

## **SCHOOL ADMINISTRATOR CERTIFICATE OF ELIGIBILITY (ENDORSEMENT CODE: 0101)**

**Please print this page before you apply.**

This endorsement authorizes the holder to be employed in any position that involves services as a district-level administrator in public schools in grades preschool through grade 12. Positions include superintendent, assistant superintendent and director.

**To be eligible for the School Administrator Certificate of Eligibility, you will need to meet the following:**

**There are 3 options to be eligible for a School Administrator CE.**

**OPTION 1 (You must meet the following requirements):**

### **Master's Degree Requirement**

- A master's or higher degree from a regionally accredited college or university in educational leadership, or in curriculum and instruction, or in one of the recognized fields of leadership or management; **OR**
- A master's degree from a regionally accredited college or university and complete a post-master's program resulting in a certificate of advanced study in educational administration and supervision; **OR**
- A master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester hour credits. The study must be completed at one institution in the fields outlined above **OR**
- A master's degree in educational leadership from an NCATE or TEAC-approved program at an out-of-State college or university;

**All credits/degree(s) must appear on a regionally accredited 4-year college/university transcript.**

### **Required Graduate Study**

- A minimum of 30 graduate credits, either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9B-3.4(a)1-6, the Professional Standards for School Leaders. These areas align with ISLLC standards.

**If you have completed a program in an area other than Educational Leadership, you must send both official college catalog course descriptions for review AND an original letter from the Department Chairperson at the college or university outlining the course or courses in which the areas above are included. All graduate credits must appear on a regionally accredited 4-year college/university transcript.**

### **Internship Requirement**

- Complete a 150-hour internship in educational leadership aligned to the professional standards for school leaders in N.J.A.C. 6A:9B-3.4 in accordance with the roles and responsibilities of a school administrator, independent of other course requirements.  
**PLEASE NOTE: You must submit an original letter from the Educational Leadership Department Chairperson from the university where your program was completed detailing the hours and assignment of your Internship experience as part of your application for this endorsement.**

### **Praxis Test Requirement**

- Please contact Education Testing Service (ETS) to register for the School Superintendent Assessment. You must request to have your score sent to New Jersey by coding R7666. You must also include your social security number when completing your answer sheet. Only official score reports sent directly from ETS are accepted for certification. Not coding the NJ Dept. of Education (R7666) or listing your social security number may delay certificate issuance. Please go to <http://www.nj.gov/education/educators/license/1112.pdf> for more details.

### **Experience Requirement**

- You must complete five years of successful educational experience in a public or nonpublic school, a public or nonpublic school district, or a regionally accredited higher educational setting in New Jersey or out-of-State. Please send in an original letter documenting 5 years of fulltime educational experience from a school official. The letter should include information about full or part-time status, specific assignment and dates of employment.

## **OPTION 2 (You must meet the following requirements):**

### **Out-of-State School Administrator Certificate**

- You will need to present a copy of a valid out-of-State school administrator certificate. Please also submit a copy of the certificate under which your experience was completed if it differs from your current certificate.

## **OPTION 3 (You must meet the following requirements):**

### **Valid New Jersey Standard Principal Certificate**

- Please present a copy of a valid New Jersey standard principal certificate.

### **Master's Degree Requirement**

- A master's or higher degree is required.

**All credits/degree(s) must appear on a regionally accredited 4-year college/university transcript.**

### **Letter of Experience**

- You will need to present 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.

### **Test Requirement**

- Please contact Education Testing Service (ETS) to register for School Superintendent Assessment. You must request to have your score sent to New Jersey by coding R7666. You must also include your social security number when completing your answer sheet. Only

official score reports sent directly from ETS are accepted for certification. Not coding the NJ Dept. of Education (R7666) or listing your social security number may delay certificate issuance. Please go to <http://www.nj.gov/education/educators/license/1112.pdf> for more details.

### Fee Information

- The current cost of the certificate is \$190.
- **No checks or money orders will be accepted**
- Please make the payment online at <http://www.nj.gov/education/educators/license/epay.htm>.
- **Please notify your examiner after payment has been made.**
- If you apply and are denied, you will be charged a fee of \$70.
- **All fees, including money left on file, are nonrefundable**

### Online Certificate Information

- All information about certificates is now available online, including certificate name, certificate ID number, date of issuance, and expiration date if applicable. Instructions to view this information can be found at [www.state.nj.us/education/educators/license/tcis/instructions.pdf](http://www.state.nj.us/education/educators/license/tcis/instructions.pdf).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. Additionally, the move to electronic certificates will save costs associated with printing and mailing, as many of our neighboring states have discovered. **Therefore, as of May 15, 2015, paper certificates will no longer be issued.**

IF YOU HAVE MET THE ABOVE REQUIREMENTS, [CLICK HERE](#) TO APPLY ONLINE.

### Applicant Checklist:

**You cannot complete the entire application process online.** After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE in order to complete your application. Please put your tracking number or Social Security number on all documents that you send to our office. For this particular certificate, you will need to send in the following:

- Oath of allegiance/verification of accuracy form. (Available here: <http://www.nj.gov/education/educators/license/forms/verify.pdf> )
- Official transcripts noting degree conferral and all other relevant transcripts. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents.
- Copies of your Praxis test score report (May be submitted at a later date if you have not yet completed this requirement. See above for details.)
- Out-of-State teaching certificate. (If applicable, see above for details).
- Letter of experience. (If applicable, see above for details)..
- Fee of \$190 paid online.