

School Business Administrator Certificate of Eligibility (Endorsement Code: 0109)

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. 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 as the chief financial officer of a school district in public schools in grades preschool through grade 12. Positions include assistant superintendent for business and school business administrator.

Master's Degree or CPA Requirement

- A master's or higher degree from a regionally accredited college/university_OR a copy of a currently valid certified public accountant license is required.

Required Undergraduate or Graduate Study

- Applicants must complete 18 semester-hour undergraduate or graduate credits to include the following required areas:
 - Finance
 - Economics
 - Law
 - Organizational Theory
 - Management or Administration
 - Accounting

All 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

You cannot complete the entire application process online. After applying online, please email all necessary documentation to 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).