CE or CEAS substitutes for more than 20 instructional days in the same classroom; or
  - 2. Career and technical education substitute credential, pursuant to N.J.A.C. 6A:9B-7.4.
- (c) Holders of an instructional CE, CEAS, or standard certificate with an endorsement within the scope of the subject being taught shall be permitted to substitute for 60 instructional days in the same classroom per school year unless the school district notifies the executive county superintendent of an extension. The school district's notification shall demonstrate:

1. The school district was unable to hire an appropriately certified teacher for the vacant position;
2. The school district is filling the position subject to the limitations in a local contract or at N.J.A.C. 6A:9B-7.1; and
3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
  - i. CE or CEAS holders obtain a provisional certificate;
  - ii. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate; and
  - iii. CE holders are accepted into a CE educator preparation program and will begin coursework in the program's next available cohort.

#### **6A:9B-7.4 Career and technical education substitute credential**

- (a) The career and technical education substitute credential shall be required for a holder to serve as a substitute teacher for specific career and technical education skills.
  1. All requirements at N.J.A.C. 6A:9B-7.1 and 7.2, except the 30 general semester-hour credits requirement at N.J.A.C. 6A:9B-7.2(b), shall apply to this credential. Instead of the 30 general semester-hour credits requirement, a career and technical education substitute credential shall be issued to a candidate who presents two years of full-time work or teaching experience in the appropriate career cluster. The experience shall be documented by an experience statement from an employer or presentation of a valid State or out-of-State occupational license.
- (b) The holder of a career and technical education substitute credential shall be subject to the time period limitations at N.J.A.C. 6A:9B-7.3(b).

### **6A:9B-7.5 Substitute credential for positions not requiring instructional certificates**

- (a) The Board of Examiners may issue a substitute school nurse/non-instructional credential to the holder of a valid New Jersey registered professional nurse license.
  - 1. A substitute school nurse/non-instructional may serve a total of 60 instructional days in the same position in one school district during the school year.
- (b) The Board of Examiners may issue a substitute educational interpreter credential to candidates with an associate or higher degree and who have completed the Educational Interpreter Performance Assessment (EIPA) with a minimum score of 3.5 or demonstrated interpreting skills as evidenced through the possession of a sign language certificate from the Registry of Interpreters for the Deaf or other Department-approved national accrediting agency for sign language interpreting. Substitute educational interpreters may serve for up to six months during the academic year.

### **6A:9B-7.6 Substitute credential for exchange teachers**

A district board of education employing a teacher from another state or another country as an exchange teacher in accordance with N.J.A.C. 6A:9B-5.11(c) shall request that the Board of Examiners issue a substitute credential to the exchange teacher, pursuant to N.J.A.C. 6A:9B-5.11(c). The exchange teacher may serve for up to one year, pursuant to N.J.A.C. 6A:9B-5.11(a).

### **6A:9B-7.7 Fulfilling teacher vacancies and absences**

- (a) If a teaching position becomes vacant through retirement, resignation, or other cause for permanent departure from employment, the position shall be:
  - 1. Temporarily covered by a substitute teacher; and
  - 2. Permanently filled by the holder of a CE, CEAS, or standard certificate as quickly as possible ,but no later than 45 calendar days after the vacancy’s posting.

- i. At the school district's request, the executive county superintendent may extend to 60 calendar days the requirement to permanently fill the vacancy.
  - ii. School districts filling long-term vacancies with CE or CEAS holders pursuant to this subchapter shall register certificate holders for a provisional certificate pursuant to N.J.A.C. 6A:9B-8.4.
- (b) When a teacher holding an instructional certificate is expected to be absent for five or more consecutive instructional days, a school district shall make every reasonable effort to temporarily replace the teacher according to the following priority order:
  1. A holder of a CE, CEAS, or standard certificate with an endorsement in the subject area or grade level appropriate to the classroom;
  2. A holder of a CE, CEAS, or standard certificate with an endorsement outside the subject area or grade level appropriate to the classroom; and
  3. A holder of a substitute credential or an administrative or educational services certificate.
- (c) Nothing in this section shall preclude the use of a private contractor by a school district to secure a substitute teacher appropriate pursuant to this subchapter.

## **Subchapter 8. Requirements for Instructional Certification**

### **6A:9B-8.1 Instructional certificate**

- (a) Except as indicated at N.J.A.C. 6A:9B-8.8, candidates for a standard instructional certificate first shall obtain a CEAS or a CE, and then shall obtain a provisional certificate.
- (b) The Board of Examiners shall issue the certificates at (a) above based on the requirements set forth in this subchapter and at N.J.A.C. 6A:9A.
- (c) Candidates for an instructional certificate may apply directly to the Department, or the educator preparation program in which the candidate is enrolled may submit the requisite information on the candidate's behalf.

## **6A:9B-8.2 Requirements for certificates of eligibility with advanced standing (CEAS)**

- (a) Except as indicated at N.J.A.C. 6A:9B-10 and 11, the candidate shall meet the following criteria to be eligible for a CEAS in instructional areas:
1. Hold a bachelor's or an advanced degree from an accredited college or university;
  2. Meet all minimum requirements at N.J.A.C. 6A:9B-5, including, but not limited to, citizenship, age, and the examination in physiology, hygiene, and substance abuse;
  3. Achieve a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for candidates graduating on or after September 1, 2016, in a bachelor's degree program, higher degree program, or a State-approved post-baccalaureate certification program.
    - i. A candidate whose college transcript(s) demonstrates completion of all requirements for graduation prior to September 1 in any year, but whose bachelor's or higher degree was conferred between September 1 and December 31 of the same year, shall be deemed to have graduated prior to September 1 of the same year.
    - ii. A candidate who does not meet the 3.00 GPA requirement shall meet the exception criteria at (c) below.
  4. Satisfy the endorsement requirements and exceptions pursuant to N.J.A.C. 6A:9B-9 10, through 11, including, but not limited to, passing the appropriate State test(s) of subject matter knowledge and completing the required subject-area course requirements;
  5. Be recommended for State licensure by a New Jersey educator preparation program approved pursuant to N.J.A.C. 6A:9A-3, or an out-of-State program approved by the state in which it is located and pursuant to the out-of-State program rules at (b)2 through 5 below;
    - i. The New Jersey educator preparation program and out-of-State program shall submit the recommendation on an Office-provided form; and



6. Pass a Commissioner-approved performance-based assessment of teaching if graduated on or after September 1, 2017.
- (b) To be eligible for a CEAS in instructional fields, the candidate shall complete one of the following educator preparation programs that shall include supervised clinical practice:
1. A New Jersey educator preparation program, graduate or undergraduate, approved by the Commissioner pursuant to N.J.A.C. 6A:9A-3;
  2. An educator preparation program included in the interstate certification reciprocity system of NASDTEC;
  3. An out-of-State educator preparation program approved by the Commissioner or any other national professional education accreditation body recognized by the Council on Higher Education Accreditation;
  4. An educator preparation program approved for certification by the Department in one of the states party to the NASDTEC Interstate Contract, provided the program was completed on or after January 1, 1964, and the state in which the program is located would issue the candidate a comparable endorsement; or
  5. An out-of-State college educator preparation program approved by the department of education in the state in which the program is located.
- (c) The following exceptions apply to the 3.00 GPA requirement at (a) above:
1. A candidate graduating before September 1, 2016, shall achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A in a bachelor's degree program, higher degree program, or a Commissioner-approved post-baccalaureate certification program.
  2. A candidate with a GPA that is below 3.00, but at least 2.75 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements at (a)2 and 4 above.

- (d) A candidate who has graduated from an accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements at (a)3 above.
  - 1. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs.
  - 2. The candidate shall satisfy all other requirements for certification, without exception.
- (e) The GPA requirements and their exceptions at (c) above shall apply to all relevant sections in this subchapter and for endorsements at N.J.A.C. 6A:9B-9 through 11.

### **6A:9B-8.3 Requirements for certificates of eligibility (CE)**

- (a) Except as indicated at N.J.A.C. 6A:9B-8.8, 10, and 11, the candidate shall meet the following criteria to be eligible for a CE in instructional areas:
  - 1. Hold a bachelor's or an advanced degree from an accredited college or university;
  - 2. Meet all minimum requirements at N.J.A.C. 6A:9B-5, including, but not limited to, citizenship, age, and examination in physiology, hygiene, and substance abuse requirements;
  - 3. Achieve a cumulative GPA of at least 3.00 when a GPA of 4.00 equals an A grade for candidates graduating on or after September 1, 2016, in a bachelor's degree program, higher degree program, or a State-approved post-baccalaureate certification program.
    - i. A candidate whose college transcripts demonstrate completion of all requirements for graduation prior to September 1 in any year, but whose bachelor's or higher degree was conferred between September 1 and December 31 of the same year, shall be deemed to have graduated prior to September 1 of the same year.
    - ii. A candidate who does not meet the 3.00 GPA requirement shall meet the exception criteria at (b) below;

4. Satisfy the endorsement requirements and exceptions pursuant to N.J.A.C. 6A:9B-9, 10, and 11, including, but not limited to, passing the appropriate State test(s) of subject matter knowledge and completing the required subject-area course requirements; and
  5. Achieve a minimum score established by the Department on a Commissioner-approved test of basic reading, writing, and mathematics skills, except:
    - i. A candidate may demonstrate proficiency in the use of the English language and in mathematics by achieving a minimum score established by the Commissioner on the SAT, ACT, or GRE pursuant to (a)5i(1) below.
      - (1) The Department shall maintain on its website a list of Commissioner-determined qualifying minimum scores for each test, which shall be the top-half percentile score for all test takers in the year the respective test was taken, for each year such data is available.
      - (2) A candidate shall qualify for the exception at (a)5i above only if the candidate achieves at least the minimum qualifying score posted pursuant to (a)5i(1) above; or
    - ii. A candidate may hold a master's or terminal degree with a minimum GPA of 3.00 from an accredited institution of higher education.
- (b) The following exceptions shall apply to the 3.00 GPA requirement at (a) above:
1. A candidate graduating before September 1, 2016, shall achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A in a bachelor's degree program, higher degree program, or a Commissioner-approved post-baccalaureate certification program.
  2. A candidate with a GPA that is below 3.00, but at least 2.75 when a GPA of 4.00 equals an A grade, and whose score on the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more shall meet the requirements at (a)2 and 4 above.

3. A candidate may have a cumulative GPA lower than 3.00, but equal to or higher than a 2.75 if the candidate is sponsored by a CE educator preparation program prior to applying for a CE, so long as the candidate is employed while participating in the CE educator preparation program. The candidate shall submit to the Department documentation of enrollment with the candidate's other certification documentation.
  - i. Candidates sponsored for the purpose of meeting the exception set forth in this section shall make up no more than 10 percent of a CE educator preparation program's annual accepted candidates.
- (c) A candidate who has graduated from an accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements at (a)3 above.
  1. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs.
  2. The candidate shall satisfy all other requirements for certification, without exception.
- (d) The GPA requirements and their exceptions at (b) and (c) above shall apply to all relevant sections at N.J.A.C. 6A:9B-8, 9, 10, and 11.
- (e) The candidate shall ensure official test scores are transmitted to the Office from the test vendor.
- (f) A candidate who meets all requirements at N.J.A.C. 6A:9B-8.2(a)1 through 5 but did not take a state-approved performance assessment because it was not required for educator preparation program completion or for completion of an out-of-State certification program, pursuant to N.J.A.C. 6A:9B-8.2(b), shall be issued a CE. The candidate shall meet all requirements for provisional and standard certification, pursuant to N.J.A.C. 6A:9B-8.4 and 8.7, respectively, but shall be exempt from:
  1. CE requirements at (a) above;
  2. The provisional certificate requirement to be enrolled in a CE educator preparation program, pursuant to N.J.A.C. 6A:9B-8.4(a)4;

3. The provisional certificate renewal requirement to be enrolled in or to have completed a CE educator preparation program, pursuant to N.J.A.C. 6A:9B-8.5(b)4; and
4. The standard certificate requirement to complete a CE educator preparation program, pursuant to N.J.A.C. 6A:9B-8.7(a)4ii.

#### **6A:9B-8.4 Requirements for the provisional certificate**

(a) Except as indicated at N.J.A.C. 6A:9B-8.8, 10, and 11, a school district shall submit to the Office documentation that demonstrates the candidate has met the following requirements to be eligible for a provisional certificate:

1. Hold a CE or CEAS in the endorsement area required for the teaching assignment;
2. Obtain and accept an offer of employment in a position that requires an instructional certificate;
3. Be registered in the district mentoring program upon employment and in accordance with N.J.A.C. 6A:9C-4; and
4. For a candidate with a CE, be enrolled in a CE educator preparation program. The program shall ensure the candidate receives a minimum amount of pre-professional experience, pursuant to N.J.A.C. 6A:9A-5.3.
  - i. If employed as a teacher of students with disabilities, the CE educator preparation program at an accredited college or university in which the candidate is enrolled shall provide courses on educating students with disabilities. If the educator preparation program is not at an accredited college or university, the program shall ensure the candidate is enrolled in and attending courses on educating students with disabilities through an alternate program immediately upon starting and throughout the program.
  - ii. If employed as a bilingual/bicultural teacher, the CE educator preparation program in which the candidate is enrolled shall ensure the candidate is

enrolled in and attending bilingual/bicultural courses immediately upon starting and throughout the program.

- (b) The effective date of provisional certificate issuance shall be the date on which the CE or CEAS holder begins employment with the district board of education in a certified position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a. The employing school district shall register the teacher within 60 days of the date the CE or CEAS holder begins employment.
- (c) A provisional certificate shall last a maximum of two school years and shall expire on July 31 of the second year regardless of issuance date.
- (d) A provisional teacher holding a provisional certificate in, and working under, one endorsement may seek employment and be employed in more than one school district during the provisional time period prior to earning the standard certificate.
- (e) A new provisional certificate must be issued each time a teacher with a CE or CEAS is employed by a school district that is different from the school district that submitted the initial provisional certificate documentation. The two-, four-, and six-year time restraints, pursuant to N.J.A.C. 6A:9B-8.5, shall still apply.
- (f) A candidate holding a temporary instructional certificate issued pursuant to N.J.A.C. 6A:9B-8.10 who meets all the requirements at (a) above, except (a)1 above, shall be eligible for a temporary provisional certificate in an appropriate instructional endorsement area. The temporary provisional certificate shall expire concurrent with the expiration of the temporary instructional certificate. The temporary provisional certificate in the specific endorsement area shall not be renewed. The time a candidate is employed under the temporary provisional certificate shall count toward a candidate's total allowable provisional period, pursuant to N.J.A.C. 6A:9B-8.5(c).
  - 1. A candidate holding a temporary instructional certificate who has already completed an educator preparation program shall be issued a temporary provisional certificate without being required to enroll in another educator preparation program.

## 6A:9B-8.5 Renewal of the provisional certificate

- (a) The school district may recommend a provisional teacher for renewal of the teacher's two-year provisional certificate if the candidate has not yet completed the requirements for the standard certificate within the first two years of employment, pursuant to N.J.A.C. 6A:9A-8.7.
1. A provisional teacher who meets the criteria at (a) above but is not renewed for employment within the same school district following the two-year provisional certificate may seek and accept, under the same endorsement, a position with another school district, pursuant to N.J.A.C. 6A:9B-8.4(d).
- (b) Except as indicated at N.J.A.C. 6A:9B-8.8, 10, and 11, a candidate shall meet the following requirements to be eligible for one renewal of a provisional certificate:
1. Hold a CE or CEAS in the endorsement area required for the teaching assignment;
  2. Be employed or accept an offer of employment in a position that requires an instructional certificate;
  3. Complete a district mentoring program;
  4. Be enrolled in or have completed a CE educator preparation program, if the candidate has a CE; and
  5. Be recommended for renewal by the candidate's principal pursuant to N.J.A.C. 6A:9B-8.6.
- (c) The two-year provisional certificate may be renewed twice for a maximum provisional period of six years if the candidate fulfills the renewal requirements at (b) above and one of the following criteria:
1. Holds a CE with a teacher of students with disabilities endorsement, or a CE with a bilingual/bicultural endorsement, and a CE with an endorsement appropriate to the subject or grade level to be taught; or holds a CE with an English as a second language endorsement. The duration of the CE educator preparation program and required coursework for the endorsement(s) also extends beyond the four-year provisional period; or

2. Does not receive from the school district, by July 31 of the fourth year, the annual summative rating as required for a standard certificate, pursuant to N.J.A.C. 6A:9B-8.4.
- (d) A candidate issued a temporary instructional certificate, pursuant to N.J.A.C. 6A:9B-8.10, shall not be eligible for a renewal of a temporary provisional certificate in the specific endorsement area issued pursuant to N.J.A.C. 6A:9B-8.4(f).

**6A:9B-8.6 Evaluation of a provisional teacher for the standard certificate**

- (a) Effective for candidates who begin teaching during or after academic year 2015-2016, standard certificate determinations shall be based on the provisional teacher's annual summative evaluations, which shall be conducted pursuant to N.J.A.C. 6A:10 and by an appropriately certified principal or administrative designee authorized to supervise instructional staff.
1. Standard certificate determinations for candidates who began teaching prior to academic year 2015-2016 shall be based on performance evaluations aligned with the Professional Standards for Teachers and based on at least three observations conducted during the school year but not less than once during each semester.
- (b) A provisional teacher who meets all other standard certificate requirements at N.J.A.C. 6A:9B-8.7 shall earn a standard certificate upon receipt of at least two summative evaluation ratings of effective or highly effective earned within three consecutive years of teaching.
1. If the provisional teacher does not complete the standard certificate requirements within the first two years of teaching, the provisional certificate may be renewed pursuant to N.J.A.C. 6A:9B-8.5 and the provisional teacher shall have an additional two years to earn at least two effective or highly effective summative evaluation ratings within three consecutive years of teaching.
- (c) Within 30 days of the provisional teacher's receipt of at least two summative evaluation ratings earned in any New Jersey school district, the provisional teacher's principal shall notify the provisional teacher and the Office that the provisional teacher:



1. Is eligible for a standard certificate because the candidate has earned at least two effective or highly effective summative evaluation ratings and has completed all other standard certificate requirements, pursuant to N.J.A.C. 6A:9B-8.7;
  2. Is being recommended for a renewal of the provisional certificate, pursuant to N.J.A.C. 6A:9B-8.5, because the candidate has not yet received at least two effective or highly effective summative ratings within three consecutive years of teaching;
  3. Is not being recommended for a renewal of the provisional certificate for any reason; or
  4. Is rendered permanently ineligible for renewal of the provisional certificate, is prohibited from earning a standard certificate, and is disqualified from seeking further employment as a teacher in any capacity.
- (d) A provisional teacher who is ineligible for a standard certificate and for renewal of the provisional certificate may appeal the standard certificate determination pursuant to N.J.A.C. 6A:9B-4.13.
- (e) Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.
- (f) The annual summative evaluation rating(s) from each prior employing school district shall constitute part of the record on which a principal shall base the standard certificate determination.

#### **6A:9B-8.7 Requirements for the standard certificate**

- (a) Except as indicated at N.J.A.C. 6A:9B-8.8, 10, and 11, the candidate shall meet the following requirements to be eligible for the standard certificate in any instructional area:
1. Possess a provisional certificate, pursuant to N.J.A.C. 6A:9B-8.4;
  2. Be recommended for the standard certificate by the supervising principal based on:
    - i. Evaluation requirements at N.J.A.C. 6A:9A-8.6; and

- ii. Successful completion of a district mentoring program, pursuant to N.J.A.C. 6A:9C-5;
  - 3. Submit to the Department a completed Commissioner-issued teacher candidate survey; and
  - 4. For CE holders, do the following:
    - i. Effective for candidates who begin teaching during or after academic year 2017-2018, pass the performance assessment if the candidate did not pass it prior to earning a CE; and
    - ii. Complete a CE educator preparation program, pursuant to N.J.A.C. 6A:9A-5, unless exempt under the reciprocity rule at N.J.A.C. 6A:9B-8.8.
- (b) A candidate who holds a standard New Jersey instructional certificate shall be eligible for additional standard certificates if the candidate meets the CEAS requirements of this subchapter. This provision shall not apply to holders of the military science endorsement.

