

PRINCIPAL CERTIFICATE OF ELIGIBILITY (ENDORSEMENT CODE: 0200)

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 in a position that involves services as an administrative officer of a school or other comparable unit within a school or district in public schools in grades preschool through grade 12. Positions include principal, assistant principal, vice principal, assistant superintendent for curriculum and instruction and director.

Master's Degree Requirement

- A master's or higher degree from a regionally accredited college or university in educational leadership, 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 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 submit 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 300-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 as a principal, 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. 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 Leaders Licensure 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.

Certificate Requirement

- Please submit a copy of a valid provisional or standard New Jersey or equivalent out-of-state instructional, educational services or administrative certificate.

Record of Professional Experience

- Please submit the Record of Professional Experience form which must be filled out by your employer documenting five years of successful educational experience under a valid provisional or standard New Jersey or equivalent out-of-state certificate.

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

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).