

DIRECTOR OF SCHOOL COUNSELING SERVICES (ENDORSEMENT CODE: 0602)

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**

The Director of School Counseling Services endorsement authorizes the holder to serve as a director, administrator or supervisor of school counseling services, including the supervision of educational activities in areas related to and within the counseling program in grades preschool through 12.

To be eligible for the Director of School Counseling Services Standard certificate, you will need to meet the following:

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

- Applicants must hold a NJ School Counselor certificate or its out-of-state equivalent.

Three Years of Experience

- At least three years of successful experience as a school counselor in grades preschool through 12 is required. An original letter from a school official (principal or assistant principal or human services director), on the school's official letterhead, must be submitted. Included should be dates of employment and the positions held during those specific dates.

Required Graduate Study

- You will need to complete a three-credit graduate level course in each of the following required areas:
 - **Administration** - *Examples:* School law; Organization and Administration of elementary and secondary schools.
 - **Staff Supervision** - *Examples:* Supervision and evaluation of instructional staff; Supervision of school counseling services.
 - **Curriculum Development** - *Examples:* Principles of general curriculum development; elementary and secondary curriculum development; extracurricular activities.

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](#).

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.**