**6A:9B-8.8 Requirements for interstate reciprocity for a CEAS, CE, or standard certificate**

- (a) Through reciprocity, the Office shall issue an instructional CEAS to candidates who:
- 1. Have a valid CEAS issued by another state in a subject area or grade level also offered by the Department, following the completion of a CEAS educator preparation program that includes clinical practice and endorsement in a subject that is also issued in New Jersey;
    - i. Candidates applying for reciprocity for a certificate that requires possession of, or eligibility for, a CEAS or standard New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught shall be exempt from the clinical practice requirement at (a)1 above.
  - 2. Passed a subject-matter test to receive the out-of-State endorsement or passed the appropriate New Jersey subject-matter test; and

3. Passed a performance assessment that is approved by the state in which the certificate was issued, unless the candidate holds National Board for Professional Teacher Standards (NBPTS) or the Meritorious New Teacher Candidate (MNTC) designation.
- (b) A candidate who meets all requirements at (a)1 and 2 above but did not take a state-approved performance assessment because it was not required for educator preparation program completion or for certification in that state shall be issued a CE. The candidate shall meet all requirements for provisional and standard certificates pursuant to N.J.A.C. 6A:9B-8.4 and 8.7, respectively, but shall be exempt from:
1. CE certification requirements pursuant to N.J.A.C. 6A:9B-8.3(a);
  2. The provisional certification requirement to be enrolled in a CE educator preparation program, pursuant to N.J.A.C. 6A:9B-8.4(a)4;
  3. The renewal of provisional certification requirement to be enrolled in or to have completed a CE educator preparation program, pursuant to N.J.A.C. 6A:9B-8.5(b)4; and
  4. The standard certification requirement to complete a CE educator preparation program, pursuant to N.J.A.C. 6A:9B-8.7(a)4ii.
- (c) Except as provided at (b) above, and (e), (f), (h), (i), and (j) below, reciprocity shall not apply to an instructional CE. Candidates who have been issued an out-of-State instructional CE shall meet all requirements at N.J.A.C. 6A:9B-8.3.
- (d) Through reciprocity, the Department shall issue an instructional standard certificate to a candidate who:
1. Has a valid standard certificate issued by another state in an endorsement subject area or grade level that also is offered by the Department and demonstrates at least two effective years of teaching that were completed within three consecutive years.
    - i. The candidate shall provide to the Office an original letter documenting completion of this requirement from the candidate's supervisor(s), principal(s), or employing school district(s) human resources officer; or

2. Meets the requirements at (f) and (g) below.
- (e) A candidate who has a valid standard certificate issued by another state, including an endorsement in a subject area or grade level also offered by the Department, but does not meet the requirements at (d)1 above shall be issued a CEAS. The candidate shall meet all requirements for provisional and standard certificates at N.J.A.C. 6A:9B-8.4 and 8.7.
  - (f) A candidate who holds NBPTS certification and the corresponding out-of-State license or certificate in a subject area or grade level also offered by the Department shall be eligible for the standard certificate in the NBPTS certificate field without additional requirements.
  - (g) A candidate who holds the MNTC designation and the corresponding out-of-State license or certificate in a subject area or grade level also offered by the Department shall be eligible for the standard certificate in the MNTC-designated field without additional requirements.
  - (h) Through the Alternate Route Interstate Reciprocity Pilot Program, the Office shall issue an instructional CE to candidates who:
    1. Enroll in a CE educator preparation program participating in the Alternate Route Interstate Reciprocity Pilot Program, pursuant to N.J.A.C. 6A:9A-5.7;
    2. Hold an equivalent, valid CE or provisional instructional certificate issued by another state;
    3. Pass a subject-matter test to receive an out-of-State endorsement or the appropriate New Jersey subject-matter test;
    4. Have at least one year of effective teaching experience as documented by a letter from the candidate's former supervisor, principal, or employing school district's human resource officer; and
    5. Demonstrate good standing during previous teaching experience under an out-of-State certificate.
  - (i) To be eligible for a provisional certificate, a candidate participating in the Alternate Route Interstate Reciprocity Pilot Program shall meet all of the requirements at N.J.A.C. 6A:9B-8.4.

- (j) Through the Alternate Route Interstate Reciprocity Pilot Program, the Office shall issue a standard certificate to candidates who:
1. Successfully complete a CE educator preparation program while participating in the Alternate Route Interstate Reciprocity Pilot Program;
  2. Pass a State-approved performance assessment or the performance assessment approved by the state in which the reciprocal certificate was issued prior to entry into the CE educator preparation program participating in the Alternate Route Interstate Reciprocity Pilot Program; and
  3. Meet the requirements for a standard certificate, pursuant to N.J.A.C. 6A:9B-8.7.
    - i. A candidate who successfully completes CE educator preparation program participating in the Alternate Route Interstate Reciprocity Pilot Program may apply to the Office to have up to one year of effective teaching experience earned out-of-State, as documented by a letter from the candidate's former supervisor, principal, or employing school district's human resource officer, apply toward the requirements at N.J.A.C. 6A:9B-8.6(b).

#### **6A:9B-8.9 Requirements for nonpublic school training programs**

- (a) A nonpublic school may choose to provide a mentoring program for novice teachers, pursuant to N.J.A.C. 6A:9C-5, if the school meets the following requirements:
1. Prior to enrolling any candidate in a mentoring program, the individual with the authority to execute binding documents on behalf of the nonpublic school shall enter into a written agreement with the Department agreeing to comply with all requirements pursuant to N.J.A.C. 6A:9C-5.1(b) and (d);
  2. A teacher at the nonpublic school in a non-administrative, non-supervisory capacity who holds a standard New Jersey instructional certificate shall be assigned as the

mentor, or the nonpublic school may choose to assign as a mentor a non-staff member who meets the criteria at N.J.A.C. 6A:9C-5.2;

3. The school is accredited by an accrediting agency accepted by the Department; and
4. The candidate is employed as a classroom teacher in a position that would require an appropriate instructional certificate in a public school.

#### **6A:9B-8.10 Nonresident military spouse temporary instructional certificate**

(a) To be eligible for the nonresident military spouse temporary instructional certificate, an applicant shall:

1. Be ineligible for any other instructional endorsement pursuant to N.J.A.C. 6A:9B-8.1 through 8.8;
2. Document nonresident active-duty spouse status by submitting a military dependent identification card;
3. Hold a valid and current license or certificate to teach issued by another state for which there is an equivalent and currently issued New Jersey endorsement; and
4. Demonstrate competency in teaching through demonstration of either three years of successful out-of-State teaching pursuant to a validly issued out-of-State teaching license or meeting the GPA requirement pursuant to N.J.A.C. 6A:9B-8.2. The candidate shall submit a letter of experience from a past supervisor or authorized school district representative or a completed Record of Professional Experience form.

(b) The temporary instructional certificate shall be valid for the time period specified at N.J.S.A. 18A:26-2.14 and shall not be subject to renewal, but may be extended pursuant to N.J.S.A. 18A:26-2.14. To continue teaching upon expiration of the temporary instructional certificate, certificate holders shall apply and be eligible for a certificate pursuant to N.J.A.C. 6A:9B-8 through 13.

- (c) The temporary instructional certificate shall be issued for a specific instructional content area endorsement in accordance with (a)3 above to ensure that certificate holders are placed in classrooms for which they have appropriate content knowledge.

**Subchapter 8A. Limited Instructional Certificate of Eligibility and Certificate of Eligibility  
with Advanced Standing Pilot Program**

**6A:9B-8A.1 Scope**

- (a) Pursuant to P.L. 2021 c. 224, this subchapter's rules implement a five-year pilot program for the issuance of limited certificates of eligibility (CEs) and limited certificates of eligibility with advanced standing (CEASs) in an instructional area.
- (b) The five-year pilot program established by the Commissioner will begin in the 2022-2023 school year and will result in the following:
  - 1. A Board of Examiners-issued limited CE or CEAS in an instructional area for candidates who apply for and meet the criteria established in this subchapter; and
  - 2. A Department-maintained list of Commissioner-approved school districts, charter schools, and renaissance school projects permitted to hire certificate holders who have a limited CE or CEAS in an instructional area.
- (c) A limited CE or CEAS in an instructional area shall permit a certificate holder to seek employment in only the school districts, charter schools, and renaissance school projects approved by the Commissioner to participate in the pilot program.
- (d) The limited CE and CEAS will not be issued after September 1, 2027.
  - 1. School districts, charter schools, and renaissance school projects approved by the Commissioner to participate in the pilot program shall ensure that individuals hired pursuant to the pilot program obtain their provisional certificate by no later than November 1, 2027.

- (e) All limited CEs and CEASs issued pursuant to the pilot program, and existing at the expiration of the pilot program, shall expire on November 1, 2027.
- (f) Throughout this subchapter, “school district” shall refer to school districts, charter schools, and renaissance school projects that apply to participate in the pilot program or are approved by the Commissioner to participate as set forth at N.J.A.C. 6A:9B-8A.2.

**6A:9B-8A.2 School district participation**

- (a) A school district seeking to hire certificate holders of limited CEs or CEASs in an instructional area pursuant to the pilot program established pursuant to this subchapter shall first be approved by the Commissioner.
- (b) To seek Commissioner approval to hire certificate holders of limited CEs or CEASs in an instructional area, a school district shall provide to the Commissioner, or the Commissioner’s designee, the following:
  - 1. A plan to sufficiently support novice teachers in accordance with N.J.A.C. 6A:9C-5; and
  - 2. Data demonstrating one or more of the following:
    - i. A demographic disparity between the school district’s or school’s student population and its teachers;
    - ii. A shortage of bilingual education teachers within the school district; or
    - iii. A critical need to fill teacher vacancies or a hardship caused by teacher vacancies within the school district.
- (c) Pursuant to P.L. 2021 c. 224, a school district approved to participate in the pilot program shall be eligible to hire certificate holders of limited CEs or CEASs in an instructional area. The number of certificate holders of limited CEs or CEASs in an instructional area hired shall not exceed, at any time during the pilot program, 10 percent of the school district’s total teacher population as indicated on the school district’s position control roster.



- (d) To maintain approved status, a school district previously approved to participate in the pilot program shall annually submit to the Commissioner a report evaluating the impact of hiring certificate holders with limited CEs or CEASs in an instructional area. The content of the annual report shall be cumulative, but disaggregated by school year, to address each year in which the school district participates in the pilot program. The report shall include, but not be limited to, the following:
1. The number of certificate holders hired by the school district under the pilot program;
  2. The subject areas in which the certificate holders teach and the course(s) they teach;
  3. The impact of hiring certificate holders with limited CEs and CEASs on the school district's or school's demographic disparity between its student population and teachers;
  4. The effect on the school district's ability to fill shortages of bilingual education teachers within the school district;
  5. The effect of hiring certificate holders with limited CEs and CEASs on the school district's ability to fill teacher vacancies;
  6. The student achievement data for students taught by certificate holders who were hired by the school district under the pilot program;
  7. The teacher evaluation data, pursuant to N.J.A.C. 6A:10, and retention data for certificate holders hired under the pilot program; and
  8. Any other information the Commissioner deems necessary, pursuant to section 5 at P.L. 2021, c. 224.
- (e) Approved school districts shall enroll all holders of the limited CE or CEAS in the provisional teacher program within one month of the certificate holder's employment start date.
- (f) Upon expiration of the pilot program on September 1, 2027, school districts shall not hire holders of a limited CE or CEAS, unless the candidate holds another certificate required for employment in the position.

- (g) All Commissioner approvals pursuant to this subchapter shall terminate with the expiration of the pilot program on September 1, 2027.
- (h) Certificate holders of a limited CE or CEAS who hold a provisional certificate as of November 1, 2027, shall be permitted to continue the provisional teacher program within the time limitations set forth at N.J.A.C. 6A:9B-8.4 and 8.5.

**6A:9B-8A.3 Limited CE or CEAS in an instructional area requirements**

- (a) To be eligible for a limited CEAS in an instructional area, the candidate shall successfully complete a State-approved educator preparation program and meet all requirements for a CEAS pursuant to N.J.A.C. 6A:9B-8.2, with the exception of one of the following:
  - 1. The minimum GPA requirement pursuant to N.J.A.C. 6A:9B-8.2(a)3 and its exceptions at N.J.A.C. 6A:9B-8.2(c); or
  - 2. The minimum passing score on an appropriate State test(s) of subject matter knowledge pursuant to N.J.A.C. 6A:9B-8.2(a)4 and the alternative requirements or exceptions at N.J.A.C. 6A:9B-9.1(a)2.
- (b) To be eligible for the limited CE in an instructional area, the candidate shall hold a bachelor's or an advanced degree pursuant to N.J.A.C. 6A:9B-8.3(a)1 and shall meet all other requirements for a CE pursuant to N.J.A.C. 6A:9B-8.3, with the exception of one of the following:
  - 1. The minimum number of subject area course credits and the alternative requirements or exceptions at N.J.A.C. 6A:9B-8.3(a)4 and 9.1(a)1;
  - 2. The minimum GPA pursuant to N.J.A.C. 6A:9B-8.3(a)3 and its exceptions at N.J.A.C. 6A:9B-8.3(b);
  - 3. The minimum score on a Commissioner-approved test of basic reading, writing, and mathematical skills pursuant to N.J.A.C. 6A:9B-8.3(a)5 and the alternative requirements or exceptions at N.J.A.C. 6A:9B-8.3(a)5i; or

4. The minimum passing score on an appropriate State test(s) of subject matter knowledge pursuant to N.J.A.C. 6A:9B-8.3(a)4 and the alternative requirements or exceptions at N.J.A.C. 6A:9B-9.1(a)2.

**6A:9B-8A.4 Provisional and standard certificate requirements for certificate holders with a limited CE or CEAS in an instructional area**

- (a) The limited CE or CEAS in an instructional area shall satisfy the CE or CEAS requirement at N.J.A.C. 6A:9B-8.1(a) for purposes of obtaining a provisional certificate until November 1, 2027.
- (b) To be eligible for a provisional certificate, a certificate holder with a limited CE or CEAS shall meet all the requirements at N.J.A.C. 6A:9B-8.4.
- (c) To be eligible for a standard certificate, a provisional certificate holder hired pursuant to this pilot program shall meet all the requirements for a standard instructional certificate pursuant to N.J.A.C. 6A:9B-8.7.
- (d) Holders of the limited CE or CEAS shall meet all the requirements for a provisional certificate at N.J.A.C. 6A:9B-8.4 no later than September 1, 2027.

**Subchapter 9. Instructional Endorsements**

**6A:9B-9.1 Endorsement requirements**

- (a) To fulfill the endorsement requirements necessary for an instructional certificate, pursuant to N.J.A.C. 6A:9B-8, the candidate shall:
  1. Complete one or more of the following coursework requirements for the subject area in which the candidate is seeking the endorsement:
    - i. Complete an undergraduate major in the subject area as documented by an official transcript from an accredited four-year college or university;
    - ii. Hold a graduate degree in the subject area; or

- iii. Complete at least 30 credits in a coherent sequence of courses appropriate to the subject area as documented by an official transcript from an accredited college or university, of which 12 semester-hour credits must be at the advanced level of study, including junior-, senior-, or graduate-level study as documented by the official transcript of an accredited college or university;
  2. Pass the appropriate State test(s) of subject matter knowledge. If a candidate's score on the appropriate State test(s) of subject matter knowledge falls below the passing score by five percent or less, but the candidate has a GPA of 3.50 or higher when a GPA of 4.00 equals an A grade, the candidate shall meet this paragraph's requirements. This alternative requirement shall not be construed as a waiver pursuant to N.J.A.C. 6A:9B-4.12(c).
    - i. In lieu of passing the State test(s) of subject matter knowledge, a candidate who completes an out-of-State educator preparation program approved pursuant to N.J.A.C. 6A:9B-8.2(b)2, 3, 4, and 5, or who holds an out-of-State equivalent of a CEAS, may pass the equivalent test(s) of subject matter knowledge approved by the state in which the program is located or the certificate was issued ; and
  3. When applicable, complete additional requirements or exceptions pursuant to N.J.A.C. 6A:9B-11.
- (b) Except if certified in an experience-based career and technical education endorsement pursuant to N.J.A.C. 6A:9-11.3 or military science pursuant to N.J.A.C. 6A:9-11.8, holders of a CE, CEAS, or standard instructional certificate in one endorsement may obtain the corresponding CE, CEAS, or standard instructional certificate in a different endorsement upon completion of the academic and test requirements at (a) above and any additional requirement(s) or exception(s) at N.J.A.C. 6A:9B-10 or 11.

## 6A:9B-9.2 Authorizations – general

- (a) Each teaching endorsement shall be required for the corresponding teaching assignment.
1. Each endorsement shall be valid for preschool through grade 12, with the following exceptions:
    - i. The elementary school teacher endorsement shall be valid in kindergarten through grade six. Any holder of the former teacher of elementary school kindergarten through grade five (K-5) endorsement now shall be authorized to teach kindergarten through grade six;
    - ii. The middle school with subject matter specialization endorsement shall be valid in grades five through eight;
    - iii. The preschool through grade three endorsement shall be valid in preschool through grade three; and
    - iv. The teacher of supplementary instruction in reading and mathematics, kindergarten through grade eight (K-8) shall be valid in kindergarten through grade eight.
  2. Teachers with English endorsements who taught English language arts courses prior to February 1976 may continue to teach the same course(s).
  3. Teachers with elementary school endorsements valid in preschool through grade eight issued no later than March 1, 2008, may teach in preschool through grade eight in any employing school district, subject to the qualification for teaching three- and four-year-old children at N.J.A.C. 6A:9B-11.2(b). The teachers shall demonstrate to the school district they have content knowledge appropriate to the subject(s) taught.
    - i. All elementary school teachers certified to teach in kindergarten through grade five after January 20, 2004, and hired to teach in grades six through eight shall hold either the elementary school with subject-matter specialization or the subject-matter endorsement.

4. Teachers holding the teacher of the blind or partially sighted, teacher of the deaf or hard-of-hearing, and/or the teacher of handicapped endorsements issued prior to September 1, 2008, may teach students with disabilities in preschool through grade 12 if the teachers can demonstrate to the school district content knowledge appropriate to the content and the content level to be taught.
5. Teachers holding endorsements that are no longer issued may continue to teach in the subject areas in which the teacher was authorized to teach under the former rules.
6. Career and technical instructional endorsements issued prior to January 20, 2004, shall remain valid. The teachers may teach in the occupations for which they hold endorsements. A crosswalk of the former certificates that identifies under which new career clusters the teacher's certificate falls is available on the Department's website.
7. Holders of other endorsements may teach computer science, as defined in Standard 8.1 of the NJSLS, until July 1, 2027. After July 1, 2027, a teacher of computer science in preschool through grade 12 shall hold a computer science endorsement issued pursuant to N.J.A.C. 6A:9B-10.15.

### **6A:9B-9.3 Department-issued endorsements and authorizations**

- (a) The teaching endorsements and authorizations at (a)1 through 9 below are grouped within the relevant NJSLS.
  1. Visual and performing arts:
    - i. Art: This endorsement authorizes the holder to teach art in all public schools;
    - ii. Dance: This endorsement authorizes the holder to teach dance in all public schools;
    - iii. Music: This endorsement authorizes the holder to teach vocal and instrumental music and related theory in all public schools;
    - iv. Speech arts : This endorsement authorizes the holder to teach speech arts in all public schools; and

- v. Theater: This endorsement authorizes the holder to teach theater in all public schools.
2. Comprehensive health and physical education:
- i. Health education: This endorsement authorizes the holder to teach health education in all public schools;
  - ii. Health and physical education: This endorsement authorizes the holder to teach health and physical education in all public schools;
  - iii. Physical education: This endorsement authorizes the holder to teach physical education in all public schools;
  - iv. Swimming and water safety: This endorsement authorizes the holder to teach swimming, diving, and water safety in all public schools; and
  - v. Driver education: This endorsement authorizes the holder to teach driver education in all public schools.
3. English language arts:
- i. English: This endorsement authorizes the holder to teach English in all public schools;
  - ii. English as a second language: This endorsement authorizes the holder to teach English as a second language in all public schools; and
  - iii. Reading: This endorsement authorizes the holder to teach reading in all public schools.
4. Mathematics:
- i. Mathematics: This endorsement authorizes the holder to teach mathematics in all public schools.
5. Science:
- i. Biological science: This endorsement authorizes the holder to teach biological, environmental, and general science in all public schools. Biological science includes botany, anatomy and physiology, zoology, and biology;

- ii. Chemistry: This endorsement authorizes the holder to teach chemistry and environmental and general sciences in all public schools;
  - iii. Earth science: This endorsement authorizes the holder to teach earth, environmental, and general sciences in all public schools. Earth science includes astronomy, geology, meteorology, oceanography, physical geography, and space science;
  - iv. Physical science: This endorsement authorizes the holder to teach physical, environmental, and general sciences in all public schools. Physical science includes physics, chemistry, and earth and space sciences other than geography; and
  - v. Physics: This endorsement authorizes the holder to teach physics and environmental and general sciences in all public schools.
6. Social studies:
- i. Psychology: This endorsement authorizes the holder to teach psychology in all public schools; and
  - ii. Social studies: This endorsement authorizes the holder to teach social studies in all public schools. Social studies includes American history, European history, world history, government, political science, sociology, geography, anthropology, and economics.
7. World languages: This endorsement authorizes the holder to teach in all public schools one of the following designated world languages:
- i. American Sign Language;
  - ii. Chinese;
  - iii. French;
  - iv. German;
  - v. Greek;



- vi. Hebrew;
- vii. Italian;
- viii. Japanese;
- ix. Latin;
- x. Portuguese;
- xi. Russian;
- xii. Spanish;
- xiii. Hindi;
- xiv. Arabic;
- xv. Korean; or
- xvi. Other world languages.

8. Technology education:

- i. This endorsement authorizes the holder to teach technology education in all public schools with the exception of approved career and technical education programs. Technology education includes content aligned with Standard 8.2 of the NJSLs.
- ii. A technology education endorsement is not required to teach the use of educational technology pursuant to N.J.A.C. 6A:9B-5.17.

9. Computer science: This endorsement authorizes the holder to teach computer science, as described in Standard 8.1 of the NJSLs, in all New Jersey public schools.

(b) The teaching endorsements below authorize the holder to teach specific populations, subjects, ages, and/or grade levels:

- 1. Bilingual/bicultural education: This endorsement authorizes the holder to teach bilingual/bicultural education in all public schools. In addition to the content area(s) or grade level(s) authorized by the teachers' endorsement(s), the holder of a bilingual/bicultural education endorsement also may provide consultative services

and supportive resource programs, including modification and adaptation of curriculum and instruction to English language learners and speakers of English as a second language in general education programs in preschool through grade 12.

