

SUPERVISOR STANDARD CERTIFICATE (ENDORSEMENT CODE: 0106)

TO AVOID DELAYS: After applying online, please submit **ALL** necessary documentation **together** in a **single packet** to the address below. If possible, please have transcripts sent to you first and then forward them in the sealed envelope(s) together with any other documents. Please include your tracking number in all correspondence with our office.

**NJ Department of Education
Office of Certification and Induction
PO Box 500
Trenton, NJ 08625-0500**

This endorsement authorizes the holder to be employed as a supervisor of instruction and athletic director (for those who do not hold a principal's endorsement) as well as an assistant superintendent in charge of curriculum and/or instruction in public schools.

Master's Degree Requirement

- A master's or higher degree is required from a [regionally accredited](#) college or university. Official transcripts documenting the master's degree conferral must be submitted.

Certification Requirement

- A standard NJ instructional or educational services certificate, or its out-of-state equivalent, is required. A copy of this certificate must be presented.

Record of Professional Experience

- Please submit the [Record of Professional Experience form](#) which must be filled out by your employer documenting at least three years of successful, fulltime teaching or educational services. Experience completed in a New Jersey public school must be completed under the appropriate certificate.

The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ regulations.

Required Graduate Study

- You will need to complete 12 semester-hour graduate credits to include the following required areas:
 1. Three graduate credits in general principles of instructional staff supervision for grades K-12.
 2. Three graduate credits in general principles of curriculum design and development grades K-12.
 3. Three graduate elective credits in curriculum design and development.
 4. Three graduate elective credits in instructional staff supervision AND/OR curriculum design and development.

All graduate credits must appear on a [regionally accredited](#) 4-year college/university transcript.

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment [online](#)
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of \$70.
- All fees, including money left on file, are nonrefundable

Online Certificate Information

- All information regarding applications and certifications 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 [here](#).
- In order to make certification information available more quickly, this information will appear on our website in lieu of the issuance of paper certificates. If you would like to view the status of your application, then please visit our [application status check](#).

NOTE: THIS DOCUMENT IS MADE IN ACCORDANCE WITH THE RULES CURRENTLY IN EFFECT. REQUIREMENTS, PASSING TEST SCORES, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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 on all documents that you send to our office.

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