

SCHOOL BUSINESS ADMINISTRATOR CERTIFICATE OF ELIGIBILITY (ENDORSEMENT CODE: 0109)

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 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:
 - Economics
 - Organizational theory
 - Law
 - Management or administration
 - Accounting
 - Finance

All credits must appear on a regionally accredited 2 or 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](#).

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.**