2. Elementary school: This endorsement authorizes the holder to:
  - i. Serve as an elementary school teacher in kindergarten through grade six in all public schools;
  - ii. Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in kindergarten through grade six;
  - iii. Teach world languages full-time in kindergarten through grade six, pursuant to N.J.A.C. 6A:9B-10.5;
  - iv. Teach all remaining subjects no more than one-half of the daily instructional assignment; and
  - v. Teach reading, writing, mathematics, and spelling, for basic-skills purposes only, in grades six through 12.
3. Middle school with subject-matter specialization: This endorsement authorizes the holder to teach the specialty subjects on the face of the certificate full-time in grades five through eight in all public schools. This endorsement does not permit the holder to teach the subject matter specialization in grades nine through 12.
4. Preschool through grade three: This endorsement authorizes the holder to:
  - i. Teach preschool through grade three in public schools and to teach public school students in approved settings providing early childhood education;
  - ii. Teach language arts literacy, mathematics, science, computer and information literacy, and social studies full-time, integrating educational technology where appropriate in preschool through grade three;

- iii. Teach world languages full-time in preschool through grade three, pursuant to N.J.A.C. 6A:9B-10.5; and
  - iv. Teach all remaining subjects in preschool through grade three no more than one-half of the daily instructional assignment.
5. Teacher of supplemental instruction in reading and mathematics, kindergarten through grade eight: This endorsement authorizes the holder to provide supplemental, pull-out instruction in reading and mathematics for students in kindergarten through grade eight. During their provisional teaching period, teachers holding this endorsement:
- i. May not be assigned to more than two schools; and
  - ii. Shall conduct all teaching in a formal classroom environment with a minimum of eight students that approximates the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the NJSLS.
6. Students with disabilities: The endorsements authorize the holder to teach students from one of the designated populations listed at (b)6i through iv below. In addition to the content area(s) or grade level(s) authorized by the teachers' endorsement(s), the holder of a special education endorsement also may provide consultative services and supportive resource programs, including modification and adaptation of curriculum and instruction to students with disabilities in general education programs in preschool through grade 12.
- i. Blind or visually impaired: This endorsement authorizes the holder to teach blind or visually impaired students;
  - ii. Deaf or hard of hearing for oral/aural communication: This endorsement authorizes the holder to teach deaf or hard-of-hearing students using oral/aural communication strategies;

- iii. Deaf or hard of hearing for sign language communication: This endorsement authorizes the holder to teach deaf or hard-of-hearing students using sign language communication strategies; and
- iv. Students with disabilities: This endorsement authorizes the holder to teach students classified with disabilities with the exception of students identified at (b)6i, ii, and iii above.

**6A:9B-9.4 21st century life and careers, and career and technical education endorsements and authorizations**

- (a) The teaching endorsements below authorize the holder to teach kindergarten through grade 12, including approved career and technical education programs in grades nine through 12, in all public schools:
  - 1. Business education/business-related technologies: The endorsements authorize the holder to teach business education and business-related technologies in all public schools.
    - i. Comprehensive business: This endorsement authorizes the holder to teach accounting, banking and insurance, business computer applications, business law, business communications, business mathematics, economics and finance, entrepreneurship, international business, keyboarding, business management, business organization, marketing, office administration/office systems technology, and exploration in business-related careers.
    - ii. Business: accounting: This endorsement authorizes the holder to teach accounting, finance and investment, business mathematics, and exploration of related careers.
    - iii. Business: finance/economics/law: This endorsement authorizes the holder to teach finance and investment, economics, law, banking and insurance, business mathematics, business communications, business management, business organization, and exploration of related careers.

- iv. Business: keyboarding and data entry: This endorsement authorizes the holder to teach keyboarding, computer data entry, word processing, and exploration of related careers.
  - v. Business: computer applications and business-related information technology: This endorsement authorizes the holder to teach business-related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations.
  - vi. Business: office administration/office systems technology: This endorsement authorizes the holder to teach office organization, word processing, speed writing, business communication, office and administrative support practices and procedures, keyboarding, data entry, and exploration of related business occupations.
  - vii. Marketing education: This endorsement authorizes the holder to teach marketing occupations including sales, advertising and retailing, global marketing, entrepreneurship, and exploration of related business occupations.
2. Family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences in all public schools.
- i. Comprehensive family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences. Family and consumer sciences includes: family economics and resource management; family relations and human development, including child care and development, and parenting education; housing and environment, including interior design; nutrition, health, and food management and preparation; textiles and apparel design, construction, and merchandising; and exploration in family and consumer sciences related occupations.

- ii. Family and consumer sciences: Child and family development: This endorsement authorizes the holder to teach family relations and human development -- including parenting education, child care and development, and operating a preschool in a high school classroom environment, developing skills needed to deal with crisis in families, handling children with special needs, and managing family economics and resources -- and to provide career-related instruction.
  - iii. Family and consumer sciences: Foods, nutrition, and food science: This endorsement authorizes the holder to teach nutrition, individual and family food preparation, food science, managing time and resources related to food preparation, and exploration of careers in foods and nutrition related occupations.
  - iv. Family and consumer sciences: Apparel, textiles, and interiors: This endorsement authorizes the holder to teach textiles and apparel design, construction, and merchandising, interior design; managing time and resources related to apparel construction and interior design; and exploration of careers in apparel, textiles, and interior design.
3. Agriculture, food, and natural resources: This endorsement authorizes the holder to teach agribusiness systems; animal systems; environmental service systems; natural resource systems; plant systems; power, structural, and technical systems; and related technologies in all public schools.
- (b) Career and technical education endorsements: The endorsements authorize the holder to teach approved career and technical education programs in grades nine through 12 in all public schools, in accordance with N.J.A.C. 6A:9B-11.3. The holder of a standard career and technical education endorsement who has completed the study requirements in N.J.A.C. 6A:9B-14.19(b)2i and ii, or 14.20(b)2i or ii, is also authorized to place and supervise career and technical education students in school-sponsored cooperative

education experiences in the occupation in which the holder is certified as part of a career and technical education program.

- (c) Specific career and technical education endorsements are based on the candidate's Department-approved employment or self-employment experience, bachelor's degree, and/or associate degree. Endorsements are organized under the following career clusters and are listed on the Department's website:
1. Agriculture, Food and Natural Resources: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products and resources.
  2. Architecture and Construction: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, planning, managing, building, and maintaining the built environment.
  3. Arts, Audio/Video Technology, and Communications: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.
  4. Business, Management, and Administrative: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.
  5. Education and Training: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to

the planning, management, and provision of education and training services, and related learning support services.

6. Finance: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to services for financial and investment planning, banking, insurance, and business financial management.
7. Government and Public Administration: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to governance, national security, revenue and taxation, regulation, and management and administration at the local, State, and Federal levels.
8. Health Science: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and provision of therapeutic services, diagnostic services, support services, and biotechnology research and development.
9. Hospitality and Tourism: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.
10. Human Services: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to families and human needs.
11. Information Technology: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the designing, developing, supporting, and managing hardware, software, multimedia, and systems integration services.
12. Law, Public Safety, Corrections, and Security: Endorsements are authorized under this career cluster for career and technical education programs that prepare



students for careers related to the planning, management, and provision of legal services, public safety services, protective services, and homeland security, including professional and technical support services.

13. Manufacturing: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and performance of materials processing into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.
  14. Marketing: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and performance of marketing activities to reach organizational objectives.
  15. Science, Technology, Engineering, and Mathematics: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and provision of scientific research and professional and technical services, including laboratory and testing services, and research and development services.
  16. Transportation, Distribution and Logistics: Endorsements are authorized under this career cluster for career and technical education programs that prepare students for careers related to the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water, and related professional and technical support services such as transportation infrastructure planning and management, logistics services, and mobile equipment and facility maintenance.
- (d) School districts seeking to establish a new career and technical education program for which a career and technical education endorsement does not exist shall submit to the Department a request to establish a new career and technical education endorsement.

**Subchapter 10. Additional Requirements or Exceptions to Requirements  
for Instructional Endorsements for Certification**

**6A:9B-10.1 General provisions**

In addition to the requirements at N.J.A.C. 6A:9B-8 and 9, this subchapter includes requirements for the instructional endorsement, including specific coursework required for educator preparation programs that lead to an endorsement in any subject referenced in this subchapter and that are approved pursuant to N.J.A.C. 6A:9A.

**6A:9B-10.2 Elementary school (K-6)**

- (a) A candidate for the elementary school (K-6) endorsement shall complete all of the certification requirements at N.J.A.C. 6A:9B-8 and 9, with the exception of N.J.A.C. 6A:9B-9.1(a)1.
- (b) A candidate for the elementary school (K-6) endorsement also shall complete:
  - 1. A liberal arts, science, dual-content, or interdisciplinary academic major; or
  - 2. A minimum of 60 semester-hour credits in liberal arts and/or science, as documented on a transcript from an accredited college or university for a candidate who begins a CEAS education preparation program on or before August 31, 2025.
    - i. A candidate who enters a CEAS educator preparation program on or after September 1, 2025, shall complete a minimum of 30 semester-hour credits in core-content subject areas, including English, mathematics, social studies/history, and/or science, as documented on a transcript from an accredited college or university.
- (c) A candidate who enters an educator preparation program for a CEAS with an elementary school (K-6) endorsement, on or after September 1, 2025, shall complete either (b)1 or (b)2i above and at least 30 credits, as documented on a transcript from an accredited college or university, in the following coursework and/or clinical experiences:

1. Six to nine credits or equivalent that focus on developing the pedagogical content knowledge for teaching mathematics to elementary students and that shall focus on the following:
    - i. Cognitively guided mathematics instruction;
    - ii. Assessment of, and remediation for, difficulties in mathematics;
    - iii. The use of mathematical practices in instruction;
    - iv. Building the underlying mathematical conceptual knowledge of educators; and
    - v. The integration of literacy skills in mathematics.
  2. Nine to 12 credits, or equivalent, that focus on developing the pedagogical content knowledge for teaching reading and literacy to elementary students and that shall focus on the following:
    - i. Developing the pedagogical content knowledge and conceptual framework for teaching early literacy skills or foundational reading skills, including, but not limited to, phonics, phonemic awareness, vocabulary, reading comprehension, fluency, and concepts of print;
    - ii. Strategies for teaching reading comprehension, writing, speaking, and listening to elementary students; and
    - iii. Multicultural, multilingual, and diverse literature.
  3. Coursework that focuses on developing the pedagogical content knowledge for teaching science and social studies to elementary students that shall place an emphasis on the integration of literacy skills in science and social studies.
- (d) A holder of a CE with an elementary school (K-6) endorsement who begins teaching under a provisional certificate on or after September 1, 2025, shall complete a Department-approved New Jersey college or university program pursuant to (c)1, 2, and 3 above.

### **6A:9B-10.3 Health and physical education and physical education**

- (a) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, the candidate for the health and physical education endorsement shall complete:
  - 1. A 30-credit coherent sequence of courses in health and a minimum of 15 credits in physical education. The study of individual and team sports and adaptive physical education shall be included in the physical education credits; or
  - 2. A 30-credit coherent sequence of courses in physical education and a minimum of 15 credits in health. The study of individual and team sports and adaptive physical education shall be included in the physical education credits.
- (b) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, the candidate for the physical education endorsement shall complete:
  - 1. A 30-credit coherent sequence of courses in physical education. The study of individual and team sports and adaptive physical education shall be included in the physical education credits.

### **6A:9B-10.4 Science**

- (a) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, the candidate for the physical science endorsement shall complete:
  - 1. A 30-credit coherent sequence of courses in physics and a minimum of 15 credits in chemistry; or
  - 2. A 30-credit coherent sequence of courses in chemistry and a minimum of 15 credits in physics.
- (b) Candidates holding a CEAS or standard certificate with a science endorsement seeking an additional CEAS or standard certificate with a science endorsement shall:
  - 1. Complete 15 credits in the corresponding content area with six credits at the advanced level; and

2. Pass the State test of subject matter knowledge.
  - i. GPA flexibilities pursuant to N.J.A.C. 6A:9B-8.2(c) and 8.3(b) shall not apply.

### **6A:9B-10.5 World languages**

- (a) In addition to the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, the candidate shall meet the following criteria to be eligible for the world language endorsement:
  1. Possess linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language; and
  2. Complete a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by an accredited college or university within 12 months of initial assignment. No CEAS or standard world languages certificate shall be issued until this requirement is completed.
- (b) Elementary school teachers, preschool through grade three teachers, and preschool teachers who teach world languages more than half-time and complete the requirements at (a) above shall be authorized to teach world languages in the grade levels authorized by their endorsement. Elementary school teachers, preschool through grade three teachers, and preschool teachers who teach world languages half-time or less shall be authorized to teach world languages in the grade levels authorized by their endorsement upon demonstrating linguistic competency in the designated world language on a Department-approved, nationally recognized test of oral language proficiency for spoken language or receptive/expressive proficiency for American Sign Language.

### **6A:9B-10.6 Technology education**

- (a) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the technology education endorsement shall complete study in the following technology, engineering, and design subjects:
1. The nature of technology or technology and society;
  2. Technological design;
  3. The use of tools and materials, and safety related to using tools and materials; and
  4. Three of the following seven technologies:
    - i. Medical;
    - ii. Agricultural and related biotechnologies;
    - iii. Energy and power;
    - iv. Information and communication;
    - v. Transportation;
    - vi. Manufacturing; and/or
    - vii. Construction.
- (b) Holders of New Jersey industrial arts endorsements or their equivalent who are employed by a school district prior to April 23, 2004, to teach technology education as defined at N.J.A.C. 6A:9B-9.3(a)8 shall be issued the technology education endorsement upon application to the Office.
- (c) Holders of New Jersey industrial arts endorsements or their equivalent who do not meet the requirements at (b) above shall be eligible for the technology education endorsement upon completion of the State test requirement and submission of an application to the Office.

### **6A:9B-10.7 Art**

- (a) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the art endorsement shall:
1. Present studio experience in each of the following required areas of study:

- i. Drawing;
  - ii. Painting; and
  - iii. Sculpture and/or ceramics; or
2. Complete a major in fine arts.

#### **6A:9B-10.8 Social studies**

- (a) To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the social studies endorsement shall complete a minimum of 15 semester-hour credits in history, including a minimum of:
  1. One course in American history; and
  2. One course in world history.

#### **6A:9B-10.9 Family and consumer sciences**

- (a) As part of the minimum 30 credits in the content area needed to meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the family and consumer sciences endorsement shall complete study in the following required areas:
  1. Child and family development, care/human development, and related careers;
  2. Food preparation, nutrition and food science, and related careers;
  3. Apparel/construction, textiles, interiors/housing and environments, and related careers; and
  4. Personal and family financial/resource management, and related careers.

#### **6A:9B-10.10 Comprehensive business**

- (a) As part of the minimum 30 credits in content area needed to meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the comprehensive business endorsement shall complete at a two- or four-year regionally accredited college or university:
  1. Six semester-hour credits in accounting;

2. At least one course in business law;
3. At least one course in economics;
4. At least one course in finance; and
5. At least one course in computer applications.

**6A:9B-10.11 Computer applications and business-related information technology**

(a) As part of the minimum 30 credits in content area needed to meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the computer applications and business-related information technology endorsement shall complete at a two- or four-year regionally accredited college or university at least 12 semester-hour credits in any of the following areas:

1. Management information systems;
2. Business-related computer classes;
3. Database concepts for business;
4. Information management;
5. Decision support systems for business;
6. Computer management;
7. Systems analysis;
8. Computer networks in business;
9. Database development for business;
10. Business computer programming; and
11. Computer science.

**6A:9B-10.12 Finance, economics, and law**

(a) As part of the minimum 30 credits in content area needed to meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the finance, economics, and law endorsement shall complete at a two- or four-year accredited college or university:



1. At least six semester-hour credits in economics;
2. At least three semester-hour credits in finance; and
3. At least three semester-hour credits in business law.

#### **6A:9B-10.13 Keyboarding and data entry**

To meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the keyboarding and data entry endorsement shall complete at a two- or four-year accredited college or university a course in keyboarding and/or word processing applications.

#### **6A:9B-10.14 Office administration and office systems technology**

(a) As part of the minimum 30 credits in content area needed to meet the endorsement requirements at N.J.A.C. 6A:9B-9.1(a)1iii, a candidate for the office administration and office systems technology endorsement shall complete at a two- or four-year accredited college or university at least 12 semester-hour credits in any of the following areas:

1. Managing office systems or office systems administration;
2. Keyboarding or word processing;
3. Business communications; or
4. Business-related programs/software.

#### **6A:9B-10.15 Computer science**

(a) To be eligible for the computer science endorsement, candidates holding a standard instructional certificate in another endorsement area shall:

1. Complete 15 credit hours of computer science coursework; and
2. Pass the appropriate State test of computer science content knowledge.

- (b) To be eligible for a standard instructional certificate in computer science, candidates shall complete all certificate requirements at N.J.A.C. 6A:9B-8 and the endorsement requirements at N.J.A.C. 6A:9B-9.
- (c) Candidates who hold standard certificates and teach computer science as of September 1, 2024, shall be eligible for the computer science endorsement if the candidates:
  - 1. Have received two effective or highly effective ratings in teaching computer science within the last four years; and
  - 2. Pass the appropriate State test of computer science content knowledge.
- (d) All candidates for the computer science endorsement pursuant to (a) and (b) above shall complete, or have completed, a minimum of three semester-hour credits, or equivalent, in a methods of teaching computer science course offered by an accredited college or university within 12 months of the initial computer science teaching assignment.
  - 1. The methods course may be included in the 15 credit hours of computer science coursework pursuant to (a)1 above or the 30 credit hours required to fulfill endorsement requirements pursuant to N.J.A.C. 6A:9B-9.1(a)1iii.

**Subchapter 11. Additional Requirements or Exceptions to Requirements for Instructional Certification with Special Endorsements**

**6A:9B-11.1 General provisions**

This subchapter includes additional requirements, or exceptions to the requirements, for the instructional certificate with special endorsements. The subchapter also includes specific coursework required for educator preparation programs that lead to an endorsement in any subject covered in this subchapter and that are approved pursuant to N.J.A.C. 6A:9A.

**6A:9B-11.2 Preschool through grade three**

- (a) Candidates for the preschool through grade three endorsement shall complete all certification requirements at N.J.A.C. 6A:9B-8 and the endorsement requirements at N.J.A.C. 6A:9B-9, and:
1. Shall be exempt from the subject course requirements at N.J.A.C. 6A:9B-9.1(a)1 and instead shall complete:
    - i. A liberal arts, science, dual-content, or interdisciplinary academic major; or
    - ii. A minimum of 60 semester-hour credits in liberal arts and/or science.
      - (1) Candidates for the preschool through grade three endorsement who enter an educator preparation program on or after September 1, 2025, shall complete a minimum of 30 semester-hour credits in core-content subject areas, including English, mathematics, social studies/history, and/or science.
  2. For candidates seeking a CEAS with a preschool through grade three endorsement, who enter an educator preparation program on or before August 31, 2025, shall complete the requirements at (a)1 above and a preschool through grade three educator preparation program at an accredited college or university; and
    - i. CEAS candidates who enter a preschool through grade three educator preparation program on or after September 1, 2025, shall complete the requirements at (b) below.
  3. Provisional teachers holding a CE with a preschool through grade three endorsement shall choose to complete either 350 hours of formal instruction, pursuant to N.J.A.C. 6A:9A-5.4(a)1, or 24 semester-hour credits of preschool through grade three pedagogy at a Department-approved New Jersey college or university program. Instruction through either choice shall include:
    - i. Child development and learning, including studies designed to foster understanding of the dynamic continuum of development and learning in

children from birth through age eight. Required topics are cognitive and linguistic factors that affect learning and development; the creation of a climate that fosters and nurtures diversity and equitable opportunities for all children, including children who are limited English proficient and children with disabilities, and that addresses multiple intelligences and diverse learning styles; the integration of play; and language and literacy across the curriculum;

- ii. Understanding family and community, including studies designed to foster an understanding of the significant roles of families and communities.

Required topics are the recognition of children at risk; the establishment of linkages with community resources to support families; the recognition and acceptance of diverse family units, including family participation on the educational team; the impact of children's homes, communities, health and cultural experiences on development and learning; and comprehension of social, historical, political, legal and philosophical constructs that impact upon children, families and communities; and

- iii. Curriculum and assessment, including studies designed to foster an understanding of the importance of implementing developmentally appropriate principles and practices. Required topics include the NJSLs and early childhood program expectations; responsiveness to cultural and linguistic differences with an equitable and individualized focus; activities designed to foster intellectual stimulation through play; implementation of developmentally appropriate techniques of guidance and group management to create a safe classroom environment; and assessment that is multidimensional, ongoing, and performance based.

- (b) Candidates seeking a CEAS with a preschool through grade three endorsement who enter an educator preparation program on or after September 1, 2025, shall complete the requirements at

(a)1 above and a preschool through grade three educator preparation program that includes at least 30 credits as documented on a transcript from an accredited college or university in the following coursework and/or clinical experiences:

1. Six to nine credits, or equivalent, that focus on developing the pedagogical content knowledge for teaching mathematics to preschool and elementary students and that shall focus on the following:
  - i. Cognitively guided mathematic instruction;
  - ii. Assessment of, and remediation for, difficulties in mathematics;
  - iii. The use of mathematical practices in instruction;
  - iv. Building the underlying mathematical conceptual knowledge of educators; and
  - v. The integration of literacy skills in mathematics;
2. Twelve to 15 credits, or equivalent, that focus on developing the pedagogical content knowledge for teaching reading and literacy to preschool and elementary students.

