

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

**TO AVOID DELAYS:** After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

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.

**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:9-3.4(a)1-6, the Professional Standards for School Leaders. These areas align with NPBEA 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:9-3.4 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. You may utilize the Verification of Program Completion form for this purpose.**

**Praxis II 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.

**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 submit 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.**

**Experience Requirement**

- 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 or in an approved nonpublic school.

**Praxis II 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.

**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

**You cannot complete the entire application process online. After applying online, please email all necessary documentation to [certapplication@doe.nj.gov](mailto:certapplication@doe.nj.gov). Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.**

**If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).**