The courses shall include the following:

- i. Developing the pedagogical content knowledge and conceptual framework for teaching early literacy skills or foundational reading skills, including, but not limited to, phonics, phonemic awareness, vocabulary, reading comprehension, fluency, and concepts of print;
- ii. Strategies for teaching reading comprehension, writing, speaking, and listening to preschool and early elementary students;
- iii. Multicultural, multilingual, and diverse literature;
- iv. Assessment for, and planning of, remedial instruction to address reading problems for early and emergent readers, and assessment and screening of early reading difficulties; and
- v. Foundations of speech language development, including screening and support of students with speech/language, articulation, and communication disorders;

3. Coursework that focuses on developing the pedagogical content knowledge for teaching science and social studies to preschool and elementary students and that emphasizes the integration of literacy skills in science and social studies;
4. Coursework that addresses child development and learning, including studies designed to foster understanding of the dynamic continuum of development and learning in children from birth through age eight. The coursework shall include:
  - i. Cognitive and linguistic factors that affect learning and development;
  - ii. The creation of a climate that fosters and nurtures diversity and equitable opportunities for all children, including children who are multilingual learners and children with disabilities, and that addresses multiple intelligences and diverse learning styles;
  - iii. The integration of play; and
  - iv. Language and literacy across the curriculum;
5. Coursework that addresses understanding family and community, including studies designed to foster an understanding of the significant roles of families and communities. The coursework shall include:
  - i. Recognition of children at risk;
  - ii. The establishment of linkages with community resources to support families;
  - iii. The recognition and acceptance of diverse family units, including family participation in their child's education;
  - iv. The impact of children's homes, communities, health, and cultural experiences on development and learning; and
  - v. Comprehension of social, historical, political, legal, and philosophical constructs that impact children, families, and communities; and

6. Coursework that addresses curriculum and assessment, including studies designed to foster an understanding of the importance of implementing developmentally appropriate principles and practices. The coursework shall include:
  - i. The NJSLS and the New Jersey Preschool Teaching and Learning Standards;
  - ii. Understanding cultural and linguistic differences with an equitable and individualized focus;
  - iii. Activities designed to foster intellectual stimulation through play;
  - iv. Implementation of developmentally appropriate techniques of guidance and group management to create a safe classroom environment; and
  - v. Assessment that is multi-dimensional, ongoing, and performance based.
- (c) A provisional teacher holding a CE with a preschool through grade three endorsement who begins teaching provisionally on or after September 1, 2025, shall complete a Department-approved New Jersey college or university program pursuant to (b) above.
- (d) A teacher holding a standard elementary school endorsement valid in preschool through grade eight issued no later than March 1, 2008, with the equivalent of two academic years of full-time experience teaching three- and four-year-olds under the certificate may teach children in preschool in a public school or a Department of Children and Families facility. The teaching experience shall be in a position that would require the preschool through grade three endorsement. Teachers meeting this criteria shall present documentation that supports the preschool teaching experience when newly employed in a school district or a Department of Children and Families facility. The school district or the Department of Children and Families facility shall maintain a copy of the documentation that supports the preschool teaching experience.
- (e) A standard certificate with a preschool through grade three endorsement authorizes the holder to teach preschool through third grade in all school districts pursuant to N.J.A.C. 6A:9B-9.3(b)4.

### 6A:9B-11.3 Career and technical education

(a) Candidates for the instructional certificate in a career and technical education endorsement shall complete:

1. CEAS requirements at N.J.A.C. 6A:9B-8.2 or CE requirements at N.J.A.C. 6A:9B-8.3, except:
  - i. Candidates do not need to complete the basic skills requirement pursuant to N.J.A.C. 6A:9B-8.3(a)5 prior to obtaining a CE; and
  - ii. Candidates shall complete either the experience-based or degree-based requirements at (b) below;
2. Provisional requirements at N.J.A.C. 6A:9B-8.4; and
3. Requirements for the renewal of the provisional certificate at N.J.A.C. 6A:9B-8.5 and standard certificate requirements at N.J.A.C. 6A:9B-8.7.
  - i. To be eligible for a standard certificate, holders of a provisional certificate with a career and technical education endorsement shall demonstrate proficiency in the use of English language and mathematics by meeting one of the following:
    - (1) Passing the Commissioner-approved test of basic reading, writing, and mathematics skills;
    - (2) Holding a master's or terminal degree from an accredited institution of higher education;
    - (3) Holding an occupational license or certification or industry certificate or registration; or
    - (4) Completing a portfolio of work products through an approved educator preparation program, as approved by the employing school district's superintendent, or the superintendent's designee.

(b) To be eligible for the CE, the candidate shall fulfill one of the following:



1. Experience-based endorsements: All candidates for an experienced-based endorsement shall pass an examination in physiology, hygiene, and substance abuse issues, pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate also shall hold an occupational license, certificate, or registration issued by the State of New Jersey or other state or national authority. The employing school district may recommend for approval the candidate's experience pursuant to the guidelines established by the Department. Candidates shall meet one of the following requirements:
  - i. Employment experience: The candidate shall present a minimum of four years of Department-approved and documented employment experience, which will be equivalent to 8,000 hours of employment. The employment experience shall be verified by the applicant's employer(s).
    - (1) Up to three years of substantive teaching experience in the occupation, as set forth in a Commissioner-approved crosswalk, may be used as a substitute for three of the required four years of occupational experience.
    - (2) The Department will annually review and identify industry credentials in consultation with experts from education and business. The industry credentials may be considered equivalent to the employment experience requirement in this subparagraph.
  - ii. Self-employment: The candidate shall present a notarized letter from a tax preparer and/or an attorney verifying the following:

- (1) The candidate has filed State and/or Federal taxes for the self-employment using a Federal U.S. Census North American Industry Classification System (NAICS) that is appropriate for the endorsement; and
    - (2) The candidate's self-employment experience meets the minimum of four years of employment experience, which will be equivalent to 8,000 hours of employment.
  - iii. Military experience: Candidates shall present a Military Discharge certificate (DD-214) and a Verification of Military Experience and Training (DD Form 2586) indicating military qualifications and occupational training received, which will be used by the Department to determine the extent of credit to be applied toward satisfying the employment experience requirements at (b)1i above.
2. Degree-based endorsements using a bachelor's degree or higher: The candidate shall hold a bachelor's or an advanced degree from an accredited college(s) or university(ies) in a Department-approved subject area for the endorsement. The candidate shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate shall also hold the State-issued occupational license, certificate, or registration.
- i. Candidates who do not possess a bachelor's or advanced degree in a Department-approved subject area for the endorsement may hold a bachelor's or advanced degree from an accredited college(s) or university(ies), and shall complete at least 30 credits in a coherent sequence of courses appropriate to the subject area for the endorsement. The 30 credits shall be obtained either

from an accredited college(s) or university(ies) or from an accredited career-focused institution(s), or from a combination thereof.

- ii. Candidates with a bachelor's degree or higher who graduate on or after September 1, 2016, with a GPA that is below 3.00 but is at least 2.50 when a GPA of 4.00 equals an A grade, and for whom no State-endorsed test is available, may meet the requirements of (b)2 above by submitting evidence of a minimum of two years (4,000 hours) of full-time employment or equivalent part-time employment, pursuant to (b)1i above.
  - iii. Candidates with a bachelor's degree or higher who graduated before September 1, 2016, with a GPA that is below 2.75, but is at least 2.50, when a GPA of 4.00 equals an A grade, and for whom no State-endorsed test is available, may meet the requirements at (b)2 above by submitting evidence of a minimum of two years (4,000 hours) of full-time employment or equivalent part-time employment, pursuant to (b)1i above.
3. Degree-based endorsements using an associate degree: The candidate shall hold a two-year degree from an accredited college(s) or university(ies) or from an accredited career-focused institution(s) in a Department-approved subject area for the endorsement. The candidate also shall submit evidence of a minimum of two years of eligible employment, which will be equivalent to 4,000 hours of employment, pursuant to (b)1i above. The candidate shall pass an examination in physiology, hygiene, and substance abuse issues pursuant to N.J.A.C. 6A:9B-5.9. If the candidate seeks an endorsement in a regulated occupation for which a State-issued occupational license, certificate, or registration is required for employment in or practice of the occupation, the candidate also shall hold the State-issued occupational license, certificate, or registration.

- i. Candidates who do not possess an associate degree in a Department-approved subject area for the endorsement may hold a two-year degree from an accredited institution of higher education, and shall complete at least 30 credits in a coherent sequence of courses appropriate to the subject area for the endorsement. The 30 credits shall be obtained either from an accredited college(s) or university(ies) or from an accredited career-focused institution(s), or from a combination thereof.
  - ii. Candidates using an associate degree shall meet the GPA requirements set forth at N.J.A.C. 6A:9B-8.3. The exceptions to the GPA requirements available to candidates with a bachelor's degree or higher at (b)2ii and iii above will not be available to candidates using an associate degree.
- (c) Holders of standard instructional certificates with other endorsements, except as indicated at N.J.A.C. 6A:9B-11.3 and 11.8, may obtain a career and technical education endorsement upon completion of the experience requirement, the academic major and test requirement, or as set forth at (e) below.
- (d) Holders of vocational-technical instructional endorsements issued prior to January 20, 2004, are authorized to teach in the career and technical education programs for which they hold endorsements. A crosswalk of these former certificates that identifies under which of the new career clusters the teacher's certificate falls is available on the Department's website.
- (e) Holders of standard instructional certificates with an endorsement in a subject area that authorizes them to teach grades nine through 12 may obtain a CTE endorsement to teach CTE programs that align to an in-demand industry sector or occupation that is experiencing a shortage of CTE teachers, as identified and approved by the Department, through participation in the Department-approved CTE Teacher Bridge process.

1. This process is available only to school districts that have an approved CTE program and enter into an agreement with the Department to participate in the CTE Teacher Bridge process.
2. Candidates shall be sponsored by their employing school district and shall complete the Department-approved process, as set forth at (e)3 below and detailed in the agreement between the Department and the school district, to acquire the content and skills necessary to teach in the in-demand industry sector or occupation.
3. The Department-approved process shall include, at minimum:
  - i. Two summers spent in an industry externship for a minimum of 160 hours each summer; and
  - ii. Two school years spent co-teaching with a certified CTE teacher in the content area of the in-demand industry sector or occupation for which the candidate is seeking an endorsement. The CTE Teacher Bridge candidate shall spend at least 100 hours co-teaching during each of the two school years.

#### **6A:9B-11.4 Teacher of students with disabilities**

- (a) A candidate for a CE or CEAS with a teacher of students with disabilities endorsement shall complete the certification requirements at N.J.A.C. 6A:9B-8 and the endorsement requirements at N.J.A.C. 6A:9B-9. The candidate also shall:
  1. Possess a CE, CEAS, or standard New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught;
  2. For the deaf or hard-of-hearing with sign language communication endorsement, achieve an intermediate or higher score on the Sign Language Proficiency Interview (SLPI) or a score of three or higher on the American Sign Language Proficiency Interview (ASLPI);
  3. Be exempt from the test of subject-matter knowledge pursuant to N.J.A.C. 6A:9B-9.1(a)2;

4. For CE candidates, be exempt from the subject course requirements at N.J.A.C. 6A:9B-9.1(a)1;
  5. Be exempt from the performance assessment, pursuant to N.J.A.C. 6A:9B-8.2(a)6 and 8.7(a)4; and
  6. Be exempt from the clinical practice requirement, pursuant to N.J.A.C. 6A:9B-8.2(b).
- (b) A candidate for the CEAS with a teacher of students with disabilities endorsement who has met the requirements at (a)1 above shall complete, pursuant to N.J.A.C. 6A:9A-4, an educator preparation program that includes a minimum of 21 credit hours in the topics at (d), (e), (g), or (h) below. In addition to the requirements for a CEAS, a candidate for the deaf or hard-of-hearing with sign language communication endorsement shall achieve an intermediate or higher score on the SLPI or a score of three or higher on the ASLPI.
- (c) In addition to the provisional certificate requirements at N.J.A.C. 6A:9B-8.4, a candidate shall:
1. Hold a CE or CEAS with a teacher of students with disabilities endorsement and the instructional endorsement required for the teaching assignment; and
  2. For holders of a CE with a teacher of students with disabilities endorsement, be enrolled at an accredited college or university in an educator preparation program that includes a minimum of 21 credit hours in the topics at (d) through (g) below.
- (d) Provisional teachers who hold a CE with a teacher of students with disabilities endorsement shall complete the requirements for a standard certificate, pursuant to N.J.A.C. 6A:9B-8.7, except as provided at (e), (g), and (h) below, and shall:
1. Complete, at an accredited college or university, an educator preparation program that includes a minimum of 21 credit hours of formal instruction in the following topics:
    - i. Philosophical, historical, and legal foundations of special education;
    - ii. Characteristics of students with disabilities;
    - iii. Standardized and functional assessment;

- iv. Strategies for the development of literacy;
  - v. Curriculum planning, learning environments, modifications, and materials for students with disabilities;
  - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
  - vii. Assistive technology;
  - viii. Transition planning, program development, and agencies available for students with disabilities; and
  - ix. Autism spectrum disorders;
2. Complete, if the provisional teacher holds a CE with the instructional endorsement required for the teaching assignment pursuant to (c)1 above, the courses required at (d)1 above prior to, or concurrently with, the formal instructional requirements of the CE educator preparation program required for the standard certificate at N.J.A.C. 6A:9B-8.7; and
  3. Be exempt from the performance assessment requirement, pursuant to N.J.A.C. 6A:9B-8.7(a)4.
- (e) While teaching under a provisional certificate with a blind or visually impaired endorsement, a candidate for a standard certificate shall :
1. Complete, at an accredited college or university, an educator preparation program that includes a minimum of 21 credit hours of formal instruction in the following topics:
    - i. Philosophical, historical, and legal issues in the education of students who are blind/visually impaired;
    - ii. Anatomy, physiology, and characteristics of students who are blind/visually impaired;
    - iii. Standardized and functional assessment of students who are blind/visually impaired;

- iv. Strategies and materials for developing literacy and numeracy skills in students who are blind or visually impaired including Braille and Nemeth codes;
  - v. Curriculum planning, learning environments, modifications, and materials for students who are blind/visually impaired;
  - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
  - vii. Assistive technology and augmentative communication systems for students who are blind or visually impaired;
  - viii. Orientation and mobility concepts and techniques; and
  - ix. Transition planning, program services, and agencies available for students who are blind/visually impaired; and
2. Complete the courses at (e)1 above prior to, or concurrently with, the formal instructional requirements of the CE educator preparation program required **for** the standard certificate at N.J.A.C. 6A:9B-8.7, if the provisional teacher with the CE with a blind or visually impaired endorsement holds a CE in the instructional endorsement required for the teaching assignment.
- (f) While teaching under a provisional certificate with a deaf or hard-of-hearing with oral/aural communication endorsement, a candidate for a standard certificate shall:
1. Complete, at an accredited college or university, an educator preparation program that includes a minimum of 21 credit hours of formal instruction in the following topics:
    - i. Philosophical, historical, and legal issues in the education of students who are deaf/hard of hearing;
    - ii. Characteristics of students who are deaf/hard of hearing;
    - iii. Standardized and functional assessment of students who are deaf/hard of hearing;



- iv. Strategies for the development of language and literacy of students who are deaf/hard of hearing;
  - v. Curriculum planning, learning environments, modifications, and materials for students who are deaf/hard of hearing;
  - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
  - vii. Speech, applied audiology, assistive listening devices and assistive technology;
  - viii. American Sign Language, deaf culture, and communication philosophies; and
  - ix. Transition planning, program services, and agencies available for students who are deaf/hard of hearing; and
2. Complete the courses at (f)1 above prior to, or concurrently with, the formal instructional requirements of the CE educator preparation program required for the standard certificate at N.J.A.C. 6A:9B-8.7, if the provisional teacher with the CE with a deaf or hard-of-hearing with oral/aural communication endorsement holds a CE in the instructional endorsement required for the teaching assignment.
- (g) While teaching under a provisional certificate with a deaf or hard-of-hearing with sign language communication endorsement, a candidate for a standard certificate shall:
- 1. Complete, at an accredited college or university, an education preparation program that includes a minimum of 21 credit hours of formal instruction in the following topics:
    - i. Philosophical, historical, and legal issues in the education of students who are deaf/hard of hearing;
    - ii. Characteristics of students who are deaf/hard of hearing;
    - iii. Standardized and functional assessment of students who are deaf/hard of hearing;
    - iv. Strategies for the development of language and literacy of students who are deaf/hard of hearing;

- v. Curriculum planning, learning environments, modifications, and materials for students who are deaf/hard of hearing;
  - vi. Inclusive education practices, positive behavioral supports, communication, and collaborative partnerships;
  - vii. Speech, applied audiology, assistive listening devices, and assistive technology;
  - viii. American Sign Language, deaf culture, and communication philosophies; and
  - ix. Transition planning, program services, and agencies available for students who are deaf/hard of hearing; and
2. Complete the courses at (g)1 above prior to, or concurrently with, the formal instructional requirements of the CE educator preparation program required for the standard certificate at N.J.A.C. 6A:9B-8.7, if the provisional teacher with the CE with a deaf or hard-of-hearing with sign language communication endorsement holds a CE in the instructional endorsement required for the teaching assignment.
- (h) Holders of a CEAS with a teacher of students with disabilities endorsement pursuant to (b) above are not required to complete (d)2, (e)2, (f)2, or (g)2 above.
  - (i) Holders of a CEAS with a blind or partially sighted endorsement shall not be required to complete the requirements at (e)2 above. Holders of a CEAS with a deaf or hard-of-hearing with oral/aural communication endorsement shall not be required to complete the requirements at (f)2 above. Holders of a CEAS with a deaf or hard-of-hearing with sign language communication endorsement shall not be required to complete the requirements at (g)2 above.
  - (j) To renew a provisional certificate with a teacher of students with disabilities endorsement, provisional certificate holders shall meet the following requirements:
    - 1. Demonstrate successful completion of at least two courses per provisional period, as required of the approved educator preparation program; and
    - 2. Be rated effective or highly effective during the year of the requested renewal.

- (k) No holder of a provisional certificate shall be employed for more than six years in a position requiring certification as a teacher of students with disabilities.
- (l) The special education pedagogy required at (e), (f), and (g) above shall be completed at an accredited four-year college or university.
- (m) Holders of standard certificates with teacher of students with disabilities endorsements shall be issued additional instructional certificates when they meet the requirements for a CE, pursuant to N.J.A.C. 6A:9B-8.2(a).

### **6A:9B-11.5 Bilingual/bicultural education**

- (a) A candidate for the bilingual/bicultural endorsement shall complete the certification requirements at N.J.A.C. 6A:9B-8 and the endorsement requirements at N.J.A.C. 6A:9B-9. The candidate shall also:
  - 1. Possess or be eligible for a CE, CEAS, or standard New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught;
  - 2. Meet the test of subject-matter knowledge requirement at N.J.A.C. 6A:9B-9.1(a)2 by demonstrating:
    - i. Oral and writing competence in English by:
      - (1) Passing a Department-approved, nationally recognized test of oral and written proficiency in English; or
      - (2) Passing a Department-approved, nationally recognized test to demonstrate oral proficiency and passing the Commissioner-approved test of basic reading, writing, and mathematics skills , pursuant to N.J.A.C. 6A:9B-8.3(a)5, to demonstrate writing proficiency; and
    - ii. Oral and writing competence in the target language by:
      - (1) Passing a Department-approved, nationally recognized test of oral and written proficiency in the target language; or

- (2) Establishing the candidate as a speaker of the target language who was primarily educated at the undergraduate or graduate level in that language;
  3. For CE candidates with a bilingual/bicultural education endorsement, be exempt from the subject course requirements at N.J.A.C. 6A:9B-9.1(a)1;
  4. For CEAS candidates with a bilingual/bicultural endorsement, complete the requirements at (a)1 above and a program at an accredited college or university for the preparation of teachers of bilingual/bicultural education; and
  5. Be exempt from the performance assessment requirements at N.J.A.C. 6A:9B-8.2(a)6 and 8.7(a)4.
- (b) While teaching under a provisional certificate, a holder of the CE with a bilingual/bicultural education endorsement shall:
1. Complete a Department-approved New Jersey college or university educator preparation program that includes 12 credit hours of formal instruction in the following topics:
    - i. Linguistics;
    - ii. Language acquisition;
    - iii. Developing literacy skills for the second language learner;
    - iv. Methods of teaching content in bilingual education; and
    - v. Theory and practice of teaching bilingual education; and
  2. Complete the courses at (b)1 above prior to, or concurrently with, the formal instructional requirements of the CE educator preparation program required for the standard certificate in N.J.A.C. 6A:9B-8.7, if the provisional teacher with the CE in the bilingual/bicultural endorsement holds a CE with the instructional endorsement required for the teaching assignment.

## **6A:9B-11.6 English as a second language**

- (a) A candidate for the English as a second language (ESL) endorsement shall complete all certification requirements at N.J.A.C. 6A:9B-8 and the endorsement requirements at N.J.A.C. 6A:9B-9. The candidate shall also:
1. Be exempt from the endorsement course requirements at N.J.A.C. 6A:9B-8.3(a)4 while teaching under a provisional certificate and enrolled in an CE educator preparation program; and
  2. Meet the test of subject-matter knowledge requirement at N.J.A.C. 6A:9B-9.1(a)2 by demonstrating oral and writing competence in English by:
    - i. Passing a Department-approved, nationally recognized test of oral and written proficiency in English; or
    - ii. Passing a Department-approved, nationally recognized test to demonstrate oral proficiency and meeting the basic skills requirement pursuant to N.J.A.C. 6A:9B-8.3(a)5, to demonstrate writing proficiency.
- (b) Provisional teachers holding a CE with an English as a second language endorsement shall complete the requirements for a standard certificate pursuant to N.J.A.C. 6A:9B-8.7, and shall complete, at a Department-approved New Jersey college or university, an educator preparation program that includes a minimum of 15 credit hours of formal instruction in the topics at (b)1 through 7 below. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9B-10.2.
1. The historical and cultural backgrounds of limited English proficient students;
  2. Linguistics;
  3. Language acquisition;
  4. The structure of American English;
  5. Developing literacy skills for the second language learner;
  6. Methods of teaching ESL including teaching English through content; and

7. Theory and practice of teaching ESL.
- (c) No holder of a provisional certificate shall be employed for more than six years in a position requiring an English as a second language endorsement, except as set forth at N.J.A.C. 6A:9B-8.5(c).

#### **6A:9B-11.7 Driver education**

- (a) A candidate for the CEAS or standard certificate with a driver education endorsement shall be exempt from the requirements at N.J.A.C. 6A:9B-9.1(a). A candidate for the CEAS or standard certificate with a driver education endorsement shall:
1. Hold a CEAS or standard certificate with an instructional endorsement in health or in health and physical education;
  2. Hold a valid New Jersey or out-of-State driver's license. Candidates shall submit an official driving record/abstract from the state in which they are currently licensed to demonstrate the possession of a valid driver's license;
  3. Document three consecutive years of successful automobile driving experience immediately prior to application by submitting a notarized statement; and
  4. Complete a course in driver education at an accredited college or university.
- (b) Pursuant to N.J.S.A. 18A:26-2, holders of a driving instructor license issued by the New Jersey Motor Vehicle Commission who do not hold the driver education endorsement issued by the Department may provide only behind-the-wheel driver education in public schools, and shall not provide classroom instruction in driver education.

#### **6A:9B-11.8 Military science**

- (a) To be eligible for the standard certificate with a military science endorsement, the candidate shall:
1. Document 20 years of military service; and

2. Hold valid certification authorizing employment as a military science instructor from the branch of service in which the candidate served.
- (b) To retain this endorsement, the holder must maintain the military employment authorization at (a)2 above. The school district shall ensure that the military science teacher maintains valid military certification pursuant to N.J.A.C. 6A:9B-5.1(b).
- (c) Holders of this endorsement shall not use it as the basis for obtaining additional endorsements. Holders may obtain additional endorsements by meeting applicable requirements in this chapter.

### **6A:9B-11.9 Middle school with subject matter specialization**

- (a) To be eligible for the middle school with subject-matter specialization endorsement, the candidate shall:
1. Hold a CE or CEAS with an elementary school or preschool through grade 12 subject-matter endorsement in accordance with N.J.A.C. 6A:9B-9.3 or hold a standard certificate with an elementary school or preschool through grade 12 subject-matter endorsement in accordance with N.J.A.C. 6A:9B-8.7;
  2. Complete a course in child and early adolescent development as aligned with standard two of the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3(a)2. Holders of the CE shall complete this study before issuance of the standard certificate;
  3. Complete 15 semester-hour credits in any one of the following NJSLs subject fields:
    - i. English language arts;
    - ii. Mathematics;
    - iii. Science;
    - iv. Social studies; or
    - v. A single world language; and
  4. Pass the appropriate State test(s) in the content area.

- (b) To be eligible for the CE, CEAS, or standard middle school with subject matter specialization with a world languages endorsement, the candidate shall, in addition to (a) above:
1. Possess linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language; and
  2. Complete a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by an accredited four-year college or university within 12 months of initial assignment.
    - i. No CEAS or standard certificate with an elementary school with specialization in a world language endorsement shall be issued until the requirement at (b)2 above is completed.
- (c) Holders of this endorsement may be eligible for additional middle school with subject-matter specialization endorsements in the NJSLs subject fields at (a)3i through v above upon completion of the requirements at (a)3 and 4 and (b) above for each area of specialization requested.
- (d) Holders of the middle school with subject-matter specialization endorsement in mathematics or science may be eligible for a middle school with subject-matter specialization endorsement in science, technology, engineering, and mathematics (STEM) by passing the necessary State subject-matter test in the additional content area and shall be exempt from the requirement at (a)3 above.
1. Holders of the middle school with subject-matter specialization endorsement in STEM shall be authorized to teach science and mathematics in grades five through eight in all public schools.
- (e) Holders of the middle school with subject-matter specialization endorsement in English language arts or social studies may be eligible for a middle school with subject-matter



specialization endorsement in humanities by passing the necessary State subject-matter test in the additional content area and shall be exempt from the requirement at (a)3 above.

1. Holders of the middle school with subject-matter specialization endorsement in humanities shall be authorized to teach English language arts, social studies and related literature, and social and civic engagement courses in grades five through eight in all public schools.

#### **6A:9B-11.10 Swimming and water safety**

- (a) To be eligible for the swimming and water safety endorsement, candidates shall hold:
  1. A standard New Jersey instructional certificate;
  2. A valid Cardiopulmonary Resuscitation for Professional Rescuer Certificate issued by the American Red Cross or the American Heart Association;
  3. A valid Lifeguard Certificate issued by the American Red Cross or the YMCA; and
  4. A valid water safety/swimming instructor certificate issued by the American Red Cross, the YMCA, or the Flotation Aided Swim Training Program (FAST Swim Program<sup>TM</sup>).
- (b) The chief school administrator of the employing district board of education shall:
  1. Annually notify the executive county superintendent of all teachers assigned to teach swimming and/or diving; and
  2. Annually forward to the executive county superintendent copies of each valid certificate identified at (a)2 through 4 above for every person assigned to teach swimming and/or diving.
- (c) Any person otherwise qualified to serve as a substitute pursuant to N.J.A.C. 6A:9B-7 shall be required to hold all of the safety certificates at (a) above to serve as a substitute for a swimming and water safety teacher.

**6A:9B-11.11 Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8**

- (a) To be eligible for a CE with a Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 endorsement, an applicant shall complete all of the requirements at N.J.A.C. 6A:9B-8.3 and 10.2 for a CE with a Teacher of Elementary School K-6 endorsement.
- (b) To be eligible for a CEAS with a Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 endorsement, the candidate shall:
  - 1. Meet the requirements at (a) above;
  - 2. Complete one of the educator preparation program alternatives culminating in clinical practice appropriate to the Elementary School Teacher K-6 endorsement in accordance with N.J.A.C. 6A:9B-8.2; and
  - 3. Meet the GPA and test-score requirements at N.J.A.C. 6A:9B-8.2.
- (c) While being mentored under the provisional certificate, a teacher holding this endorsement:
  - 1. May not be assigned to more than two schools; and
  - 2. Shall conduct all teaching in a formal classroom environment with a minimum of eight students. The classroom environment shall approximate the experiences that novice teachers are expected to have, including, but not limited to, lesson planning, effective classroom management, instructional strategies, and incorporation of the NJSLS and the content-based professional standards for kindergarten through grade six (K-6) instruction.
- (d) While teaching under a provisional endorsement, the teacher shall participate in a State-approved district training program appropriate to holders of the elementary school (K-6) endorsement.
- (e) Holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 shall not be eligible for other standard instructional certificate endorsements under N.J.A.C. 6A:9B-9.1(b) until they first complete all requirements for one other standard instructional certificate endorsement. Upon receipt of the second standard

instructional endorsement, holders of the standard certificate for Teacher of Supplemental Instruction in Reading and Mathematics, Grades K-8 then shall be eligible for additional standard instructional endorsements under N.J.A.C. 6A: 9B-9.1(b).

**6A:9B-11.12 Requirements for the charter school certificate of eligibility (CSCE)**

- (a) All endorsements authorized in the section may be used only for employment in charter schools and do not satisfy the requirements for employment in traditional public schools.
- (b) Except as indicated at N.J.A.C. 6A:9B-11.2 through 11.6, 11.10, and 11.11, the candidate shall do the following to be eligible for a CSCE with instructional endorsements:
  - 1. Hold a bachelor's or an advanced degree from an accredited college or university;
  - 2. Meet the GPA requirements, or its exceptions, and pass the basic skills assessment, pursuant to N.J.A.C. 6A:9B-8.3(a)5; and
  - 3. Pass the appropriate State test(s) of subject-matter knowledge.
- (c) Except as indicated at N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, a candidate shall do the following to be eligible for a charter school provisional certificate:
  - 1. Hold a CSCE in the endorsement area required for the teaching assignment; and
  - 2. Obtain and accept an offer of employment in a position that requires an instructional certificate.
- (d) Except as indicated at N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, the candidate shall do the following to be eligible for the charter school standard certificate in any instructional area:
  - 1. Possess a provisional charter school certificate pursuant to (c) above; and
  - 2. Successfully complete at least two school years at the charter school while employed provisionally in a position requiring the appropriate instructional certificate.
- (e) The charter school shall provide written recommendation for the issuance of a standard charter school certificate.

### **6A:9B-11.13 Requirements for mathematics and science add-on endorsement**

- (a) All endorsements authorized pursuant to this section shall be used only for employment in areas of mathematics and science in foundational courses in the subject area sequence.
- (b) To be eligible for a CE with a mathematics or science endorsement as an add-on, the candidate shall be exempt from the requirements at N.J.A.C. 6A:9B-9.1 and instead shall:
  - 1. Hold a valid New Jersey CEAS or standard instructional certificate;
  - 2. Complete at least six of the 30 credits of appropriate coursework in the subject area as required at N.J.A.C. 6A:9B-9.1(a), 10, or 11;
  - 3. Demonstrate at least two years of successful teaching pursuant to a valid New Jersey or out-of-State equivalent instructional teaching certificate; and
  - 4. Be enrolled in, and recommended for a CE by an educator preparation program, pursuant to N.J.A.C. 6A:9A-5.6.
- (c) Candidates holding and employed under a CE issued pursuant to (b) above shall be eligible for a provisional certificate issued pursuant to N.J.A.C. 6A:9B-8.4.
- (d) Candidates holding a CE issued pursuant to (b) above shall complete all requirements for a standard certificate with a mathematics or science area endorsement pursuant to N.J.A.C. 6A:9B-9.1(a), 10, or 11, as applicable.
- (e) To be eligible for a standard certificate with a mathematics or science endorsement, candidates holding a CE issued pursuant to (b) above shall:
  - 1. Meet the coursework and subject matter knowledge assessment requirements for the endorsement area at N.J.A.C. 6A:9B-9.1(a);
  - 2. Successfully complete the educator preparation program approved pursuant to N.J.A.C. 6A:9A-5.6; and
  - 3. Be recommended for a standard certificate by the educator preparation program.

#### **6A:9B-11.14 Requirements for the early college high school certificate of eligibility**

- (a) All endorsements issued pursuant to this section authorize the certificate holder to teach grades seven through 12 only in an early college high school program.
- (b) Except as indicated at N.J.A.C. 6A:9B-11.2 through 11.6, 11.10, and 11.11, a candidate for the early college high school CE with an instructional endorsement shall meet the following requirements:
  - 1. Hold an advanced degree from an accredited college or university in a field related to the subject area being taught;
  - 2. Have experience teaching students at any grade level, including postsecondary; and
  - 3. Pass the appropriate State test of subject-matter knowledge.
- (c) Except as set forth at N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, a candidate for the early college high school provisional certificate in an instructional area shall meet the following requirements:
  - 1. Show documentation that an early college high school intends to employ the candidate in a teaching position; and
  - 2. Enroll in the provisional teacher program pursuant to N.J.A.C. 6A:9B-8.4 and 8.6.
- (d) Except as set forth at N.J.A.C. 6A:9B-11.2 through 11.6, 11.8, 11.10, and 11.11, a candidate for the early college high school standard certificate in any instructional area shall meet the following requirement:
  - 1. Demonstrate the successful completion of at least four school years of teaching under an early college high school provisional certificate with annual summative evaluation ratings of “effective” or “highly effective” issued pursuant to N.J.A.C. 6A:10 and required at N.J.A.C. 6A:9B-8.6.

## **Subchapter 11A. Requirements for Teacher Leader Endorsement**

### **6A:9B-11A.1 Purpose of requirements**

A certificate holder with the teacher leader endorsement shall be prepared to demonstrate the Teacher Leader Model Standards, pursuant to N.J.S.A. 18A:26-2.19.f.

### **6A:9B-11A.2 Authorization**

Holders of the teacher leader endorsement are authorized to assume responsibilities that are consistent with the Teacher Leader Model Standards, pursuant to N.J.S.A. 18A:26-2.19.f.

### **6A:9B-11A.3 Requirements**

- (a) To be eligible for the teacher leader endorsement, the candidate shall meet the following requirements:
1. Possess a New Jersey standard instructional certificate;
  2. Demonstrate a minimum of four years of teaching experience under a valid New Jersey or out-of-State certificate;
  3. Demonstrate a minimum of two effective or highly effective annual summative ratings in the three most recent years under the New Jersey evaluation system or appropriate equivalent criteria in another state;
  4. Complete a program of study with a Commissioner-approved teacher leader program provider, pursuant to N.J.A.C. 6A:9A-6; and
  5. Pass a Commissioner-approved performance assessment.
- (b) A candidate who meets the requirements at (a)1 through 5 above shall be exempt from the minimum GPA requirements at N.J.A.C. 6A:9B-8.2.

## **Subchapter 12. Requirements for Administrative Certification**

### **6A:9B-12.1 Purpose of requirements**

- (a) The requirements for an administrative certificate shall apply when:
1. Approving educator preparation programs for administrative and supervisory personnel;
  2. Evaluating the eligibility of candidates for an administrative certificate or an administrative certificate with a supervisor endorsement; and
  3. Approving residency programs required of candidates for an administrative certificate with a principal or school administrator endorsement.

### **6A:9B-12.2 College degrees**

Except as indicated at N.J.A.C. 6A:9B-12.7, all candidates for an administrative certificate shall hold a master's or higher degree from an accredited college or university.

### **6A:9B-12.3 Authorization**

- (a) The school administrator endorsement is required for any position that involves services as a district-level administrative officer. Such positions shall include superintendent, assistant superintendent, and director. Holders of this endorsement shall be authorized to:
1. Provide educational leadership by directing the formulation of districtwide goals, plans, policies, and budgets, by recommending their approval by the district board of education, and by directing their districtwide implementation;
  2. Recommend for approval by the district board of education all staff appointments and other personnel actions, such as terminations, suspensions, and compensation, including the appointment of school business administrators;
  3. Direct school district operations and programs;

4. Supervise and evaluate building administrators and central office staff, including school business administrators;
  5. Oversee the administration and supervision of school-level operations, staff, and programs; and
  6. Serve as principal or supervisor as provided at (b) and (c) below.
- (b) The principal endorsement is required for any position that involves service as an administrative officer of a school or other comparable unit within a school or school district. Such positions shall include assistant superintendent for curriculum and instruction, principal, assistant principal, vice principal, director, and supervisor. Holders of this endorsement shall be authorized to:
1. Provide educational leadership by directing the formulation of goals, plans, policies, budgets, and personnel actions of the school or other comparable unit, by recommending them to the chief district administrator, and by directing their implementation in the school or other comparable unit;
  2. Direct and supervise all school operations and programs;
  3. Evaluate school staff, including teaching staff members; and
  4. Direct the activities of school-level supervisors.
- (c) The supervisor endorsement is required for both supervisors of instruction and athletic directors who do not hold a standard principal's endorsement. The supervisor shall have the authority and responsibility for the continuing direction, evaluation, and guidance of teaching staff members.
1. Effective January 1, 2018, the supervisor endorsement no longer shall authorize appointment as an assistant superintendent in charge of curriculum and/or instruction.
    - i. Holders of the supervisor endorsement issued prior to January 1, 2018, shall continue to be authorized to hold a position as an assistant superintendent in charge of curriculum and/or instruction.



(d) The school business administrator endorsement is required for the chief financial officer of a school district. Such positions shall include assistant superintendent for business, school business administrator, and assistant school business administrator. Holders of this endorsement shall be authorized to:

1. Perform duties at the school district level in the areas of financial budget planning and administration, financial accounting and reporting, insurance/risk administration, and purchasing; and
2. Engage in facilities planning, personnel administration, administration of transportation and food services, and central data-processing management.

#### **6A:9B-12.4 School administrator**

(a) To be eligible for the school administrator CE, the candidate shall:

1. Complete one of the following:
  - i. Hold a master's or higher degree in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management from an accredited college or university; or
  - ii. Hold a master's degree from an accredited college or university and complete a graduate-level program in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management;
2. Complete a 150-hour internship in educational leadership aligned to the Professional Standards for School Leaders and in accordance with the roles and responsibilities as a school administrator, independent of other course requirements. This internship either shall appear on a transcript from a four-year regionally accredited college or university or must be certified by a Commissioner-approved program for preparing school administrators;

3. Pass a State-approved examination aligned with the Professional Standards for School Leaders and most directly related to the functions of superintendents at N.J.A.C. 6A:9B-12.3(a); and
  4. Complete five years of successful educational experience in a school district, nonpublic school, or an accredited college or university.
- (b) A candidate who matriculates and enrolls in a Commissioner-approved educational leadership preparation program on or after September 1, 2008, shall be required to complete all requirements at (a) above.
- (c) To be eligible for a provisional certificate with a school administrator endorsement, the candidate shall:
1. Hold a school administrator CE; and
  2. Obtain and accept an offer of employment in a position requiring the school administrator certificate in a school district that has agreed formally to sponsor the residency.
- (d) The effective date of provisional certificate issuance shall be the date on which the CE holder begins employment with the district board of education in a certified position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a.
- (e) To be eligible for the standard administrative certificate with a school administrator endorsement, the candidate shall:
1. Possess a provisional certificate pursuant to (a) and (b) above; and
  2. Complete a one-year Commissioner-approved residency program while employed under a provisional certificate in a school or school district. However, the Commissioner is authorized to reduce or remove the residency requirement based on the candidate's prior experience.
- (f) The Commissioner-approved program provider selected by the candidate shall implement the residency program, which shall:
1. Take place in a functioning school or school district;

2. Provide professional experiences, training, mentoring, instruction, and opportunities to network with other candidates and experienced school administrators;
3. Develop the candidate's thorough understanding of the NJSLs, the Professional Standards for Teachers, and the Professional Standards for School Leaders;
4. Ensure the employing school or school district, the candidate, the Commissioner-approved residency mentor, and the provider enter into a standard Department-issued agreement prior to the candidate starting the residency program; and
5. Provide a State-approved mentor who meets the requirements at (g) below.

(g) The Commissioner-approved mentor shall have a minimum of three years' experience as an effective school administrator and been engaged in New Jersey public schools for at least three of the last five years. Prior to mentoring a candidate, the mentor shall complete a Department-approved mentor training program. The mentor shall:

1. Provide support based on an individualized mentoring plan, pursuant to (i) below, which shall take the place of the individualized professional development plan during the residency period and shall be developed collaboratively by the mentor, the candidate, and the candidate's supervisor;
2. Supervise and verify the candidate's completion of all required experiences and training;
3. Meet with the candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide confidential assistance or advice upon the candidate's request;
4. Guide the candidate through a self-assessment based on the Professional Standards for School Leaders;
5. Assist the candidate in developing the required individual professional development plan for the school year following the residency period; and
6. Act as agents of the Board of Examiners in formulating their certification recommendations, which is not subject to review or approval by district boards of education.

- (h) The individualized mentoring plan shall be:
  - 1. Based on the candidate's preparation, past work experience, and the unique leadership demands of the employing school or school district;
  - 2. Developed to provide support in the following areas:
    - i. School or school district planning and policy formulation;
    - ii. District board of education operations and relations, if applicable;
    - iii. Supervision of schoolwide or districtwide programs of curriculum, instruction, and student services;
    - iv. Collegial management, participatory decision-making, and professional governance;
    - v. The roles, supervision, and evaluation of central office staff and school principals;
    - vi. School or school district financial, legal, and business operations;
    - vii. Management of district operations, school facilities, labor relations, and collective bargaining;
    - viii. Government and community relations; and
    - ix. School law.
- (i) Mentors shall formally evaluate candidates for the school administrator endorsement at least three times.
  - 1. All performance evaluations shall be aligned with the Professional Standards for School Leaders. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report.
  - 2. The final evaluation shall be the basis for issuance of the candidate's standard certificate.
- (j) A candidate for a standard certificate with a school administrator endorsement shall be approved or disapproved by the Commissioner-approved residency program pursuant to the following procedures:
  - 1. This final report shall include one of the following certification recommendations:
    - i. Approved: Recommends issuance of a standard certificate;

- ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for one additional year; or
    - iii. Disapproved: Recommends a standard certificate not be issued and the candidate shall be prevented from continuing or re-entering a residency.
  - 2. The mentor shall provide the candidate with a copy of the signed evaluation report, and the mentor's recommendation, before submitting it to the Department.
  - 3. Candidates who receive an "approved" recommendation shall be issued a standard certificate.
- (k) A candidate who receives a "disapproved" recommendation or two or more "insufficient" recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.
- (l) An experienced New Jersey principal who holds a master's degree or higher in a field not at (a)1 above may satisfy the degree requirement by meeting the requirements at (a)3 above and the following:
  - 1. A valid, standard New Jersey principal endorsement; and
  - 2. Official documentation of five years of successful full-time experience as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school or in an approved nonpublic school.
- (m) Other provisions of this chapter notwithstanding, the Board of Examiners shall issue a CE, a provisional certificate, and a standard certificate for school administrator to a candidate for appointment as chief school administrator in a school district in which the State appoints the chief school administrator.
  - 1. The Commissioner shall direct the Board of Examiners to issue a CE to the candidate if the candidate:
    - i. Possesses a bachelor's or higher degree from an accredited four-year college or university;

- ii. Has sufficient management and executive leadership experience in a public or private organization, as determined by the Commissioner, to allow the candidate to successfully administer the State-operated school district. The candidate shall document the experience in alignment with the Professional Standards for School Leaders . The Commissioner will align the review of the candidate’s documented experience with the Professional Standards for School Leaders and will base judgment of the candidate’s relevant experience on the review; and
    - iii. Passes a criminal history review prior to issuance of the CE.
  2. The Board of Examiners shall issue a provisional certificate to the candidate meeting the criteria at (m)1 above upon the candidate’s appointment by the State Board as State-operated school district superintendent pursuant to N.J.S.A. 18A:7A-35.
  3. The Board of Examiners shall issue a standard certificate to the candidate if the candidate:
    - i. Has successfully completed a residency per (e) through (i) above;
    - ii. Has successfully passed two formative performance reviews and one summative performance review by the Department on a schedule to be set by the Department. The performance reviews shall be based in part upon a portfolio prepared by the candidate that documents the experience in the superintendent position as aligned with the Professional Standards for School Leaders ; and
    - iii. Has passed a Department-approved assessment for school administrators.

### **6A:9B-12.5 Principal**

- (a) To be eligible for the principal CE, the candidate shall:
  1. Complete one of the following:
    - i. Hold a master’s degree in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management from an accredited college or university;

- ii. Hold a master's degree from an accredited college or university and complete a graduate-level program in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management; or
    - iii. Hold a master's degree from an accredited program in educational leadership from an out-of-State college or university;
  - 2. Complete a 300-hour internship in educational leadership aligned to the Professional Standards for School Leaders and in accordance with the roles and responsibilities as a principal, independent of other course requirements. This internship either shall appear on a transcript from a four-year accredited college or university or be certified by a Commissioner-approved program for preparing school principals;
  - 3. Pass a Department-approved examination of knowledge acquired through study aligned to the Professional Standards for School Leaders and most directly related to the functions of principals at N.J.A.C. 6A:9B-12.3(b); and
  - 4. Complete five years of successful educational experience under a valid provisional or standard New Jersey certificate or equivalent out-of-State certificate.
- (b) A candidate who matriculates and enrolls in a Commissioner-approved educational leadership preparation program on or after September 1, 2008, shall be required to complete all requirements at (a) above.
- (c) To be eligible for a provisional certificate with a principal endorsement, the candidate shall:
- 1. Hold a principal CE; and
  - 2. Obtain and accept an offer of employment in a position requiring the principal endorsement in a school or school district that has agreed formally to sponsor the residency.
- (d) The effective date of provisional certificate issuance shall be the date on which the CE holder begins employment with the district board of education in a certified position, in accordance with N.J.S.A. 18A:26-2.

(e) The Commissioner-approved principal residency program provider shall notify the Office that a principal is eligible for the standard administrative certificate with a principal endorsement when the candidate:

1. Possesses a provisional certificate pursuant to (a) and (c) above;
2. Completes a two-year Commissioner-approved residency program while employed under a provisional certificate with a principal endorsement in a school or school district. However, the Commissioner is authorized to reduce or remove the residency requirement based on the candidate's prior experience;
3. Has been reviewed by the mentor pursuant to (i) below and is recommended for the standard certificate pursuant to (j) below; and
4. Has paid to the program provider any fees that may be required by the Department to cover the cost of the training and mentoring services.

(f) The Commissioner-approved program provider selected by the employing school or school district shall implement the residency program, which shall:

1. Take place in a school or school district;
2. Provide professional experiences, training, mentoring, instruction, opportunities to network with other candidates and experienced principals, and specific training on the school's or school district's educator evaluation systems;
3. Develop the candidate's thorough understanding of the NJSLs, the Professional Standards for Teachers, and the Professional Standards for School Leaders ;
4. Ensure the employing school or school district, the candidate, the Department-approved mentor, and the provider enter into a standard Department-issued agreement prior to the candidate starting the residency program;
5. Provide a Department-approved mentor who meets the below requirements:
  - i. Have a minimum of three years' experience as an effective principal.  
"Effective" means the principal has received a summative rating of



“effective” or “highly effective,” pursuant to N.J.A.C. 6A:10-5, in at least three years of service in a position requiring a principal endorsement;

- ii. Have been engaged in New Jersey public schools for at least three of the last five school years; and
- iii. Complete a State-approved mentor training program.

(g) The mentor from the program provider shall:

1. Supervise and verify the candidate’s completion of all required experiences and training;
2. Meet with the principal candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon the candidate’s request;
3. Provide confidential guidance and support;
4. Guide the candidate through a self-assessment based on the employing school district’s Commissioner-approved principal evaluation practice instrument;
5. Consult with the principal candidate’s direct supervisor in development of the principal candidate’s individualized mentoring plan;
6. Not serve as the candidate’s direct supervisor or conduct the candidate’s evaluation; and
7. Provide support based on an individualized mentoring plan developed collaboratively by the mentor, the candidate, and the candidate’s supervisor.

(h) The mentoring plan shall take the place of the individualized professional development plan, pursuant to N.J.A.C. 6A:9C-3, during the residency period. The mentoring plan shall be individualized based on the candidate’s preparation, past work experience, and the unique leadership demands of the employing school or school district. Support for the candidate in the following areas shall be considered in developing the individualized plan:

1. Curriculum leadership;
2. Supervision of instruction;
3. Student personnel services;

4. Personnel management;
  5. Community relations;
  6. Student relations;
  7. Facilities management;
  8. School finance;
  9. School law;
  10. Technical administrative skills; and
  11. Professional development.
- (i) The Commissioner-approved program provider shall base the recommendation for the standard administrative certificate with a principal endorsement on at least three reviews conducted by the mentor in each year of the two-year residency for a minimum of six reviews.
1. The first five reviews shall be conducted mainly for diagnostic purposes
  2. The final review shall be the basis for issuance of the candidate's standard certificate. The final review shall be aligned with the Professional Standards for School Leaders and informed by the candidate's performance on all prior reviews.
  3. The Commissioner-approved program provider shall ensure the principal candidate's direct supervisor is consulted regarding the candidate's performance prior to submitting the candidate's final review to the Department on a State-developed form.
- (j) The Commissioner-approved program provider shall recommend for approval or disapproval principal candidates for certification pursuant to the following procedures:
1. The Commissioner-approved program provider shall submit to the Office a comprehensive final report on the candidate's performance review pursuant to (i) above.
  2. This final report shall include one of the following certification recommendations:
    - i. Approved: Recommends issuance of a standard certificate;

- ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for two additional years; or
  - iii. Disapproved: Recommends a standard certificate not be issued and the candidate who is disapproved shall be prevented from continuing or re-entering a residency.
- 3. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
- (k) A candidate who receives a “partially effective” or “ineffective” evaluation or two or more “ineffective” evaluations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.
- (l) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master’s degree or higher in a field other than one required at (a)1 above shall be eligible for a principal CE by submitting official documentation of the following to the Department:
  - 1. Five years of successful full-time experience as a supervisor of an instructional area or department related to the NJSLs under a valid New Jersey or out-of-State supervisor certificate;
  - 2. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program shall include, but not be limited to:
    - i. Preparation for educational leadership through experiences related to the performance-based Professional Standards for School Leaders and the NJSLs;
    - ii. Two hundred twenty-five clock hours of formal instruction in quality components of preparation to promote student learning as set forth in the Professional Standards for School Leaders; and

- iii. A school district internship consisting of a minimum of 300 hours providing professional experiences in school administration; and
  3. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders and directly related to the functions of principals at N.J.A.C. 6A:9B-12.3(b).
- (m) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field not required at (a)1 above, but has zero to five years' supervisory experience, will be eligible for a principal CE by submitting to the Department official documentation of the following:
1. Five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate;
  2. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program shall contain the same elements as at (j)2 above . However, the program shall consist of a minimum of 275 clock hours and a 300-hour internship; and
  3. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders and directly related to the functions of principals as defined at N.J.A.C. 6A:9B-12.3(b).
- (n) Each candidate with at least five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate and a master's degree or higher in a field other than one required at (a)1 above will be eligible for a principal CE by submitting to the Department official documentation of the following:
1. Completion of a Commissioner-approved certification program in educational leadership offered by a Commissioner-approved provider. The program shall contain the same elements as at (j)2 above . However, the program shall consist of a minimum of 300 clock hours and a 300-hour internship; and

2. Passage of a State-approved examination of knowledge acquired through study aligned with the Professional Standards for School Leaders and directly related to the functions of principals as defined at N.J.A.C. 6A:9B-12.3(b).

### **6A:9B-12.6 Supervisor**

- (a) To be eligible for the standard administrative certificate with a supervisor endorsement, a candidate shall:
  1. Hold a master's or higher degree from an accredited college or university;
  2. Successfully complete one of the following:
    - i. A Commissioner-approved college curriculum that specifically prepares the candidate for the endorsement;
    - ii. Twelve graduate-level semester-hour credits, including the following:
      - (1) Three credits in general principles of instructional staff supervision in preschool through grade 12;
      - (2) Three credits in general principles of curriculum design and development for preschool through grade 12; and
      - (3) Six elective credits in instructional staff supervision and/or curriculum design and development; or
    - iii. A Commissioner-approved training program that is implemented by a Commissioner-approved provider and specifically prepares the candidate for the endorsement; and
  3. Hold a standard New Jersey instructional or educational services certificate, or its out-of-State equivalent, and complete three years of successful, full-time teaching and/or educational services experience. Teaching and/or educational services experience completed in a New Jersey school district shall have been under an appropriate New Jersey certificate.

## 6A:9B-12.7 School business administrator

- (a) To be eligible for the school business administrator CE, the candidate shall:
1. Hold a master's degree or higher degree from a regionally accredited college or university or be in possession of a certified public accountant license; and
  2. Complete at least 18 credits of graduate or undergraduate study in the following areas:
    - i. Economics;
    - ii. Law;
    - iii. Accounting;
    - iv. Organizational theory;
    - v. Management or administration; and
    - vi. Finance.
- (b) To be eligible for a provisional administrative certificate with a school business administrator endorsement, the candidate shall:
1. Hold a school business administrator CE; and
  2. Obtain and accept an offer of employment in a position that requires the school business administrator endorsement in a school district or an approved private school for students with disabilities that has agreed formally to sponsor the residency.
- (c) To be eligible for the standard administrative certificate with a school business administrator endorsement, the candidate shall:
1. Possess a provisional certificate pursuant to (b) above;
  2. Complete a one-year Commissioner-approved school or school district residency program while employed under a provisional certificate. The residency shall:
    - i. Take place in a functioning school or school district environment, and require the candidate to develop a thorough understanding of the NJSLs, the Professional Standards for Teachers, and the Professional Standards for

- School Leaders . Candidates shall demonstrate that understanding by providing support for the educational goals of the school or school district;
- ii. Be conducted in accordance with a standard Department-issued agreement and entered into by the Department, the employing school or school district, the candidate, and the residency mentor. No residency program may be undertaken without a valid agreement;
  - iii. Be administered by a State-appointed mentor, who shall be an experienced school business administrator who has completed a State-approved orientation and who shall supervise and verify the candidate's completion of all required experiences and training;
    - (1) At the start of the residency, the mentor and the school administrator or chief school administrator shall submit to the Department on a State-developed form a written recommendation concerning any area(s) of professional experience that should be waived and additional teaching or other special experiences, if any, that the individual candidate should complete before achieving a standard certificate.
    - (2) Department review and subsequent approval shall consider the candidate's past work experience and recommended professional experiences during residency, which shall be specified in the standard written agreement; and
  - iv. Provide professional experiences, training, and a minimum of 145 clock hours of formal instruction in the areas of standards at (c)2i above; school plant planning, construction, and maintenance; school financial and legal practices, including budget planning and administration and double entry accounting (GAAP); pupil transportation; labor relations and personnel; insurance/risk administration; and food service administration; and

3. Pay to the program provider any fees that may be required by the Department to cover the cost of the training and mentoring services.
- (d) Each candidate for the standard administrative certificate with a school business administrator endorsement shall be evaluated formally by the mentor on at least three occasions . The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate’s standard certificate. All evaluations shall be based on the candidate’s performance in areas of authorization at N.J.A.C. 6A:9B-12.3(d) and reported on State-developed forms.
1. The mentor shall discuss each evaluation with the candidate, and both shall sign each report.
  2. The mentor shall send each completed evaluation to the Department.
  3. The mentor shall send the recommendation for certification, pursuant to (g) below.
  4. The mentor may seek the informal input of the employing district board of education concerning the candidate’s standard certification.
- (e) The mentor shall meet with the candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon the candidate’s request.
- (f) Each candidate for the standard administrator certificate with a school business administrator endorsement shall be approved or disapproved pursuant to the following procedures:
1. Before the end of the residency year, the mentor shall submit to the Department a comprehensive evaluation report on the candidate’s performance, pursuant to N.J.A.C. 6A:9B-12.7(d).
  2. This final report shall include one of the following certification recommendations:
    - i. Approved: Recommends issuance of a standard certificate;



- ii. Insufficient: Recommends a standard certificate not be issued, but the candidate be allowed to continue the residency or seek admission to another residency for one additional year; or
  - iii. Disapproved: Recommends a standard certificate not be issued and the candidate shall be prevented from continuing or re-entering a residency.
3. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
- (g) A candidate who receives a “disapproved” recommendation or two or more “insufficient” recommendations may appeal to the Board of Examiners pursuant to N.J.A.C. 6A:9B-4.13.
  - (h) The requirements at (a) through (g) above shall not apply to persons who hold standard administrative certificates with the following endorsements issued before September 1, 1991: school business administrator, assistant superintendent for business, or assistant executive superintendent with specialization in business administration. Holders of those endorsements shall be entitled prospectively to apply for all positions in the general category of business administration.
  - (i) Board secretaries who lack certification but were assigned prior to September 1, 1991, to perform the business administration functions at N.J.A.C. 6A:9B-12.3(d) shall be permitted to retain indefinitely their positions in the school districts in which they were employed prior to September 1, 1991.

#### **6A:9B-12.8 Requirements for interstate reciprocity**

- (a) Notwithstanding any other provision of this subchapter, any applicant for an administrative certificate who presents a valid administrative certificate issued by any other state shall be issued, upon payment of the appropriate fee, a New Jersey administrative CE for the equivalent New Jersey endorsement(s) for school administrator, principal, or school business administrator, or shall be issued the equivalent New Jersey

standard supervisor endorsement. If there is no equivalent current New Jersey endorsement, then the provisions at N.J.A.C. 6A:9B-12.1 through 12.7 shall apply to the candidate. The following limitation shall apply:

1. If New Jersey has an equivalent endorsement with required subject-matter test for the candidate's endorsement, the applicant shall have passed a state subject-matter test to receive the out-of-State endorsement or else shall pass the appropriate New Jersey subject-matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-State certificate. Experience in good standing shall be documented by a letter of experience from the applicant's supervisor or authorized school district representative.

### **Subchapter 13. Acting Administrators**

#### **6A:9B-13.1 General provisions**

- (a) If illness, death, or another good and sufficient reason causes the district board of education to fill the position of superintendent, assistant superintendent, school business administrator, principal, or vice principal with a person who is designated as the acting administrator in a respective situation and who does not hold the CE or the standard New Jersey certificate required for the position, the district board of education shall apply, in writing, to the Commissioner, through the executive county superintendent, for permission to employ the person in an acting capacity and state the reason(s) why the action is necessary. If the stated reason(s) justifies the need to appoint a person as an administrator in an acting capacity who is not properly certified to hold the position, the Commissioner may approve the request on a case-by-case basis.
- (b) Commissioner approval shall be for three months' duration, and may be renewed for a period of three months at a time on a case-by-case basis upon application. If the acting status of the individual is to extend beyond a year, the district board of education shall

apply, in writing, to the Commissioner, through the executive county superintendent, for permission to employ the person in an acting capacity and state the reason(s) why the action is necessary. The Commissioner may recommend to the State Board whether to approve the district board of education's application for a letter of temporary certification.

- (c) If the State Board grants approval, the Board of Examiners shall be notified and the Commissioner will issue a letter of temporary certification.

#### Subchapter 14. Requirements for Educational Services Certification

##### **6A:9B-14.1 Qualifications/general provisions**

- (a) To be eligible for an educational services certificate, the candidate shall hold the appropriate degree and complete the Department-required test(s) and one of the following:
  1. A Department-approved educational services program at a New Jersey college or university;
  2. An accredited educational services program at an out-of-State college or university; or
  3. All requirements for individual educational services endorsements pursuant to N.J.A.C. 6A:9B-14.3 through 14.21 as determined through a formal credentials evaluation by the Office.
- (b) Holders of educational services certificates shall be authorized to serve in preschool through grade 12.
- (c) Holders of educational services certificates that are no longer issued after January 20, 2004 may continue to serve in the service areas in which the teaching staff member was authorized to serve under the former rules.

## 6A:9B-14.2 Student assistance coordinator

- (a) The student assistance coordinator (SAC) endorsement authorizes the holder to perform the functions of a SAC in preschool through grade 12. The SAC position shall be separate and distinct from any other employment position in the school. The functions of the SAC may include:
1. Assisting with the in-service training of school staff concerning substance abuse and related issues and with the school district program to combat substance abuse;
  2. Serving as an information resource for substance abuse prevention, curriculum development, and instruction;
  3. Assisting the school district in revising and implementing substance abuse and related policies and procedures;
  4. Developing and administering substance abuse and related intervention services in the school district;
  5. Providing counseling and referral services to students regarding substance abuse and related problems; and
  6. Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services.
- (b) To be eligible for the SAC CE, the candidate shall present one of the following:
1. A bachelor's or higher degree from an accredited college or university; a valid New Jersey or out-of-State standard certificate as school psychologist, school social worker, school counselor, director of school counseling services, or school nurse; and evidence of graduate study, pursuant to (c)2i through iv below;
  2. A bachelor's or higher degree from an accredited college or university, a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the Alcohol and Drug Counselor Committee of the State Board of Marriage and Family Therapy Examiners, and evidence of graduate study in areas at (c)2iii, vi, and vii below; or

3. A bachelor's or higher degree from an accredited college or university and a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey and evidence of graduate study in areas at (c)2iv, v, vi, and vii below.
- (c) To be eligible for the SAC CEAS, the candidate shall:
1. Hold a standard instructional certificate; a school psychologist, school social worker, school counselor, director of school counseling services, or school nurse endorsement; a valid Licensed Clinical Alcohol and Drug Counselor credential issued by the Alcohol and Drug Counselor Committee of the State Board of Marriage and Family Therapy Examiners; a valid Certified Prevention Specialist credential issued by the Addiction Professionals Certification Board of New Jersey; or a master's or higher degree from an accredited college or university;
  2. Complete a Department-approved graduate program with a minimum of 21 semester-hour credits that include study in the following required areas:
    - i. Fundamentals of substance abuse and dependency;
    - ii. Child and adolescent development, including research-based strategies for supporting at-risk students;
    - iii. Curriculum planning, implementation, and staff development;
    - iv. Coordination and delivery of intervention and referral services and prevention services in school and community settings, including multidisciplinary intervention teams;
    - v. Assessment and counseling of students and families affected by substance abuse;
    - vi. School culture and the dynamics of policy and program development; and
    - vii. School law as it relates to substance abuse; and
  3. Complete a college-supervised SAC practicum.

- (d) To be eligible for a provisional educational services certificate with a SAC endorsement, the candidate shall:
1. Possess a SAC CE or CEAS; and
  2. Obtain an offer of employment in a position that requires the SAC certificate.
- (e) To be eligible for a standard educational services certificate with a SAC endorsement, the candidate shall:
1. Possess a provisional educational services certificate with a SAC endorsement pursuant to (d) above;
  2. Complete a Department-approved graduate program pursuant to (c) above.
    - i. Candidates who possess a SAC CE shall be exempt from the requirement at (c)3 above; and
  3. Complete a six-month State-approved school residency while employed full-time under a provisional educational services certificate with a SAC endorsement. If employed half-time, the residency period shall be 12 months. The residency program shall be conducted under the direction of a State-approved residency supervisor who shall hold a standard certificate with a supervisor, principal, or school administrator endorsement. The residency program shall:
    - i. Operate in accordance with a residency agreement issued by the Department and entered into by the Department, the employing school, the candidate, and the State-approved residency supervisor; and
    - ii. Include professional experiences in chemical health curriculum planning; implementation and staff development; development and coordination of substance abuse intervention and referral services; development and coordination of prevention program services; and the development of school drug and alcohol policies and procedures.

- (f) The State-approved residency supervisor shall have primary responsibility to assure the candidate receives appropriate training, support, practicum experiences, and professional opportunities in the critical job responsibilities specified in the agreement and consistent with (a) above. The residency supervisor shall also evaluate and verify the completion of all required experiences according to the terms and conditions of the residency agreement.
- (g) Upon completion of the residency period, the residency supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties pursuant to N.J.S.A. 18A:40A-18.c and to implement the theoretical concepts at (c)2 above. The residency supervisor shall discuss the evaluation report with the candidate, and the supervisor and candidate shall sign the report as evidence of the discussion. The residency supervisor shall submit the completed evaluation to the Office. The evaluation on each candidate shall include one of the following recommendations:
1. Approved: Recommends issuance of a standard educational services certificate with a SAC endorsement;
  2. Insufficient: Recommends a standard educational services certificate with a SAC endorsement not be issued, but the candidate be allowed to continue the residency or seek admission to an additional residency. Except for candidates who receive approval pursuant to N.J.A.C. 6A:9B-4.13(d), a candidate who receives a second insufficient recommendation shall be precluded from continuing or re-entering a residency; or
  3. Disapproved: Recommends a standard educational services certificate with a SAC endorsement not be issued. The candidate shall be precluded from continuing or re-entering a residency.
- (h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9B-4.12.
- (i) An emergency certificate is not available for the SAC endorsement.

### 6A:9B-14.3 School nurse

- (a) The school nurse endorsement authorizes the holder to perform nursing services and to teach in areas related to health in public schools in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school nurse endorsement, a candidate shall hold or complete the following professional licenses, degrees, certifications, and training:
  - 1. A current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing;
  - 2. A bachelor's degree from an accredited college or university;
  - 3. A current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and
  - 4. Complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards, including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology.
- (c) The candidate shall also complete either a Department-approved college curriculum for the preparation of school nurses or a program of studies that is a minimum of 21 semester-hour credits and that includes study in the following topics:
  - 1. A minimum of six semester-hour credits in school nursing, including school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office;
  - 2. Health assessment;
  - 3. Special education and/or learning disabilities;



4. Methods of teaching health in preschool through grade 12 including curriculum development;
  5. Public health, including public health nursing, community health problems, and communicable disease control;
  6. Guidance and counseling;
  7. School law, including legal aspects of school nursing; and
  8. Substance abuse.
- (d) During the initial three years of employment under a school nurse endorsement, the holder shall engage in a minimum of 20 hours of professional development in each of the following: human growth and development; substance abuse and dependency; and human and intercultural relations. The professional development requirements shall be incorporated into each endorsement holder's professional development plan, pursuant to N.J.A.C. 6A:9C-3.
- (e) An emergency certificate is not available for the school nurse endorsement.

**6A:9B-14.4 School nurse/non-instructional**

- (a) The school nurse/non-instructional endorsement authorizes the holder to perform nursing services in public schools in preschool through grade 12. This endorsement does not authorize the holder to teach in areas related to health.
- (b) To be eligible for the standard educational services certificate with a school nurse/non-instructional endorsement, a candidate shall hold or complete the following professional licenses, degrees, certifications, and training:
1. A current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing;
  2. A bachelor's degree from an accredited college or university;
  3. A current Providers Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart

Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and

4. Complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards, including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology.
- (c) The candidate also shall complete either a Department-approved college curriculum for the preparation of school nurses or a program of studies that is a minimum of 15 semester-hour credits and that includes study in the following topics:
1. A minimum of six semester-hour credits in school nursing, including school health services, physical assessments, organization and administration of the school health program, and clinical experience in a school nurse office;
  2. Health assessment;
  3. Public health, including such areas as public health nursing, community health problems and communicable disease control;
  4. Special education and/or learning disabilities;
  5. Guidance and counseling;
  6. School law, including legal aspects of school nursing; and
  7. Substance abuse.
- (d) During the initial three years of employment under a school nurse/non-instructional endorsement, the holder shall engage in a minimum of 20 hours of professional development in each of the following: human growth and development; substance abuse and dependency; and human and intercultural relations. The professional development requirements shall be incorporated into each endorsement holder's professional development plan, pursuant to N.J.A.C. 6A:9C-3.

- (e) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who holds a bachelor's degree from an accredited college or university, a current New Jersey registered professional nurse license, and current CPR/AED certification. The candidate shall present evidence of study in public health nursing. The study must appear on the transcript of an accredited four-year college or university.

**6A:9B-14.5 School social worker**

- (a) The school social worker endorsement authorizes the holder to serve as a school social worker in public schools in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school social worker endorsement, the candidate shall hold a master's degree from an accredited college or university and complete a total of 30 graduate-level semester-hour credits with a study in each area listed below:
  1. Psychology, including general psychology, educational psychology, psychology of adolescence, and child growth and development;
  2. Special education and/or learning disabilities;
  3. Social and cultural matters within the school and broader community;
  4. A minimum of six semester-hour credits in introductory and advanced social casework, including principles and practices in social casework, interviewing, and methods and skills in diagnosis;
  5. Mental hygiene and social psychiatry, including dynamics of human behavior and psychopathology;
  6. Medical information, including the role of the social worker in health problems or fundamentals of substance abuse and dependency;
  7. Community organizations, agencies, and resources; and

8. Social policy and public welfare services, including the care and protection of at-risk children and families.
- (c) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:
1. A bachelor's degree in social work or a related field from an accredited college or university; and
  2. Completion of the coursework at (b)4 above and of at least two other topics at (b)1, 2, 3, and 5 through 8 above.

#### **6A:9B-14.6 Speech-language specialist**

- (a) The speech-language specialist endorsement authorizes the holder to provide service as a speech-language specialist in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a speech-language specialist endorsement, the candidate shall:
1. Hold a master's or higher degree in speech-language pathology from an accredited college or university; and
  2. Pass a State-approved test of comprehensive knowledge in the field of speech-language pathology.
- (c) Individuals who hold a valid New Jersey speech correctionist endorsement and a master's degree in speech-language pathology shall be issued the speech-language specialist endorsement upon submission of a completed application and the required fee.
- (d) A CE with a speech-language specialist endorsement that expires annually on July 31 may be issued to candidates who meet the requirements at (d)1 or 2 below. To be eligible for a CE with the speech-language specialist endorsement and subsequent provisional certificate, a candidate shall either:

1. Hold a bachelor's degree in speech-language pathology/communication disorders from an accredited college or university; and
    - i. Be currently matriculated in a master's degree program in speech-language pathology/communication disorders from an accredited college or university; and
    - ii. Document completion of a minimum of 18 semester-hour graduate credits in speech language pathology/communication disorders, including a graduate clinical practicum; or
  2. Hold a bachelor's degree in a major other than speech-language pathology/communication disorders from an accredited college or university; and
    - i. Be currently matriculated in a master's degree program in speech-language pathology/communication disorders from an accredited college or university; and
    - ii. Document completion of a minimum of 24 semester-hour graduate credits in speech language pathology/communication disorders, including a graduate clinical practicum.
- (e) To be eligible for an initial two-year provisional certificate with the speech-language specialist endorsement, the candidate shall:
1. Possess a CE with the speech-language specialist endorsement; and
  2. Obtain an offer of employment in a speech-language specialist position.
- (f) To be eligible for a one-time renewal of the provisional speech-language specialist certificate, a candidate shall:
1. Provide an official college transcript from the speech language pathology/communication disorders program in which the candidate is matriculated. The transcript must show a minimum of 12 semester-hour graduate credits completed each year following the initial issuance of the provisional certificate and demonstrating annual progress toward completion of the master's degree required for the standard certificate; and

2. Provide documentation of employment in a speech-language specialist position in a school district or Department-approved private school for students with disabilities.
- (g) A standard certificate may be issued to candidates holding the provisional certificate with a speech-language specialist endorsement who meet the requirements at (b) above.
- (h) An emergency certificate is not available for the speech-language specialist endorsement .

**6A:9B-14.7 Director of school counseling services**

- (a) The director of school counseling services endorsement authorizes the holder to serve as a director, administrator, or supervisor of school counseling services, including the supervision of educational activities in areas related to and within the counseling program in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a director of school counseling services endorsement, a candidate shall hold a master's or higher degree from an accredited college or university, hold a standard New Jersey educational services certificate with a school counselor or student personnel endorsement, or an equivalent out-of-State certificate, and complete three years of successful experience as a school counselor in preschool through grade 12. In addition, the candidate shall complete one of the following:
1. A Department-approved educator preparation program in Director of School Counseling; or
  2. A three-credit graduate-level course in each of the following areas:
    - i. Administration, including courses such as school law, organization, and administration of elementary and secondary schools;
    - ii. Staff supervision, including courses such as supervision and evaluation of instructional staff, and supervision of school counseling services; and

- iii. Curriculum development, including courses such as principles of general curriculum development, elementary and secondary curriculum development, and extracurricular activities.
- (c) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:
- 1. A master's degree from an accredited college or university, a standard New Jersey educational services certificate with a school counselor or student personnel endorsement, and two years of experience as a school counselor in preschool through grade 12; and
  - 2. A graduate course in staff supervision.

**6A:9B-14.8 School counselor**

- (a) The school counselor endorsement authorizes the holder to perform school counseling services such as study and assessment of individual students with respect to their academic status, abilities, interest, and needs; counseling in collaboration with administrators, teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families. The certificate holder is authorized to perform the services in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school counselor endorsement, a candidate shall hold a master's or higher degree from an accredited college or university, and complete one of the following:
- 1. A Department-approved graduate program in school counseling; or
  - 2. A minimum of 48 graduate semester-hour credits in the following areas:
    - i. Counseling: a minimum of 18 semester-hour credits that shall include study in theory and procedures of individual and group counseling, counseling and interviewing techniques, and career counseling;

- ii. Testing and evaluation: a minimum of three semester hours;
- iii. Psychology: a minimum of six semester hours that shall include study related to child and adolescent psychology, psychology of exceptional children, and psychology of learning;
- iv. Sociological foundations: a minimum of six semester hours that shall include study in community agencies, organizations, and resources;
- v. Statistics and research methods: a minimum of three semester-hour credits;
- vi. Supervised counseling practicum as a school counselor in a preschool through grade 12 school setting: a minimum of six credits. The practicum shall be supervised by a person holding a standard New Jersey or out-of-State certificate with a school counselor endorsement; and
- vii. Six elective semester hours of study chosen from among the topics at (b)2i through v above or educational pedagogy.

(c) A candidate who has completed a master's or higher degree from an accredited college or university whose school counseling program meets the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) will be issued a standard educational services certificate with a school counselor endorsement.

(d) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:

- 1. A bachelor's degree from an accredited college or university; and
- 2. Fifteen graduate semester-hour credits of study from the areas at (b)2i through iv above. At least six of the 15 credits shall be from the areas at (b)2i above.

**6A:9B-14.9 School psychologist**

(a) The school psychologist endorsement authorizes the holder to serve as a psychologist in preschool through grade 12.



- (b) To be eligible for the standard educational services certificate with a school psychologist endorsement, a candidate shall hold a master's or higher degree from an accredited college or university and complete the following:
1. A Department-approved graduate program or a minimum of 60 semester-hour graduate credits in the following areas:
    - i. Educational foundations/school psychology practice and development: a minimum of 12 semester-hour credits in areas such as the role and function of the school psychologist, multicultural education, educational organization and leadership, curriculum development, and learning theories;
    - ii. Education of students with disabilities: a minimum of six semester-hour credits in areas such as education and/or psychology of students with disabilities and educational assessment of students with disabilities;
    - iii. Assessment, intervention, and research: a minimum of 18 semester-hour credits, including study in the required areas of cognitive assessment, personality assessment, and school consultation. Additional study may be completed in areas such as applied behavior analysis, school interventions, curriculum-based measurement, multicultural counseling or individual counseling procedures, tests and measurements, statistics and research design, and analysis;
    - iv. Human behavioral development: a minimum of 12 semester-hour credits in areas such as human development, social psychology, personality psychology, neurological and/or physiological basis of behavior, and psychopathology; and
    - v. Electives: additional study in areas at (b)1i , ii, iii, and iv above.

Externships and practicum experiences may be accepted for elective study.
  2. A practicum of 300 clock hours. The practicum shall consist of a sequence of closely supervised on-campus and field-based activities designed to develop and

evaluate a candidate's mastery of distinct professional skills consistent with program and/or course goals;

3. An externship of 1,200 clock hours. A minimum of 600 clock hours shall be completed in a school setting with school-age children. The remaining clock hours may be completed in a school or clinical setting, or may be completed under an emergency certificate while concurrently participating in an approved college or university school psychology program. Externship experiences completed in a school setting shall be supervised by a person holding a standard New Jersey or out-of-State educational services certificate with a school psychologist endorsement; and
- (c) Persons who completed a master's or higher degree in clinical psychology from an accredited college or university and present official documentation of 600 clock hours of experience as a psychologist working with children in a clinical setting shall meet the school psychology externship and practicum requirements by completing a 900-clock-hour school psychology externship in a New Jersey school, with school-age children, under a New Jersey emergency certificate.
- (d) The externship for a candidate for the standard educational services certificate with a school psychologist endorsement shall comply with the following:
1. The externship shall be taken under the direction of an accredited college or university as part of a program for the preparation of school psychologists.
    - i. In cases where the Office is issuing an emergency certificate, it may approve an equivalent externship that is not under the jurisdiction of a college or university program.
  2. The college or university shall arrange externships as a program of supervised experiences. Externship credit shall not be awarded for clinical or laboratory work done as part of the requirements in courses such as "cognitive or personality assessment" or "school consultation."

3. At least 50 percent of the externship shall be in the psychological services division of a school district or in a college or university demonstration center that serves a cross section of school-age children. A person holding a standard New Jersey school psychologist certificate shall provide local supervision for the period of externship training.
4. The college, university, or school district, as appropriate, shall provide the extern with various group and individual achievement tests, personality and cognitive assessment tools, and the results of audiometric and visual screening.
5. The college, university, or school district, as appropriate, shall provide the extern with adequate office space for conferences, counseling, and diagnostic studies.
6. For purposes of study and guidance, the college, university, or school district, as appropriate, shall provide the extern with access to comprehensive records on pupil growth and development.
7. The college, university, or school district, as appropriate, shall provide the extern with supervised experience in the following areas: in-service programs for faculty members; conferences with special personnel; utilization of available community resources; conducting a diagnostic study; report writing; building relationships with the community; and counseling pupils, parents, and faculty.
8. No more than 50 percent of the externship can take place in an approved hospital, institution, clinic, or agency established for the study and/or treatment of children and adults with special needs. A licensed psychologist or school psychologist shall supervise the extern during the hospital, institution, clinic, or agency experience. The director of the hospital, institution, clinic, or agency shall certify that the externship experience includes the following: conducting a diagnostic study; reporting, writing, and communicating diagnostic findings; and participating in staff planning and evaluating conferences.

- (e) A school district seeking authorization for the employment of an extern under an emergency certificate shall submit a request to the executive county superintendent for preliminary approval. The request shall include the following information:
1. The name of the fully certified school psychologist in the school district under whose supervision the externship will be carried out. The supervising school psychologist shall hold a standard educational services certificate with a school psychologist endorsement and shall have three years of experience under the endorsement;
  2. The nature and extent of the training experiences that will be provided under supervision during the externship;
  3. The dates of the externship period;
  4. The total number of clock hours to be worked during the externship; and
  5. Official college transcripts showing successful completion of a minimum of 40 semester-hour graduate credits pursuant to (b)1 above that shall include study in the areas of cognitive assessment, personality assessment, and school consultation, pursuant to (b)1iii above.
- (f) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who meets the following requirements:
1. A bachelor's degree from an accredited college or university; and
  2. Official college transcripts showing successful completion of a minimum of 30 semester-hour graduate credits applicable toward the standard certificate with a school psychologist endorsement in the areas at (b)1i through v above. The credits shall include study and practicum experience in assessment.
- (g) The Office will issue a standard educational services certificate with a school psychologist endorsement to holders of a currently valid Nationally Certified School Psychologist (NCSP) license.

## 6A:9B-14.10 Learning disabilities teacher-consultant

- (a) The learning disabilities teacher-consultant endorsement authorizes the holder to serve as a learning disabilities teacher-consultant in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a learning disabilities teacher-consultant endorsement, a candidate shall:
  - 1. Hold a master's or higher degree from an accredited college or university;
  - 2. Hold a standard New Jersey or out-of-State instructional certificate; and
  - 3. Have three years of successful teaching experience.
- (c) A candidate who satisfies the requirements at (b) above also shall complete one of the following:
  - 1. A Department-approved graduate program for the preparation of learning disabilities teacher-consultants;
  - 2. A master's degree in educational disabilities from an accredited program; or
  - 3. A minimum of 24 semester-hour graduate credits chosen from the topics at (c)3i through x below. The candidate shall complete coursework in the topics at (c)3i through ix below and may take elective credits in any area at (c)3i through x below.
    - i. Education of students with disabilities, including study in history of the development of educational services for children in each area of exceptionality; study of present services, research, and professional ethics dealing with the characteristics of children who differ from the norm intellectually, physically, socially, and emotionally; evaluation of present practices in the education of students with disabilities; study of the relationship of educational practices and their environmental settings; and cultural and linguistic diversity;
    - ii. Learning theory, including study in motivation and its effect on learning; leading theories of learning; rewards and incentives; and interests and climate for learning;

- iii. Remediation of basic skills, including study in research-based corrective methods and materials as related to specific diagnostic findings, NJSL requirements, and the school and classroom environment;
- iv. Physiological bases for learning, including study of the neurological development and physical readiness of the normal child for learning; abnormal health conditions that contribute to educational disability; and metabolic and infectious disorders that affect learning;
- v. Orientation in psychological testing, including study of an overview of tests applicable to educational psychology; interpretation of psychological reports as applied to tests administered; the appropriate use of tests and the potential misuse of test results; and test construction theory;
- vi. Diagnosis of learning problems, including study of the nature and cause of learning problems; formulating an evaluation plan for educational assessments; administering and interpreting technically sound and culturally responsive standardized instruments and functional assessment procedures to determine educational levels, underlying deficits, and learning style; methods of arriving at a diagnosis based on evidence available from each child study team (CST) member; and ways of reporting diagnostic findings;
- vii. Accommodations and modifications as a method of providing service to children with learning problems, including utilization of validated methods for adapting instruction for diverse learning needs; technology for students with disabilities; understanding of accommodations and modifications in curriculum, materials, methods, classroom structures, and assessment; utilization of the individualized education plan (IEP) and accommodation and modification of the NJSL; methods to enhance social relationships and positive behavior methods; focus on the inclusive classroom environment;

legal issues related to the CST's responsibilities, including the requirements of a free appropriate public education, least restrictive environment, the determination of eligibility, and IEP development;

- viii. Collaboration theory and practice, including theory and process of conducting collaborations; establishing collaborative partnerships between general and special educators, with parents and families, and with paraprofessionals; methods of co-teaching, including in-class support and classroom consultation; preparation for participating in a multidisciplinary CST setting with opportunities for modeling and participation in team staffings and parent conferences; opportunities to observe, rehearse, and present results from evaluations in practice sessions;
- ix. A college-supervised, graduate-level practicum in diagnosis and remediation of educational disabilities in school and clinical situations;
  - (1) The definition and nature of this practicum, and the courses through which it will be provided, shall be clear in the program description. The practicum shall provide for a minimum of 90 clock hours of college-supervised experience. The practicum shall not be a student-teaching experience; and
- x. Elective study chosen from areas such as group dynamics; methods and materials for teaching students with disabilities; curriculum development in the teaching of students with disabilities; teaching of reading; assistive/adaptive technology; interviewing and counseling; educational psychology; and community resources.

(d) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who has obtained the following:

- 1. A standard instructional certificate;

2. Three years of teaching experience; and
3. A minimum of 12 graduate credits in educational disabilities, including psychological testing.

**6A:9B-14.11 School occupational therapist**

- (a) The school occupational therapist endorsement authorizes the holder to serve as an occupational therapist in preschool through grade 12.
- (b) To be eligible for the school occupational therapist endorsement, a candidate shall have:
  1. A bachelor's degree from an accredited college or university;
  2. Completed a program in occupational therapy from an approved school; and
  3. A currently valid occupational therapist license issued by the New Jersey Occupational Therapy Advisory Council.
- (c) An emergency certificate is not available for this endorsement.

**6A:9B-14.12 School physical therapist**

- (a) The school physical therapist endorsement authorizes the holder to serve as a physical therapist in preschool through grade 12.
- (b) To be eligible for the school physical therapist endorsement, a candidate shall have:
  1. A bachelor's degree from an accredited college or university;
  2. Completed a program in physical therapy from an accredited college or university physical therapy program approved for the education and training of physical therapists by an accrediting agency recognized by the United States Department of Education, Office of Postsecondary Education; and
  3. A currently valid license issued by the New Jersey Board of Physical Therapy Examiners.
- (c) An emergency certificate is not available for this endorsement.



### **6A:9B-14.13 Reading specialist**

- (a) The reading specialist endorsement authorizes the holder to serve as a reading specialist in preschool through grade 12. A reading specialist conducts in-service training of teachers and administrators; coordinates instruction for students or groups of students having difficulty learning to read; diagnoses the nature and cause of a student's difficulty in learning to read; plans developmental programs in reading for all students; recommends methods and materials to be used in the school district reading program; and contributes to the collection of standardized data as a means of determining and monitoring the reading achievement of students.
- (b) A candidate applying for this endorsement on or before August 31, 2025, shall have completed a master's degree from an accredited college or university, two years of successful teaching experience, and one of the following:
1. A Department-approved graduate-degree program in reading; or
  2. A program of graduate studies of 30 semester-hour credits consisting of the following:
    - i. Reading foundations;
    - ii. Diagnosis of reading problems;
    - iii. Correction of reading problems;
    - iv. Supervised practicum in reading; and
    - v. Study in at least three of the following areas: children's or adolescent literature; measurement; organization of reading programs; psychology; staff supervision; linguistics; special education; research; and foundations of education.
- (c) A candidate applying for this endorsement on or after September 1, 2025, shall have completed a master's degree from an accredited college or university, three years of successful teaching experience, and one of the following:
1. A Department-approved graduate-degree program in reading with a program of study that consists of the following topics or a program of graduate studies of 30 semester-hour credits consisting of the following topics:

- i. Advanced study of reading and structured literacy, including phonics, phonemic awareness, vocabulary, reading comprehension, fluency, and concepts of print;
  - ii. Diagnosis and correction of reading problems, including a supervised clinical experience of at least 30 hours;
  - iii. Supervised clinical internship in reading that focuses on the implementation of schoolwide literacy leadership, coaching/professional development, and the diagnosis, planning, and correction of reading problems in a supplemental/in-class setting;
  - iv. Advanced study of children's or adolescent literature with a focus on integration of diverse, multilingual, and/or multicultural text;
  - v. Organization of reading programs and professional development **strategies** to improve the teaching of literacy;
  - vi. Strategies for remediation of writing for learners;
  - vii. Advance study of integrating literacy strategies across content areas;
  - viii. Remediation and foundational reading strategies for adolescent readers; and
  - ix. Advanced study of literacy strategies for supporting students with varying abilities and multilingual learners; or
2. Hold a master's degree in literacy, reading, or another related field from an accredited college or university and have completed courses that cover the areas listed at (c)1 above, as indicated on a transcript.
- (d) An emergency certificate may be issued to a candidate applying for the emergency certificate on or before August 31, 2025, who has obtained the following:
1. A master's degree from an accredited college or university;
  2. Two years of successful teaching experience; and
  3. Completion of 12 graduate credits in the areas listed at (b)2 above.

- (e) An emergency certificate may be issued to a candidate applying for the emergency endorsement on or after September 1, 2025, who has obtained the following:
1. A master's degree from an accredited college or university;
  2. Three years of successful teaching experience; and
  3. Completion of 12 graduate credits in the areas listed at (c)1 above and enrollment in continuing education to meet the remaining requirements listed at (c)1 above.

**6A:9B-14.14 School library media specialist**

- (a) The school library media specialist (SLMS) endorsement authorizes the holder to serve as a school library media specialist in preschool through grade 12. The functions include: delivery of instruction in information literacy skills; the development and coordination of school library media programs and resources; and the delivery of instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media. Media are defined as all print, non-print, and electronic resources, including the technologies needed for their use.
- (b) To be eligible for a CE with the SLMS endorsement, a candidate shall hold a master's degree in library media studies from an accredited college or university.
- (c) To be eligible for a CEAS with the SLMS endorsement, a candidate shall hold a master's degree from an accredited college and complete the following:
1. Hold a standard New Jersey or out-of-State instructional certificate. A military science endorsement will not satisfy this requirement;
  2. A Department-approved graduate program that specifically prepares the candidate for the certificate; or
  3. A program of graduate studies consisting of a clinical experience that includes instruction and management, which shall be completed in a school library media

center, and a minimum of 36 semester-hour credits in a coherent sequence of studies, including the following:

- i. Organization and coordination of school library media programs, resources, and instruction to provide a sequential course of study for students;
- ii. Application of learning theory to reading, listening, and viewing library media resources;
- iii. Access, evaluation, selection, and utilization of library media resources;
- iv. Design and development of multimedia materials;
- v. Design, development, and integration of information literacy skills and the library media program throughout the school curriculum;
- vi. Integration of educational resources and technology throughout the school curriculum;
- vii. Children's literature and young adult literature;
- viii. Development and implementation of policies and procedures for effective and efficient acquisition, cataloging, processing, circulation, and maintaining equipment and resources to ensure equitable access;
- ix. Development, implementation, and evaluation of library media programs to meet educational goals, including management of library personnel, resources, and facilities; and
- x. Utilization of current and emergent technologies in all phases of school library media programs.

(d) To be eligible for a provisional educational services certificate with a SLMS endorsement, the candidate shall:

1. Possess a CE or CEAS with the SLMS endorsement; and
2. Obtain an offer of employment in a position that requires the SLMS endorsement.

- (e) To be eligible for the standard educational services certificate with a SLMS endorsement, a candidate shall:
1. Possess a provisional educational services certificate with a SLMS endorsement pursuant to (d) above;
  2. Complete a coherent program at an accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. Holders of a CEAS with the SLMS endorsement are exempt from this requirement;
  3. Complete graduate-level coursework in the school library media topics at (c)3 above that were not included in the candidate's library media master's program. Holders of a CEAS with the SLMS endorsement are exempt from this requirement;
  4. Complete a year-long school-based residency program in a school library media center. The residency program shall:
    - i. Consist of a supervised residency that includes professional experiences in the delivery of instruction in information literacy skills; the development and coordination of school library media programs and resources; and the delivery of instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media.
      - (1) A school administrator, principal, or supervisor shall provide supervision during the candidate's provisional year. An experienced school library media specialist shall mentor the candidate throughout the residency. If no experienced SLMS is available within the school district to mentor the candidate, an experienced SLMS may be provided by a Commissioner-approved mentoring program; and

- ii. Be agreed upon through a Department-issued residency agreement outlining the responsibilities as set forth in this section and entered into by the Department, the employing school, the candidate, and the residency supervisor.
- (f) The residency supervisor shall have primary responsibility to ensure the candidate receives appropriate training, support, mentoring, practicum experiences, and professional opportunities in the critical job responsibilities specified in the agreement and consistent with (a) above. The residency supervisor also shall evaluate and verify the completion of all required experiences according to the residency agreement's terms and conditions.
- (g) Upon completion of the residency period, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties at (a) above and to implement the theoretical concepts at (c)3 above. The supervisor shall discuss the evaluation report with the candidate and both shall sign the report. The residency supervisor shall submit the completed evaluation to the Office. The evaluation on each candidate shall include one of the following recommendations:
  - 1. Approved: Recommends issuance of a standard educational services certificate with a SLMS endorsement;
  - 2. Insufficient: Recommends a standard educational services certificate with a SLMS endorsement not be issued, but the candidate be allowed to continue the residency or seek admission to an additional residency. Except for candidates who receive approval pursuant to N.J.A.C. 6A:9B-4.13(d), a candidate who receives a second insufficient recommendation shall be precluded from continuing or re-entering a residency; or
  - 3. Disapproved: Recommends a standard educational services certificate with a SLMS endorsement not be issued. The candidate shall be precluded from continuing or re-entering a residency.
- (h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation in accordance with N.J.A.C. 6A:9B-4.12.

- (i) The holder of a standard educational services certificate with an associate school library media specialist (ASLMS) endorsement shall be eligible for the SLMS upon completion of the requirements at (c)3 above.
- (j) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who has a bachelor's degree from an accredited college or university and has completed a minimum of 12 graduate-level semester-hour credits in school library media.
- (k) An individual who holds one of the following shall be eligible for the standard certificate with a SLMS endorsement:
  - 1. A permanent New Jersey school librarian or standard certificate with an educational media specialist endorsement; or
  - 2. A standard certificate with an ALMS endorsement. The candidate also shall complete a graduate-degree program at an accredited college or university with specialization in school library media studies.
- (l) Individuals holding the school librarian or educational media specialist endorsement may serve in any position requiring the SLMS endorsement.

**6A:9B-14.15 Associate school library media specialist**

- (a) Effective September 1, 2027, the Department will no longer issue the associate school library media specialist (ASLMS) endorsement.
  - 1. A candidate who is matriculated and enrolled in classes in a State-approved education preparation program prior to June 1, 2023, and is recommended by their educator preparation program no later than August 31, 2027, shall be eligible for the ASLMS endorsement.
  - 2. Applicants in possession of a written evaluation completed by the Office prior to June 1, 2023, shall have until August 31, 2027, to complete the requirements set forth in

the written evaluation. A candidate who does not apply to the Office by August 31, 2027, shall not be eligible for the ASLMS endorsement.

- (b) The endorsement authorizes the holder to serve as a school library media specialist in preschool through grade 12 under the supervision of a certified school administrator, principal, or supervisor. The functions include: delivery of instruction in information literacy skills; the development and coordination of school library media programs and resources; and instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media. These media are defined as all print, non-print, and electronic resources, including the technologies needed for their use.
- (c) To be eligible for a CE with the ASLMS endorsement, a candidate shall have completed a bachelor's degree from an accredited college or university and one of the following:
  - 1. A Department-approved graduate program that specifically prepares the candidate for the certificate; or
  - 2. A program of graduate studies consisting of at least 18 semester-hour credits in a coherent sequence of studies, including the following:
    - i. Access, evaluation, selection, and utilization of library media resources;
    - ii. Organization and coordination of school library media programs, resources, and instruction to provide preschool through grade 12 students with a sequential course of studies;
    - iii. Children's literature and young-adult literature;
    - iv. Design, development, and integration of information literacy skills throughout the school curriculum;
    - v. Design and development of multimedia materials;
    - vi. Utilization of current and emergent technologies in all phases of school library media programs; and



- vii. A clinical experience that includes instruction and management. This experience shall be completed in a school library media center.
- (d) To be eligible for a CEAS with an ASLMS endorsement, a candidate shall complete the requirements at (c) above and one of the following:
    1. Hold a standard New Jersey or out-of-State instructional certificate. A military science endorsement shall not satisfy this requirement;
    2. Complete a State-approved college educator preparation program with or without clinical practice; or
    3. Complete a coherent college program at an accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management.
  - (e) To be eligible for a provisional educational services certificate with an ASLMS endorsement, the candidate shall:
    1. Possess a CE or CEAS with an ASLMS endorsement; and
    2. Obtain an offer of employment in a position that requires the ASLMS endorsement.
  - (f) To be eligible for the standard educational services certificate with an ASLMS endorsement, a candidate shall:
    1. Possess a provisional educational services certificate with an ASLMS endorsement pursuant to (e) above;
    2. Complete a coherent college program at an accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. Holders of a CEAS with an ASLMS endorsement are exempt from the study requirements; and

3. Complete a year-long school-based residency program in a school library media center. The residency program shall:
  - i. Consist of a supervised residency that includes professional experiences in the delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. In addition, the residency includes the delivery of instruction in the evaluation, selection, organization, distribution, creation, and utilization of school library media.
    - (1) A certified school administrator, principal, or supervisor shall provide supervision during the candidate's provisional year. An experienced school library media specialist shall mentor the candidate throughout the residency. If no experienced SLMS is available within the school district to mentor the candidate, an experienced SLMS may be provided by a Commissioner-approved mentoring program; and
  - ii. Be agreed upon through a Department-issued residency agreement outlining the responsibilities as set forth in this section and entered into by the Department, the employing school, the candidate, and the residency supervisor.
- (g) The residency supervisor shall have primary responsibility to ensure the candidate receives appropriate training, support, mentoring, practicum experiences, and professional opportunities in the critical job responsibilities specified at (b) above. The residency supervisor also shall evaluate and verify the completion of all required experiences according to the residency agreement's terms and conditions.
- (h) Upon the residency period's completion, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job responsibilities at (b) above and to implement the theoretical concepts at (c)2 above. The supervisor shall discuss the evaluation report with the candidate and both

shall sign the report. The supervisor shall submit the completed evaluation to the Office.

The evaluation on each candidate shall include one of the following recommendations:

1. Approved: Recommends issuance of a standard educational services certificate with an ASLMS endorsement;
  2. Insufficient: Recommends a standard educational services certificate with an ASLMS endorsement not be issued, but the candidate be allowed to continue the residency or seek admission to an additional residency. Except for candidates who receive approval pursuant to N.J.A.C. 6A:9B-4.13(d), a candidate who receives a second insufficient recommendation shall be precluded from continuing or re-entering a residency; or
  3. Disapproved: Recommends a standard educational services certificate with an ASLMS endorsement not be issued. The candidate shall be precluded from continuing or re-entering a residency.
- (i) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation in accordance with N.J.A.C. 6A:9B-4.12.
- (j) Upon the executive county superintendent's request, the Office may issue an emergency certificate to a candidate who completes a bachelor's degree from an accredited college or university and a minimum of six graduate semester-hour credits in school library media.
- (k) Policies governing the ASLMS endorsement are as follows:
1. The holder of a standard or permanent New Jersey teacher-librarian or the associate educational media specialist endorsement shall be eligible for the ASLMS endorsement.
  2. The holder of the teacher-librarian or associate educational media specialist endorsement shall be eligible for an extension of the authorization to carry out the functions of the ASLMS authorization.
- (l) Any certificate holder who holds the standard ASLMS endorsement prior to August 31, 2027, and the endorsement remains in good standing, may be employed pursuant to the endorsement, as authorized.

#### **6A:9B-14.16 School orientation and mobility specialist**

- (a) The school orientation and mobility specialist endorsement authorizes the holder to serve as an orientation and mobility instructor to blind and visually impaired students in public schools in preschool through grade 12.
- (b) To be eligible for the standard educational services certificate with a school orientation and mobility specialist endorsement, the candidate shall:
  - 1. Hold a bachelor's degree from an accredited college or university; and
  - 2. Hold a valid Orientation and Mobility Specialist certification issued by the Academy for the Certification of Vision Rehabilitation & Education Professionals (ACVREP) or have successfully matriculated through a university program approved by the National Blindness Professional Certification Board (NBPCB).

#### **6A:9B-14.17 School athletic trainer**

- (a) The athletic trainer endorsement authorizes the holder to serve as a school athletic trainer in preschool through grade 12.
- (b) To be eligible for the school athletic trainer endorsement, a candidate shall:
  - 1. Hold a bachelor's degree from an accredited college or university; and
  - 2. Satisfactorily complete the requirements established by the State Board of Medical Examiners for licensure as an athletic trainer, pursuant to N.J.A.C. 13:35-10.
- (c) An emergency certificate is not available for the school athletic trainer endorsement.

#### **6A:9B-14.18 Educational interpreter**

- (a) The educational interpreter endorsement shall be required for individuals who provide educational interpreting services, sign language interpreting, oral interpreting, or cued speech transliteration to students who are deaf, hard-of-hearing, or deaf-blind in preschool through grade 12.

- (b) To be eligible for the standard educational services certificate with an educational interpreter-sign language interpreting endorsement, a candidate shall:
1. Hold an associate or higher degree from an accredited college or university and complete both of the following:
    - i. The Educational Interpreter Performance Assessment (EIPA) with a minimum score of 3.5; and
    - ii. Pass the EIPA Written Test and Knowledge Standards; and
  2. Complete one of the following:
    - i. Twelve semester hour-credits of professional education coursework that includes study in child development, language development, curriculum development, methods of instruction, interpreting for deaf-blind students, and legal and ethical issues for educational interpreters. Such study may be part of, or in addition to, the degree program and may be completed at an accredited two-year college; or
    - ii. A certificate of educational interpreting from an accredited two- or four-year college.
- (c) To be eligible for the standard educational services certificate with an educational interpreter-cued speech transliteration endorsement, a candidate shall:
1. Have an associate or higher degree; and
  2. Achieve a minimum score of 3.5 on the EIPA for cued speech or possess Testing/Evaluation and Certification Unit (TECUnit) certification; and one of the following:
    - i. Complete 15 semester-hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for deaf-blind students, legal and ethical issues for educational interpreters, and methods of instruction. The study may be completed at an accredited two-year college; or
    - ii. Pass the EIPA Written Test and Knowledge Standards.

- (d) An emergency educational interpreter certificate with an educational interpreter-sign language interpreting endorsement may be issued to a candidate with an associate or higher degree, and who has completed the EIPA with a minimum score of 3.5. The emergency certificate may be renewed a total of three times.
- (e) An emergency educational interpreter certificate with a cued speech transliteration endorsement may be issued to a candidate with an associate or higher degree and a minimum score of 3.5 on the EIPA for cued speech or possess TECUnit certification. The emergency certificate may be renewed a total of three times.

**6A:9B-14.19 Cooperative education coordinator – hazardous occupations**

- (a) The cooperative education coordinator (CEC) – hazardous occupations endorsement authorizes the holder to serve as a coordinator supervising career and technical education students who are participating in cooperative education experiences in hazardous occupations, in accordance with N.J.S.A. 34:2-21.1 et seq., and N.J.A.C. 6A:8 and 6A:19. This endorsement also authorizes the holder to place and supervise career and technical education students in school-sponsored cooperative education experiences as part of a career and technical education program, and to supervise students participating in any other SLE in any career cluster.
- (b) To be eligible for the CEC – hazardous occupations endorsement, the candidate shall present:
  - 1. A standard instructional certificate with a career and technical education endorsement in any field;
  - 2. Evidence of two years of successful teaching under a standard certificate in career and technical education with a hazardous occupations endorsement, and completion of the following:
    - i. Training in child labor, wage and hour, and wage payment laws and regulations, as required by the Department of Labor and Workforce

Development and the U.S. Department of Labor in accordance with N.J.S.A. 34:2-21.1 et seq., and N.J.A.C. 12:56 and 12:58;

- ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19;
- iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and
- iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with N.J.S.A. 34:2-21.1 et seq.

(c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004, may serve in a position requiring the CEC - hazardous occupations endorsement in any career cluster.

(d) An emergency certificate in CEC – hazardous occupations may be issued to a candidate who meets the requirements at (d)1 through 3 below. The candidate shall complete the requirements for the standard certificate in no more than 24 months from the issuance date of the emergency certificate.

1. A standard instructional certificate with a career and technical education endorsement;
2. Two years of successful career and technical education teaching experience; and
3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with N.J.S.A. 34:2-21.1 et seq.

#### **6A:9B-14.20 Cooperative education coordinator**

(a) The cooperative education coordinator endorsement authorizes the holder to serve as a coordinator supervising career and technical education students who are participating in

cooperative education experiences in non-hazardous occupations in accordance with N.J.S.A. 34:2-21.1 et seq., and N.J.A.C. 6A:8 and 6A:19. This endorsement also permits the holder to supervise students participating in any other non-hazardous SLE in any career cluster.

(b) To be eligible for the endorsement, the candidate shall present:

1. A standard instructional certificate with a career and technical endorsement in any field; and
2. Evidence of completion of two years of teaching under a standard certificate in career and technical education, and completion of the following:
  - i. Training in child labor, wage and hour, and wage payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accordance with N.J.S.A. 34:2-21.1 et seq., and N.J.A.C. 12:56 and 12:58;
  - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and
  - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

(c) The holder of a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational-technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education, or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

(d) An emergency certificate with a cooperative education coordinator endorsement may be issued to a candidate who meets the requirements at (d)1 and 2 below. The candidate shall complete the following requirements for the standard certificate in no more than 24 months from the issuance date of the emergency certificate:



1. A standard instructional certificate with a career and technical education endorsement; and
2. Two years of successful career and technical education teaching experience.

#### **6A:9B-14.21 Requirements for interstate reciprocity**

(a) Notwithstanding any other provision of this subchapter, any applicant for an educational services certificate who presents a valid educational services certificate issued by any other state shall be issued, upon payment of the appropriate fee, a New Jersey educational services standard certificate for the equivalent current New Jersey endorsement. If there is no equivalent current New Jersey endorsement, the provisions at N.J.A.C. 6A:9B-14.1 through 14.20 shall apply to interstate reciprocity. The following limitations apply:

1. If New Jersey has an equivalent endorsement with a required subject-matter test for the applicant's endorsement, the applicant shall have passed a state subject-matter test to receive the out-of-State endorsement, or else shall pass the appropriate New Jersey subject-matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out-of-State certificate, as documented by a letter of experience from the applicant's supervisor or authorized school district representative;
2. An applicant for interstate reciprocity for a New Jersey educational services certificate that requires a residency shall receive a CE or CEAS pursuant to this subchapter; and
3. Applicants for educational services reciprocity shall meet all other requirements in this subchapter for State-issued professional licenses or certifications.

#### **6A:9B-14.22 Bilingual language paraprofessional credential**

(a) The bilingual language paraprofessional credential may be utilized for individuals who provide bilingual instructional support services in preschool through grade 12.

- (b) To be eligible for the bilingual language paraprofessional credential, a candidate shall fulfill either (b)1 or 2 below and shall fulfill (b)3 below, as follows:
1. Complete 60 semester-hour credits at an institution of higher education; or
  2. Hold an associate or higher degree from an accredited college or university and meet the test of subject-matter knowledge requirement at N.J.A.C. 6A:9B-9.1(a)2 by demonstrating:
    - i. Oral and writing competence in English by:
      - (1) Passing a Department-approved, nationally recognized test of oral and written proficiency in English; or
      - (2) Establishing the candidate as a speaker of English who was primarily educated in English at the undergraduate or graduate level; and
    - ii. Oral and writing competence in the target language by:
      - (1) Passing a Department-approved, nationally recognized test of oral and written proficiency in the target language; or
      - (2) Establishing the candidate as a speaker of the target language who was primarily educated in the target language at the undergraduate or graduate level; and
  3. Complete six semester-hour credits of professional education coursework that includes studies in language acquisition, developing literacy skills for a language learner, methods of teaching content in bilingual education, or theory and practice of teaching bilingual education. Such studies may be part of, or in addition to, a degree program and may be completed at an accredited two- or four-year college.

**6A:9B-14.23 Early literacy specialist**

- (a) The early literacy specialist endorsement authorizes the holder to serve as a reading specialist in preschool through grade three. An early literacy specialist conducts in-service training of teachers and administrators; coordinates instruction for students or groups of

students having difficulty learning to read; diagnoses the nature and cause of a student's difficulty in learning to read; plans developmental programs in reading for all students; recommends methods and materials to be used in the school district reading program; and contributes to the collection of standardized data as a means of determining and monitoring the reading achievement of students. Additionally, the early literacy specialist may serve as the primary general education interventionist for any student in preschool through grade three with a reading or literacy difficulty that is the result of dyslexia or dysgraphia.

1. The early literacy specialist endorsement will be required, beginning at the start of the 2026-2027 school year, to serve in roles that align with the authorizations at (a) above.
- (b) A candidate for the early literacy specialist endorsement shall have a bachelor's degree from an accredited college or university, three years of successful teaching experience, a standard New Jersey instructional certificate with a preschool through grade three or elementary endorsement, and one of the following:
1. Complete a Department-approved post-baccalaureate program that is a minimum of 18 semester-hour credits with a program of study consisting of the following:
    - i. Advanced study of reading and structured literacy, including phonics, phonemic awareness, vocabulary, reading comprehension, fluency, and concepts of print;
    - ii. Diagnosis and correction of literacy problems of early learners, including a supervised clinical experience of at least 30 hours;
    - iii. Organization of reading programs and professional development strategies to improve the teaching of literacy;
    - iv. Supervised clinical internship in reading that focuses on the implementation of schoolwide literacy leadership, coaching/professional development, and the diagnosis, planning, and correction of reading problems in a supplemental/in-class setting;

- v. Methodology that incorporates multi-sensory instructional approaches for teaching early literacy skills and that helps to remediate learning for students with dyslexia and/or dysgraphia;
  - vi. Strategies for remediation of writing for early learners with a focus on the development of fine-motor skills related to the process of writing; and
  - vii. Advanced study of literacy strategies for supporting students with varying abilities and multilingual learners.
2. Hold a master's degree in early literacy, literacy, reading, or another related field from an accredited college or university and courses that cover the areas listed at (b)1 above as indicated on a transcript.

## **Subchapter 15. Academic Qualifying Credentials**

### **6A:9B-15.1 Academic Qualifying Credentials**

- (a) "Academic Qualifying Credential" (AQC) means a credential issued by the Commissioner of Education to applicants for mortuary science and chiropractic licenses. The AQC is issued to individuals regulated by licensing authorities under the supervision of the New Jersey Division of Consumer Affairs and certifies that the applicants have completed their preliminary academic education.
- (b) Each applicant for a mortuary science or chiropractic license shall satisfy preliminary academic education criteria, as required by the respective licensing authorities under the supervision of the New Jersey Division of Consumer Affairs.
- (c) Applicants for the AQC shall submit official transcripts to the Commissioner as evidence they have completed the preliminary academic education required for the certificate's issuance.
- (d) In accordance with the fee schedule at N.J.A.C. 6A:9B-5.6(b), applicants for the AQC shall submit with their application payment of the fee, as instructed in the application.